Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

- 1. the CoC Application,
- 2. the CoC Priority Listing, and
- 3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

- 1. The FY 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
- 2. The FY 2023 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
- 3. All information provided to ensure it is correct and current.
- 4. Responses provided by project applicants in their Project Applications.
- 5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It

- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2023 CoC Program Competition on behalf of your CoC.
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to

appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
 FY 2023 CoC Application Navigational Guide;
 Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1A-1. CoC Name and Number: NC-511 - Fayetteville/Cumberland County CoC

1A-2. Collaborative Applicant Name: County of Cumberland

1A-3. CoC Designation: CA

1A-4. HMIS Lead: NCHMIS (MCAH)

1B. Coordination and Engagement–Inclusive Structure and Participation

 $\hbox{HUD publishes resources on the HUD.gov website at \ CoC\ Program\ Competition\ to\ assist\ you\ in\ completing\ the\ CoC\ Application.\ Resources\ include:}$

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- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.
	In the chart below for the period from May 1, 2022 to April 30, 2023:
1.	select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC's coordinated entry system; or
2.	select Nonexistent if the organization does not exist in your CoC's geographic area:

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	Yes
4.	Disability Service Organizations	Yes	Yes	Yes
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes	No	Yes
9.	Law Enforcement	Yes	Yes	Yes
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
11.	LGBTQ+ Service Organizations	Yes	No	Yes
12.	Local Government Staff/Officials	Yes	Yes	Yes
13.	Local Jail(s)	No	No	Yes
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	Yes

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16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	Yes	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	No	No	No
30.	State Sexual Assault Coalition	No	No	No
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.	Veteran service organizations	Yes	Yes	Yes
35.	Reentry Council (formerly incarcerated)	Yes	Yes	Yes
		•		

1B-2.	Open Invitation for New Members.
	NOFO Section V.B.1.a.(2)
	Describe in the field below how your CoC:
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

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- 1. Membership in the FCCCoC is free and open to any individual or organization who desires to help the homeless in our community. The FCCCoC solicits new members via multiple platforms and public forums, including the following: publishing an invitation and membership form on the website at https://www.faycccoc.org/aboutus, maintaining a Facebook page to engage the public with our organization and CoC partners, setting up tables at community events like the yearly Homeless Stand Down and National Night Out, and conducting presentations to City and County governing bodies during public meetings. Membership applications are presented to the Board and new members are announced at each Board meeting, which ratifies their membership.
- 2. In order to accommodate individuals with disabilities, the Chair of the FCCCoC sends emails to the listserv, announcing upcoming events and meetings, as well as any announcements and events that members and partnering agencies would like shared with the community. Funding opportunities are also announced via email and the FCCCoC makes documents available on its website, including minutes and agendas, funding announcements, RFPs, and attachments. Newspaper notices from the lead agency states a commitment to providing equal access to its facilities, programs, and services for persons with disabilities by holding all meetings in locations that are handicapped accessible. Individuals requesting any form of reasonable accommodations for public meetings/hearings should do so five (5) business days prior to the advertised meeting. However, if a request is made within five (5) business days, every reasonable effort will be made to accommodate the request. A TTY number is also provided for the deaf and hard of hearing.
- 3. The FČCCoC Chair and others have invited leaders from the NAACP, Latinos United for Progress, Fayetteville Pride, the Indian Housing Authority, and the Cumberland County Association for Indian People to join the FCCCoC and provide input as to how we can improve service delivery to their communities. Disability providers such as ServiceSource and Alliance Health are already members of the CoC, as is the LGBTQ+ organization PFLAG. The FCCCoC has conducted presentations to the NAACP, as well as the City Council and County Board of Commissioners. The City and County meetings are publicly attended and viewed by a diverse group of community members, and invitations are extended to the public.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.
	NOFO Section V.B.1.a.(3)
	Describe in the field below how your CoC:
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

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- 1. The FCCCoC uses electronic surveys, work sessions, member and committee meetings, and open public forums to solicit a variety of opinions. Findings are discussed during the CoC meetings and posted on the website. CoC members attend events to promote, invite, and partner with other organizations and interested parties that help in preventing and ending homelessness. Since meeting in person again, CoC members and nonmembers often network after member meetings to discuss activities and partnerships.
- 2. The CoC has monthly general membership meetings and various open forums that welcome the public to contribute to the topics that affect our homeless community. Information & documentation are given out at these assemblies on the progress of the CoC committee efforts, its funded projects, & other pertinent facts as it pertains to ending homelessness in our area. The Chair of the CoC emails the listserv to solicit a wide array of organizations & businesses to attend the meetings/sessions, encouraging & inviting different voices and opinions from the public to have their voice heard.
- 3. In order to accommodate individuals with disabilities, the Chair sends emails to the listsery, announcing upcoming events & meetings, as well as emailing any announcements & events that members and partnering agencies would like shared with the community. Meetings are also offered virtually. Funding opportunities are also announced via email & the CoC makes documents available on its website, including minutes & agendas, funding announcements & RFPs. Any newspaper notices from the lead agency state a commitment to providing equal access to its facilities, programs & services for persons with disabilities by holding all meetings in locations that are handicapped accessible. Reasonable effort is made to accommodate requests from individuals needing accommodations. A TTY number is provided for the deaf & hard of hearing.
- 4. Our member & committee meetings include people with lived experience, community activists, nonprofits, businesses, & other community members. They are able to voice their opinions at meetings & are encouraged to do so. We have held Lived Experience workshops to solicit feedback on our homeless response system. The Chair of the CoC is a member of the Homeless Advisory Committee, which has a public comment forum for any member of the public to offer comments, opinions, &suggestions. The Chair has also presented at City Council & County Commissioner meetings.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.
	NOFO Section V.B.1.a.(4)
	Describe in the field below how your CoC notified the public:
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
2.	about how project applicants must submit their project applications-the process;
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.

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- The FCCCoC solicited applications through a Request for Proposal (RFP) process which is distributed through the CoC listsery email and placed on the website encouraging new applicants to apply. The CoC conducted a project applicant virtual workshop to discuss the RFP, reallocation, and provide information to organizations that have not previously received CoC Program funding, in order to educate and encourage them to apply. The CoC also promoted and provided information regarding the RFP process at the monthly BOD and Membership meetings (which are open to the public) and sent personal invites to new applicants. Applicants were offered an opportunity for Q&A at the workshops and given information about funding opportunities through reallocation, they types of projects that could be applied for, and other considerations to undertake when applying. The CoC Lead Agency provided technical assistance throughout the application process to new applicants. 2. In the Request for Proposal that is posted on the CoC's website and distributed to the listsery email, the description of the application process was outlined along with the contact information for technical assistance made available from the CoC Lead Agency. Project Applications and Navigation Guides were posted on the website as well. The CoC lead agency conducted a presentation and Q&A session to discuss the components and process of the CoC grant with interested providers.
- 3. The process by which the PEGR Committee would assess and prioritize the project applications is described in the CoC's policy and procedures and the Request for Proposal. Both documents, as well as the New and Renewal project scoresheets and a link to the NOFO were posted on the CoC's website.

 4. The CoC ensures individuals with disabilities can access materials distributed through electronic formats (PDF, email, and web postings) or in physical formats. The CoC Lead Agency also has a telephone line for the hearing impaired.

1C. Coordination and Engagement

 $\hbox{HUD publishes resources on the HUD.gov website at \ CoC\ Program\ Competition\ to\ assist\ you\ in\ completing\ the\ CoC\ Application.\ Resources\ include:}$

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;

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- Frequently Asked Questions

1C-1.	Coordination with Federal, State, Local, Private, and Other Organizations.
	NOFO Section V.B.1.b.
	In the chart below:
1	select yes or no for entities listed that are included in your CoC's coordination, planning, and
	operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or
2.	select Nonexistent if the organization does not exist within your CoC's geographic area.

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	

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18.	Veteran and faith-based	l organizations	Yes
	1C-2.	CoC Consultation with ESG Program Recipients.	
		NOFO Section V.B.1.b.	
			_
		Describe in the field below how your CoC:	
	1.	consulted with ESG Program recipients in planning and allocating ESG Program funds;	
	2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;	
	3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and	
	4.	provided information to Consolidated Plan Jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in the Consolidated Plan update.	

- 1. Five agencies receive ESG or ESG-CV funding directly from the State, all of which participate in the planning and coordination of housing and services. The CoC grant review committee adhered to the CoC policies and procedures outlining the prioritization and program procedures. Vulnerable families & individuals continue to be affected by COVID and our affordable housing shortage. Over the past year, ESG funding has gone towards Street Outreach, Rapid Rehousing, and Domestic Violence services, and our ESG-CV funding has gone towards Rapid Rehousing and Homeless Prevention.
- 2. This year, the CoC Performance Evaluation and Grants Review (PEGR) Committee reviewed & updated the CoC & ESG monitoring tools, which membership approved. They also conducted onsite monitoring for CoC project recipients & will be conducting onsite monitoring of ESG projects in the coming months. The PEGR Committee is responsible for reviewing the performance and adherence of the adopted written standards by the ESG-funded programs. The CoC Lead Agency provides technical assistance to the committees. During the ESG competitive application process, the Grant Review Committee reviews certain components such as the applicant's performance goals, HMIS data quality, bed utilization, organizational capacity to address racial equity, reporting, coordination, & collaboration with other providers. The PEGR Committee and Planning & Development Committee meets with the ESG Lead Agency to update its performance standards and considers any needs or gaps in housing and services during a series of meetings.
- 3. ESG and CoC recipients assisted with the PIT count and provided PIT count and HIC data to the Lead Agency, who conducted both the PIT and HIC. The CoC Lead Agency, the City of Fayetteville representatives, along with the CoC Membership Body & an array of volunteers in the jurisdictions, participated in conducting the Point-in-Time (PIT) Count and preparation of the Housing Inventory Chart (HIC). Input is obtained from community stakeholders and shared with the public in meetings and posted on the official website.

 4.The City and County hold public meetings to solicit input for their Annual Action Plan each year and provide the meeting information to the CoC at meetings and via email. The City and County have representatives as ex-officions.

Action Plan each year and provide the meeting information to the CoC at meetings and via email. The City and County have representatives as ex-officio Board members of the CoC and Cumberland County is the Collaborative Applicant/Lead Agency for the CoC.

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1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.B.1.c.	
	Select yes or no in the chart below to indicate how your CoC ensures emergency s transitional housing, and permanent housing (PSH and RRH) do not deny admission family members regardless of each family member's self-reported sexual orientation identity:	n or separate
Conducted manda	atory training for all CoC- and ESG-funded service providers to ensure families are not	Yes

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers.	Yes

1C-4	CoC Collaboration Related to Children and Youth-SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	No
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

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Project: NC-511 CoC Registration FY2023

The Fayetteville/Cumberland County Homeless Advisory Committee, which is a collaborative effort formed between Cumberland County, the City of Fayetteville, and the CoC, includes the Cumberland County School Superintendent or designee with an interlocal agreement MOU. The CoC works with the local school district to identify the needs of the homeless youth, ensure that school enrollment is being maintained, and share data and other information. The Charter and agreement can be found at Cumberland County's website: https://www.cumberlandcountync.gov/departments/community-development-group/community_development/homeless-committee. The Social Worker Coordinator/ Local Homeless Liaison from the Cumberland County School district attends the CoC meetings and participates in activities geared toward homeless youth. She also provides member agencies and participants information about their rights under McKinney-Vento, transportation options, and often provides backpacks and school supplies at the beginning of the school year for homeless families.

1C-4b. Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.

NOFO Section V.B.1.d.

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who become homeless of their eligibility for educational services.

Project sponsors of CoC and ESG Funded programs that provide housing or services to families designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under the HEARTH Act. According to CoC policies and procedures, the NC-511 Continuum of Care does not restrict the exercise of rights provided by the education subtitle of McKinney-Vento Homeless Assistance Act as amended by S.896 The homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and/or other laws pertaining to the provision of educational and related services to individuals and families experiencing homelessness. CoC and ESG funding recipients are required to inform families and unaccompanied youth of all rights as stated in the McKinney-Vento Act. Member agencies collaborate with local school district homeless liaison(s) to allow for a smooth transition to continued service and support for educational needs.

The Cumberland County Schools Homeless Liaison presented information this summer at a CoC meeting that our community was having a "summer surge" of homeless women and children due to disruptions in families increasing when the children are at home all day during the summer. The CoC brainstormed ways that member agencies could assist with the surge. The Social Worker Coordinator/ Local Homeless Liaison from the Cumberland County School district attends the CoC meetings and participates in activities geared toward homeless youth. She also provides member agencies and participants information about their rights under McKinney-Vento and often provides backpacks and school supplies at the beginning of the school year for homeless families. The Collaborative Applicant of the CoC takes the educational needs of children into account when families are in the emergency or transitional shelter and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education.

1C-4c. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

NOFO Section V.B.1.d.

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	No
2.	Child Care and Development Fund	No	No
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	No	Yes
7.	Healthy Start	No	Yes
8.	Public Pre-K	No	Yes

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9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.			

1C-5. Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaboration with Federally Funded Programs and Victim Service Providers.
 NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	Yes
3.	other organizations that help this population	Yes

1C-5a. Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

NOFO Section V.B.1.e.

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1. update CoC-wide policies; and

2. ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. At least one of our DV agencies and staff of the Lead Agency has recently been or is currently a member of NCCADV, NCCASA and/or NC Council for Women & Youth and attends meetings. CoC committees meet regularly to discuss various areas of providing housing and services from the performance measure data, organizations and public feedback, best practices, and reviewing and updating policies. Our DV agencies are represented on committees that recommend updates to the P&P, with one serving on the HMIS/CE committee and the other being a Board member. TSH and PSH providers serve survivors at a rate of approximately 30% or higher, serve on committees, and receive DV training. Input is obtained throughout the year and P&P are reviewed and updated beginning with the committees and later being approved by the Board and members. Our Policies and Procedures were updated on August 15, 2023 to include the new 2022 VAWA guidelines, including the new definition of homelessness and new eligible activities related to domestic violence, and Coordinated Entry policies & procedures were updated in November 2022. CoC policies procedures require that all housing and services providers must be updated on their training in the relative field of populations that they serve, and compliance is confirmed through desk or onsite monitoring. The CoC Coordinated Entry System staff is also required to receive trauma-informed training, regularly renewing their training requirements, to ensure that the first contact with survivors demonstrates that they are in well-trained hands when seeking services. Alliance Health, a CoC member agency, provides regular trainings, including trauma-informed and DV training.

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1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC coordinates to provide training for:	
1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and	
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).	

- 1. CoC project staff has received extensive training, including Domestic Violence, Traumatic Brain Injury, Civil Rights, Diversity, and Trauma Focused training. The NC Council for Women requires that project staff complete 20 hours of DV training annually. The Coordinated Entry system training includes but is not limited to Trauma-Informed Care, SAMSHA HHRC Trauma-Informed Outreach and Engagement, Harm Reduction, and Effective Street Outreach. The Lead Agency provides HMIS training monthly to project staff to cover an array of topics including confidential and data protection for victims of domestic violence. CoC member agencies, including Alliance Healthcare, provide requested training to local providers on topics such as Domestic Violence Training, Trauma Informed Assessment Learning Collaborative, Cultural Competency, and Person-Centered Approach.
- 2. Coordinated Entry System staff has been trained and annually renews its training for Trauma-Informed Care. Staff have also completed SAMSHA HHRC Trauma- Informed Outreach and Engagement Learning Community, Moving Beyond the VI-SPADT, and Racial Equity. Their staff attends various training for trauma- informed care that are offered both locally throughout the year and they attend national conferences annually. The CoC Lead Agency (Lead Data Analyst) provides the Coordinated Entry staff with monthly meetings on HMIS safety and protocols, data standards, best practices for DV procedural steps and direct referral, security, and privacy, along with quarterly training. The NC-HMIS system that is used by all our CoC-funded agencies for NC-511, subcontracts with MCAH which offers a required annual recertification training to all CES staff, Agency Administrators, and End-users. Frontline staff recertification training that addresses safety and best practices for individuals contacting CES, particularly those fleeing DV and survivors, include; Basic Privacy and Security, Securing Client Records, Creating Unnamed Records, Advanced Privacy and Data Sharing, annual Agency Administrator Training, and HUD Coordinated Entry Changes (applicable when standards are updated).

1C-5c. Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
NOFO Section V.B.1.e.	
Describe in the field below how your CoC's coordinated entry includes:	
safety planning protocols; and	

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2. confidentiality protocols.

(limit 2,500 characters)

- All persons who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking have immediate and confidential access to available crisis services within the defined CE geographic area. The CoC providers incorporate a safety risk assessment as part of initial CE triage and intake procedures, evaluating, to the greatest extent possible, the physical safety and well-being of participants and prospective participants. The CE process allows emergency services, including all domestic violence and emergency services hotlines, drop-in service programs, and emergency shelters, including domestic violence shelters and other short-term crisis residential programs, to operate with as few barriers to entry as possible. People can access emergency services, such as emergency shelter, independent of the operating hours of the coordinated entry system's intake and assessment processes. The CE process must not jeopardize the safety of the individuals and families seeking assistance. The CoC uses a comparable database to generate electronic reporting including but not limited to, the annual PIT Count and Annual Performance Review (APR) to understand the needs of DV households and persons being served through the system, as well as other data requests for all State and Federal reporting and evaluations The information is also used to determine possible barriers to accessing housing and services. To ensure fair access the CoC uses the Performance Measure data to see how many individuals and families are referred to the services offered in CoC's geographic area. Monitoring and measuring outcomes of DV housing providers for providing case management & supportive/wrap-around services and having successful exits determine how the current processes are benefiting the DV populations and what changes need to be made annually to meet that need.
- 2. While our coordinated entry staff uses HMIS, survivors are able to request that their information be input anonymously. CE staff works closely with our DV providers, including through case conferencing, to ensure that survivor data remains confidential. CE staff follows CoC policies and procedures that outline confidentiality protocols. (See Confidentiality, pg 51 of attached CoC Policies and Procedures)

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below:	
1.	the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
	how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

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1.The CoC policies and procedures state that DV information is not entered through a shared HMIS system but through a comparable database. Intake/assessments are conducted by the Domestic Provider and then submitted directly to the Housing Providers with the personal information redacted for confidentiality. The CoC assesses the needs of DV survivors from de-aggregated data with DV housing providers, such as the Care Center, who are active members. The Care Center also submits an annual performance report for review and the CoC uses the data from the annual Point- in-Time Homeless Count. The Care Center and My Sister's Keeper use/will use Osnium as their comparable database.

2.The CoC uses the data from the annual PIT Count and the comparable database to understand the needs of the DV households and persons being served through the system. The information is also used to determine possible barriers to accessing housing and services. Another method the CoC uses deidentified aggregate data is through the CoC-funded DV providers. The providers are active CoC Members and participate in providing data-driven policies and best practices to the Standing Committees on which they serve. The information shared is through a CoC-approved (HUD data standard) HMIS comparable database to ensure the rights of the survivors are never comprised and protected when using the vital statistics that are shared with stakeholders. DV providers use data from their database when case conferencing with Coordinated Entry and survivors have the option to remain anonymous in the HMIS system after they have exited DV provider programs.

andop			
1C-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.		
	NOFO Section V.B.1.e.		
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:		
1.	whether your CoC has policies and procedures that include an emergency transfer plan;		
2.	the process for individuals and families to request an emergency transfer; and		
3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.		

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- 1. Our CoC Policies & Procedures include an emergency transfer plan. 2. All persons who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking shall have immediate and confidential access to available crisis services within the defined CE geographic area. The CoC providers incorporate a safety risk assessment as part of initial CE triage and intake procedures, evaluating to the greatest extent possible the physical safety and well-being of participants and prospective participants. The CE process allows emergency services, including all DV and emergency services hotlines, drop-in service programs, and emergency shelters, including DV shelters and other short-term crisis residential programs, to operate with few barriers to entry as possible. The CE process must not jeopardize the safety of the individuals and families seeking assistance including those needing assistance through street outreach. Emergency interventions, e.g., county and mental health crisis services and after-hours hotel/motel vouchers through the police department, will not be prioritized based on the severity of service need or vulnerability, such as entry to an emergency shelter, allowing for immediate crisis response. Services like PSH, RRH, and TH will be prioritized. All CoC-Funded or ESG-Funded programs must keep any information that the participant submits in requesting an emergency transfer confidential, this includes keeping confidential the new location of the dwelling unit of the participant.
- 3. The CoC's process allows individuals and families who are victims of DV to request an emergency transfer from the participant's current unit to another unit. All emergency transfer requests and outcomes records must be retained for a period of 5 years following the grant year of the program in which the household was a participant and be annually reported to HUD. The household should be processed in accordance with the following protocol: (See pg 50-51 of the attached CoC Policies and Procedures)

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC's geographic area; and	
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.	

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1. All persons who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking shall have immediate and confidential access to available crisis services within the defined CE geographic area. The CoC providers incorporate a safety risk assessment as part of initial CE triage and intake procedures, evaluating, the physical safety and well-being of participants and prospective participants. The CE process allows emergency services, including all domestic violence and emergency services hotlines, dropin service programs, and emergency shelters, including domestic violence shelters and other short-term crisis residential programs, to operate with as few barriers to entry as possible. People are able to access emergency services, such as emergency shelter, independent of the operating hours of the CoC policies and procedures adhere to a low barrier and housing first policy. 2. The access/assessment points and housing providers are prohibited from screening people out of the coordinated entry process due to perceived barriers to housing or services, including but not limited to, no income or little income. active or a history of substance abuse, domestic violence history, resistance to receiving services, the type of extent of disability-related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal record. The coordinated entry process incorporates a system-wide "Housing First" approach. The CoC uses Performance Measure data to see how many individuals and families are referred to the services offered in CoC's geographic area. The monitoring and outcomes of DV housing providers for case managing, utilizing supportive/wraparound services, and having successful exits are prioritized to determine how the current accesses are benefiting the DV populations and what changes need to be made annually to meet that need.

	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
	ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and	
2.	accounted for the unique and complex needs of survivors.	

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- 1. The CoC regularly shares posts on its website and social media and lists the dates and times of all CoC meetings (including Board, Committee, and Member meetings) on its website. Emails are sent out to the listserv, which includes individuals with lived experience, announcing monthly meetings and sharing agendas, minutes, and other items. The Chair and other CoC members engage the individuals after the meetings to discuss ways they can get involved. Focus groups with people with lived experience include survivors of domestic violence. The CoC has recently announced the formation of an Ad-Hoc Persons With Lived Experience Committee, and has appointed a DV survivor as Chair of the committee.
- 2. CoC DV providers have staff who are survivors of DV, and some who have come through the shelter serve on the Board of the agency. One of the unique needs that DV providers see include the necessity for confidentiality as to the location of the shelter. Law enforcement provides protection and escort to the shelter, and family members drop off survivors at the police station so that they don't know the location of the shelter. DV providers also assist survivors with reconnection with family members who had been estranged due to isolation. They also assist with obtaining items such as birth certificates, IDs or clothing as survivors may not have these items due to fleeing.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+–Anti-Discrimination Policy and Training.	
	NOFO Section V.B.1.f.	
1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes
,		'
1C-6a	. Anti-Discrimination Policy–Updating Policies–Assisting Providers–Evaluating Compliance–Addressing Noncompliance.	
	NOFO Section V.B.1.f.	
	Describe in the field below:	
1	. how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;	
2	how your CoC assisted housing and services providers in developing project-level anti- discrimination policies that are consistent with the CoC-wide anti-discrimination policy;	
3	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and	

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4. your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

 The CoC updates anti-discrimination policies as necessary based on stakeholder feedback. The CoC has contacted CoC member PFLAG to request training materials and PFLAG has indicated a willingness to work with CoC committees to conduct training and update Policies & Procedures as needed. The CoC has also reached out to Fayetteville Pride and invited their Board and members to join the CoC and assist the CoC with the same. 2. According to CoC Policy & Procedures, "All CoC and ESG-funded projects shall market to and serve all eligible persons pursuant to civil rights laws. Agencies shall also comply with all State of North Carolina and Federal statutes relating to nondiscrimination". This includes but is not limited to, the Fair Housing Act, Section 504 Rehabilitation Act, Title II & III, and Title VI of Civil Rights Act. This also includes HUD's final rule, "Equal Access in Accordance with an Individual's Gender Identity", which states that agencies must ensure equal access to HUD programs regardless of gender identity. The rule is particularly pertinent to projects separating dormitories by sex, whereby agencies must provide all individuals, including transgender and other individuals who do not identify with the sex they were assigned at birth, with access to projects, benefits, services, and accommodations in accordance with their gender identity without being subject to intrusive guestioning or being asked to provide documentation.

3. The CoC BOD utilizes the Grants Review & Performance Evaluation Committee to evaluate the compliance of funded projects. A portion of the monitoring tool used checklists the organizational policies ensuring that the CoC's standards of non-discrimination are written and adhered to.

4. The Committee is also responsible for addressing non-compliance, an action plan report is rendered to the provider to correct the areas of concern, and a follow-up monitor date is performed to review changes to ensure it meets the standards set forth. If non-compliance continues, it may result in the suspension

of funding until such actions are taken and will affect future funding.

Public Housing Agencies within Your CoC's Geographic Area–New Admissions–General/Limited Preference–Moving On Strategy.	
NOFO Section V B 1 g	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2022 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Fayetteville Metropolitan Housing Authority		No	No
Indian Housing Authority		No	No

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You must enter information for at least 1 row in question 1C-7.

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.
	NOFO Section V.B.1.g.
	Describe in the field below:
1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)

- 1. Our CoC has worked diligently over the previous year in an attempt to establish a homeless preference with the Fayetteville Metropolitan Housing Authority (FMHA). Unfortunately, FMHA has indicated that they are unwilling to do so at this time. We have worked in a collaborative manner with FMHA in regard to the EHV and had hoped that this successful venture would contribute to future collaboration. During the EHV implementation process, the CoC met with HUD TAs and FMHA staff to discuss ways to better streamline referrals, placement, and supportive services, and the CoC requested that the HUD TAs provide any guidance that they could to assist us with establishing a homeless preference for HCV or public housing. FMHA is open to establishing a reciprocal referral system through Coordinated Entry that will make it easier for homeless providers to obtain information on the status of participant applications. FMHA would make referrals through Coordinated Entry for supportive services or homeless prevention services if eviction is imminent, which they can already do at this time. The Executive Director of a CoC member agency has recently become a Board Member of FMHA and we hope that this will foster further dialogue and partnership.
- 2. We have not yet approached the Indian Housing Authority about establishing a homeless preference. However, we have recently made contact with their agency, are recruiting them to become members of the CoC, and will make efforts in the coming year to adopt a homeless preference with them.

1C-7b. Moving On Strategy	with Affordable Housing Providers.	
Not Scored-For Info	ormation Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	No
2.	РНА	No
3.	Low Income Housing Tax Credit (LIHTC) developments	No
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

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Emergeno	ype of competitive project your CoC coordinated with a PHA(s) to submit a joint for or jointly implement.	
Emergeno		
NOFO Se	ng with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including y Housing Voucher (EHV).	
	ction V.B.1.g.	
Did your CoC o Vouchers dedi Plan?	coordinate with any PHA to apply for or implement funding provided for Housing Choice cated to homelessness, including vouchers provided through the American Rescue	Yes
1C-7e.1. List of PH		
	As with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	As with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	

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	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	
PHA		
Fayetteville Metr	•	

1C-7e.1. List of PHAs with MOUs

Name of PHA: Fayetteville Metropolitan Housing Authority

1D. Coordination and Engagement Cont'd

 $\hbox{HUD publishes resources on the HUD.gov website at \ CoC\ Program\ Competition\ to\ assist\ you\ in\ completing\ the\ CoC\ Application.\ Resources\ include:}$

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;

 - 24 CFR part 578;- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-	1. Discharge Planning Coordination.		
	NOFO Section V.B.1.h.		
	Select yes or no in the chart below to indicate whether your CoC actively co systems of care listed to ensure persons who have resided in them longer the discharged directly to the streets, emergency shelters, or other homeless as	nan 90 davs are not	
1. Foster Care		Yes	
2. Health Care		Yes	
3. Mental Health Care		Yes	
4. Correctional Facilities Yes			
4. Correctional Facilities		Yes	
	2. Housing First–Lowering Barriers to Entry.	Yes	
	2. Housing First–Lowering Barriers to Entry. NOFO Section V.B.1.i.	Yes	
1D-:		O non-coordinated	6
1. E. er P. 2. E. er er	NOFO Section V.B.1.i. Inter the total number of new and renewal CoC Program-funded PSH, RRH, SS intry, Safe Haven, and Transitional Housing projects your CoC is applying for in	O non-coordinated FY 2023 CoC	6

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	
		-

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

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	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

- 1. The CoC policies and procedures require that CoC and ESG-funded projects use a low barrier entry process and Housing First model for their programs. Housing First is a criterion in the scoresheets used by the Grant Review & Performance Evaluation Committee when evaluating CoC and ESG project applications and determinations are used by reviewing the Project Applications and Admission/Intake screenings and/or Policies & Procedures of the programs.
- 2. Consideration factors include barriers related to housing and services in their admission and termination policies, including but not limited to credit history, criminal history, low or no income, domestic violence history, substance use, or disability.
- 3.The Grant Review & Performance Evaluation Committee conducts onsite/desk monitoring of CoC and ESG program recipients. All but 1 CoC program were monitored onsite over the previous year. Housing First is evaluated by reviewing intake/admission screenings, termination policies, and other policies and procedures to ensure Housing First compliance.

1D-3.	Street Outreach—Scope.
	NOFO Section V.B.1.j.
	Describe in the field below:
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and
4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.

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- 1. Street outreach is conducted by experienced local providers such as our Coordinated Entry agency, PATH staff, Marius Maximus Foundation, and the VA as well as by Homeless Liaisons with local law enforcement agencies. Street outreach teams also visit meal providers, food pantries, day centers, and other facilities offering services to homeless individuals. Street outreach staff conduct multiple engagements to build trust, and bring items such as hygiene bags and resource lists. Our street outreach teams have worked closely with Coordinated Entry, the City, and CoC agencies to conduct intake and assessments at our largest homeless encampments. The City provided funding to a CoC agency to temporarily put them in motels while assisting in the search for permanent housing. Nearly all of the individuals living in the largest encampment have received or been approved for permanent housing (27 out of 29).
- 2-3. Street outreach is conducted daily over 100% of the CoC's geographic area.
- 4. Those individuals who are least likely to request assistance include the chronically homeless, severely disabled, and those with language barriers. Street outreach teams have staff that are bilingual. Street outreach staff conduct multiple engagements to build trust, and bring items such as hygiene bags and resource lists. These street outreach workers are familiar with places homeless individuals congregate or sleep and are trained to engage with homeless individuals and assist them with meeting their basic needs by connecting them to services such as Mental Health, Social Security benefits, Medical Services, Transportation (bus passes), Identification Card, etc.

1D-4. Strategies to Prevent Criminalization of Homelessness.

NOFO Section V.B.1.k.

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	Yes
2.	Engaged/educated law enforcement	Yes	Yes
3.	Engaged/educated local business leaders	Yes	Yes
4.	Implemented community wide plans	Yes	Yes
5.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.I.	

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	HIC Longitudinal HMIS Data	2022	2023
Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	86	99

1D-6.	Mainstream Benefits-CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

		CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF-Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.
	NOFO Section V.B.1.m
	Describe in the field below how your CoC:
1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs) within your CoC's geographic area;
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

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Project: NC-511 CoC Registration FY2023

- 1. The CoC reserves time during meetings to present programs that provide services to the homeless population and announces training and workshops with partnering agencies when available. Questions during intake and assessment also allow CES and provider agencies to determine the needs of participants and can provide resources and referrals. Case managers assist participants in enrollment as needed. Staff at the newly opened Fayetteville Day Resource Center (FDRC) also assist connecting participants with mainstream benefits.
- 2. Our newly opened Fayetteville Day Resource Center allows our Coordinated Entry agency and other CoC agencies to work out of a common location to ease and increase service access and availability. The CoC includes members that are employees of healthcare and mental health providers, as well as the Department of Social Services (DSS). Agencies providing mainstream resources have the opportunity to provide up-to-date information on services available at every CoC monthly board meeting and CoC monthly general membership meetings. Information for Coordinated Entry, meal service, and food pantries are posted on the CoC website. Providers within the CoC network are very knowledgeable of available resources offered through DSS and other agencies. The CoC PATH program and agency members like CommuniCare and Marius Maximum Foundation provide Mental Health, Substance Abuse/Outpatient Treatment to the homeless community especially the chronically unsheltered. Their critical links reach various healthcare, education, and social service partners within the community. The CoC is currently working on developing an MOU with the Cape Fear Valley Behavioral Community Paramedic Program, which will identify additional gaps in services and link participants to mental and behavioral services.
- 3.Agencies have trained case managers to connect resources to program participants. The CoC has also increased SOAR Benefit Specialists available in the community to assist clients in obtaining benefits. The proposed MOU with CFV Behavioral Community Paramedic Program proposes offering SOAR personnel at the FDRC. Training and workshops are offered from various sources and agencies are encouraged to have staff SOAR certified.

1D-7. Increasing Capacity for Non-Congregate Sheltering.

NOFO Section V.B.1.n.

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

The CoC continues to utilize local funds, if available, to place individuals and families in motels when the shelters are full. Our CE agency used CDBG-CV funding to place households who have been affected by COVID in motels. The City of Fayetteville provided funding to a CoC agency to provide temporary motel stays to persons being moved from encampments. The City of Fayetteville has recently approved a \$5.4 million project with Step UP to convert a motel into 137 studio apartments for homeless people, using ARP funding. This project will transition people from homelessness and will provide supportive services to assist in stabilization and a move to permanent housing. The County has also recently announced the approval of a \$15 million homeless shelter, which will partially consist of non-congregate beds, and which will begin construction this year.

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ID-8.	Partnerships with Public Health Agencies–Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	

- 1. Our CoC has taken lessons learned from the COVID pandemic to implement what was discovered to be best practices to prevent infectious disease outbreaks. The biggest lesson was the need for more non-congregate shelter to alleviate the spread of airborne disease, and our community is taking steps to increase non-congregate shelter as described in 1D-7. Our CoC received regular information from and collaborated with our Public Health Department, Emergency Management, and our local healthcare agencies that provide homeless services, and we will do the same in the event of future outbreaks. A Public Health Department social worker is an active member of the CoC and regularly participates in committee and member meetings. The CoC will follow CDC guidelines and HUD recommendations throughout a future infectious disease outbreak.
- 2. The City of Fayetteville has recently obtained HOPWA funding, and the administrator has become a CoC member and participates in the HMIS sharing agreement. Updates on the HOPWA program have been presented to the CoC membership. The COVID pandemic enabled our CoC to discover and, in the future, implement best practices regarding public health safety protocols. Noncongregate shelter settings are optimal, as are public health measures such as distancing, mask-wearing, and widespread vaccination. Other safety measures could incorporate providing running water, toilets, sanitizers, and individual hygiene and food items. The Lead Agency maintains sanitizers, masks, gowns, gloves, and cleaners if needed for future use by CoC agencies.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.
	NOFO Section V.B.1.o.
	Describe in the field below how your CoC:
1.	shared information related to public health measures and homelessness, and
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

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- 1. The CoC participates in the United Way Homeless and Hunger Stand Down, where members set up tables to share information about their programs. This includes public health, healthcare, and mental health agencies. The CoC worked with the City of Fayetteville to conduct intakes and assessments for people living in large encampments, as well as temporarily housing them in motels and providing case management to obtain permanent housing. The CoC and Lead Agency continues to share information with homeless providers and encouraged providers to stay updated with changes in recommended protocols. The County Public Health Department, Emergency Management Department, and other County and City Departments provided information on safety measures such as COVID-19 screening and checklists. Additional information regarding safety protocols continue to be provided to the public and providers. CoC agencies continue to share dates and times of vaccinations in the community.
- 2.The Cumberland County Public Health Department provided up-to-date information daily through various communication platforms and set up a webpage designated for COVID-19-related information. Alert systems were set up. CoC agencies continue to conduct vaccination clinics. The City coordinated bus routes to ensure homeless persons have free transportation. The Public Health Department continues to update the community and Guidance on People Experiencing Unsheltered Homelessness and other materials published by the Center for Disease Control and Prevention have been issued throughout the community and posted on the CoC's website. The Lead Agency, on behalf of CoC agencies, has stocked PPE, including boxes of sanitizer, cloth and surgical masks, KN95s, N95s, gowns, gloves, and cleaners.

1D-9.	Centralized or Coordinated Entry System–Assessment Process.
	NOFO Section V.B.1.p.
	Describe in the field below how your CoC's coordinated entry system:
1.	covers 100 percent of your CoC's geographic area;
2.	uses a standardized assessment process; and
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.

1.CoC policy requires the Coordinated Entry System (CES) to cover 100% of the geographic service area which includes the Fayetteville and Cumberland County area. The coordinated entry system has increased our access points for assessments which include Cumberland HealthNET, the Day Resource Center. Operation Inasmuch, the Salvation Army, Manna Dream Center, Alms House, and First Baptist Church. Our CES uses a vanity number that anyone can call, at which point the CES staff will determine if the individual resides in Cumberland County. Any resident of Cumberland County that is homeless or atrisk of homelessness can be assessed, prioritized, and referred to homeless providers, or can be diverted to other possible housing solutions. 2. Coordinated Entry Specialists currently use the VI-SPDAT tool to assess individuals and families to determine if they can be diverted to other housing solutions, need prevention measures, or if they should be referred to local organizations for assistance. The CoC encourages prevention and diversion methods so that those households with the highest needs are able to access housing and services in a timely manner. Priority is given to persons experiencing Chronic Homelessness and as well as other vulnerable subpopulations. Coordinated Entry places individuals/families on the By Names List to determine prioritization, and when a bed/unit will be available, program staff start the process of locating the highest-ranking appropriate person. A meeting is held every 2 weeks with homeless providers to match available units with individuals/families. Additional criteria other than the VI-SPDAT score is also reviewed for referral to housing and resources. 3. The CoC and Lead Agency conduct an annual assessment on CES, and incorporate feedback from providers and participants through an online survey.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
2.	prioritizes people most in need of assistance;	
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
4.	takes steps to reduce burdens on people using coordinated entry.	

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- 1. The street outreach teams, which include PATH, Cumberland HealthNET staff, Marius Maximus Foundation, & City Homeless Liaisons, can cover the entire geographic service area and reach individuals less likely to apply for assistance. Our street outreach teams have engaged with large encampments in an attempt to obtain information so that they can be referred to housing and services if eligible and have been successful in housing 27 out of 29 individuals in one of our large encampments in the last few months. Individuals are also able to access CES by calling the vanity line 844-401-4673 (HOPE). Faithbased organizations and churches also assist with connecting individuals to the coordinated entry system.
- 2-3. Coordinated Entry Specialists currently use the VI-SPDAT tool to assess individuals and families to determine if they can be diverted to other housing solutions, need prevention measures, or should be referred to local organizations for assistance. The CoC encourages prevention and diversion methods so that those households with the highest needs are able to access housing and services in a timely manner. Priority is given to persons experiencing Chronic Homelessness as well as other vulnerable subpopulations. Coordinated Entry places individuals/families on the By Names List to determine prioritization, and when a bed/unit will be available, program staff start the process of locating the highest-ranking appropriate person. A meeting is held every 2 weeks with homeless providers to match available units with individuals/families. Additional criteria other than the VI-SPDAT score are also reviewed for referral to housing and resources.
- 4. CES works diligently to prevent people from having to tell their story multiple times to multiple people so that people do not feel that they are getting the run around and sent from one place to the next without assistance. The CES staff regularly makes contact with homeless providers to ensure proper referrals are made so that eligibility can be determined efficiently and effectively. The vanity line enables people with disabilities and the elderly to request assistance without needing to do so in person. Our CE has recently begun uploading a ROI into HMIS so that other providers in our sharing agreement do not have to have participants fill it out repeatedly. Our CE agency has decreased an initial assessment from 18 to 11 questions to reduce the burden.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry–Reporting Violations.
	NOFO Section V.B.1.p.
	Describe in the field below how your CoC through its centralized or coordinated entry:
1.	affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.

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 CoC policies and procedures include affirmative marketing and outreach. The Coordinated Entry process and associated housing and supportive services are affirmatively marketed to and available to eligible persons regardless of race. color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, marital status, immigration status, limited English proficiency, or who are least likely to apply in the absence of specialized outreach in order to promote every individual's full and complete participation in system. Marketing materials are placed at each organization within the Continuum of Care's geographic boundaries that regularly encounter people who are homeless, or that periodically encounter people in hard-to-reach homeless subpopulations, such as people who are service-resistant. Marketing information include a list of access points, their locations and phone numbers. CoC Coordinated Entry P&P include compliance with laws regarding nondiscrimination. The CE system must adhere to all jurisdictionally relevant civil rights and fair housing laws and regulations. All Coordinated Entry system participating agencies shall market to and serve all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, marital status, immigration status, limited English proficiency, or who are least likely to apply in the absence of special outreach or accommodation to promote every individual's full and complete participation in Coordinated Entry system. All Coordinated Entry system participating agencies shall also comply with all State of North Carolina and Federal statutes relating to nondiscrimination. 3. Fair Housing complaints are made to the Human Relations Commission, which is an eighteen-member body comprised of both county, city and military representatives. The Human Relations Commission's Mission Statement is "To facilitate and advocate programs, projects, and actions to ensure a better quality of life and the civil and human rights of all citizens, without regard to

race, sex, religion, creed, national origin, age, familial status, or disability."

10	-10. Advancing Racial Equity in Homelessness–Conducting Assessment.	
	NOFO Section V.B.1.q.	
1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	10/03/2022
1D-	10a Process for Analyzing Racial Disparities_Identified Racial Disparities in Provision or Outcome	es of
1D-	10a. Process for Analyzing Racial Disparities–Identified Racial Disparities in Provision or Outcome Homeless Assistance.	es of
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1D-	NOFO Section V.B.1.q.	

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1. The CoC policies and procedures include conducting an annual comprehensive evaluation on the Coordinated Entry System, including feedback from providers and participants. This type of evaluation identifies gaps and inequities in our Coordinated Entry System. The CE agency and Lead Agency have attended Equity workshops with HUD and are developing new processes and tools that incorporate equity. The CoC chair has requested that all Committee chairs review policies and procedures through a racial equity lens and determine if changes need to be made. The CoC expects that all CoC and ESG-funded agencies develop written P&P ensuring compliance, conducting training, and educating people on the agency's commitment to nondiscrimination and to comply with the Equal Access Final Rule. Our CoC has newly obtained access to the Green River Data warehouse, which we will be using to create reports for the CoC that demonstrate if the people going through our homeless system match the demographics of our community at large.

2. We can determine from system performance data that Black or African-American individuals are disproportionately represented in our homeless system compared to their share in the general population. Preliminary reports from Green River also indicate that African-American and Native-American households are disproportionally represented in our homeless response system.

1D-10b.	1D-10b. Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.a.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	

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12.

1D-10c. Implemented Strategies that Address Known Disparities.

NOFO Section V.B.1.q.

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

Lead Agency and CoC members have completed a HUD Coordinated Entry Prioritization and Assessment workshop that included Equity Foundational training, enabling our members to identify where there are opportunities in their organizations to reduce disparities. Potential disparities exist at multiple levels of homeless services, and each agency is responsible for regularly reviewing its processes to identify those areas. The CoC Chair has asked committee chairs to review policies and procedures using an equity lens and recommend any changes. Our CoC has recently gained access to Green River Data Warehouse, which will enable us to create reports to determine any racial disparities in our homeless response system. Our CoC will use the findings from this analysis to update our processes, policies, and procedures. Our CES provider has conducted a review of their processes to identify and address racial and ethnic disparities in the CES, with a focus on the VI-SPDAT assessment tool. The Lead Agency and our CoC, like other CoCs nationwide, are intending to develop an alternative or supplement to the VI- SPDAT, and will be working on that in the HMIS/CE committee in the coming year. Our CoC Chair is a standing member of the joint City/County Homeless Advisory Committee, and the CoC continues to advise the Committee regarding equity and inclusion, especially with regard to policies and ordinances regarding encampments. CoC members on the Board of NCCEH are currently reviewing DEI policies and will provide guidance to the CoC upon adoption.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.
NOFO Section V.B.1.q.	
	Describe in the field below:
1.	the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and
2.	the tools your CoC uses.

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1. The CoC will continue to use HMIS system data to track progress on preventing and eliminating disparities in service delivery and outcomes. Our CoC has recently gained access to Green River Data Warehouse, which we will use to create reports that will identify disparities. We will analyze the data and develop recommendations that we can use to reduce, prevent, and eliminate those disparities. The CoC uses surveys to obtain qualitative feedback from homeless providers and persons with lived experience. The CoC has also held workshops with people with lived experience and asked open-ended questions to obtain qualitative data as to the person's experience going through Coordinated Entry and the homeless response system.

2. The CoC uses the Green River Data Warehouse, HMIS, surveys, the

2. The CoC uses the Green River Data Warehouse, HMIS, surveys, the VISPDAT, focus groups, and case management software to identify disparities in the system.

1D-11. Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking–CoC's Outreach Efforts.

NOFO Section V.B.1.r.

Describe in the field below your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

(limit 2,500 characters)

The CoC regularly shares posts on its website and social media and lists the dates and times of all CoC meetings (including Board, Committee, and Member meetings) on its website. Emails are sent out to the listserv, which includes individuals with lived experience, announcing monthly meetings and sharing agendas, minutes, and other items. The CoC has conducted a couple of Lived Experience workshops and attendees have been invited to join the soon-to-be formed Lived Experience Committee and other committees. The Chair of the CoC is a standing member of the joint City/County Homeless Advisory Council, and all meetings include a public comment period where individuals with lived experience and community advocates have given input about what they see in the community. The Chair and other CoC members engage the individuals after the meetings to discuss ways they can get involved. CoC funding recipients agree to participate in training regarding racial disparities and to engage persons with lived experience, and many of our CoC member agencies have people with lived experience on their staff and Boards. The Chair has presented at the Hope Mills commissioner meeting, which led to a collaboration with the Alms House as an access point and Hope Mills Police Department has been networked into our local DV providers. CoC Board members and the Chair of the HMIS/CE committee have lived experience, and the CoC will soon be forming a Lived experience committee. CoC agencies also have staff and Board members with lived experience.

1D-11a.	1D-11a. Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.

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Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included in the decisionmaking processes related to addressing homelessness.	5	3
2.	Participate on CoC committees, subcommittees, or workgroups.	4	3
3.	Included in the development or revision of your CoC's local competition rating factors.	0	0
4.	Included in the development or revision of your CoC's coordinated entry process.	5	3

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

The CoC maintains a partnership with Cumberland County's Workforce Development and NCWorks and provides information about employment opportunities through community events, job fairs, social media, and direct outreach. CoC member organizations and employment agencies participate in the annual Veteran's Stand Down and Cumberland County United Way's annual Homeless and Hunger Stand Down, which offers services such as job placement assistance, veteran services, and continuing adult education, as well as connecting homeless individuals to other services. The City of Fayetteville has recently opened a Day Resource Center, which serves as a "one-stop" access point for services, including employment services. The City of Fayetteville has recently developed a program with the FMHA and FTCC which provides property maintenance training for residents of public housing. The individuals are then hired as maintenance technicians at the properties where they reside. CoC agencies conduct seminars, resource fairs, and workshops. The Adult Literacy Center at one of the CoC agencies will help with job searches, resume building, tutoring, mock interviews, and will pay for FTCC trade certificates. FTCC has several free trade programs and offers apprenticeships where the participants are paid during a portion of the course.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	
	Describe in the field below:	
1.	how your CoC routinely gathers feedback from people experiencing homelessness;	
2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and	
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.	

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(limit 2,500 characters)

- 1. The CoC uses surveys to obtain qualitative feedback from persons with lived experience as to their experience going through the Coordinated Entry System. CoC member agencies conduct regular tenant meetings to provide information and obtain feedback, tenants may complete and submit anonymous surveys to the case manager. CoC member agencies collect exit surveys of persons leaving housing programs for permanent housing destinations. The Chair of the CoC is a standing member of the joint City/County Homeless Advisory Council, and all meetings include a public comment period where individuals with lived experience and community advocates have given input about what they see in the community. The Chair and other CoC members engage the individuals after the meetings to discuss ways they can get involved.
- 2. CoC and ESG recipients collect exit surveys of persons leaving housing programs for permanent housing destinations and are encouraged to submit responses to the Coordinated Entry Evaluation Participant survey. CoC monitoring includes reviewing participant surveys or getting in-person feedback and visiting a participant's unit.
- 3. The CoC has held workshops with people with lived experience and intends to form a Lived Experience committee on the CoC. Feedback from the workshops has identified areas where the system needs improvement and the biggest challenges facing homeless individuals and families. The biggest challenges consistently remain finding affordable housing, transportation, and childcare. The CoC continues to engage local officials to increase affordable housing units, and agencies provide transportation assistance through bus passes. CoC agencies assist participants with obtaining DSS childcare vouchers and, if funding is available, assist with temporary childcare costs.

1D-12.	Increasing Affordable Housing Supply.	T
	NOFO Section V.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:]
1.	reforming zoning and land use policies to permit more housing development; and]
2.	reducing regulatory barriers to housing development.	

(limit 2,500 characters)

1-2. The CoC has conducted presentations to the City Council and Board of Commissioners about the CoC and continues to engage officials regarding homelessness and affordable housing. Previous housing studies conducted by the City of Fayetteville have recommended reducing regulatory barriers for housing development through rezoning, reviewing plat review fees and timing, and stormwater management. Discussions continue in moving these recommendations forward. The City of Fayetteville approved a \$12 million Affordable Housing Bond and the CoC Chair asked City Council to spend 100% of that funding on building or maintaining affordable housing for those at or below 30% of the AMI. The City has recently approved the motel conversion of 137 units into studio apartments for homeless persons, which will be used for permanent supportive housing. The City has also approved an 8-unit transitional housing property for domestic violence survivors. The City and County both offered HOME funds to leverage LIHTC projects. Developers applied for 7 LIHTC projects and were awarded 1 of those projects.

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Yes

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1E. Project Capacity, Review, and Ranking-Local Competition

 $\hbox{HUD publishes resources on the HUD.gov website at \ CoC\ Program\ Competition\ to\ assist\ you\ in\ completing\ the\ CoC\ Application.\ Resources\ include:}$

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
 FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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11	E-1. Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice.	
	NOFO Section V.B.2.a. and 2.g.	
	You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	
1.	Enter your CoC's local competition submission deadline date for New Project applicants to submit their project applications to your CoC–meaning the date your CoC published the deadline.	08/02/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC's local competition—meaning the date your CoC published the deadline.	08/02/2023
11	E-2. Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below. NOFO Section V.B.2.a. 2.b. 2.c. 2.d. and 2.e.	
	NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	
	You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	
1.	Established total points available for each project application type.	Yes
	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
		i

4. Provided points for projects that addressed specific severe barriers to housing and services.

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5. Us	ed data from comparable databases to score projects submitted by victim service providers.	Yes
(e.g	ovided points for projects based on the degree the projects identified any barriers to participation g., lack of outreach) faced by persons of different races and ethnicities, particularly those over- oresented in the local homelessness population, and has taken or will take steps to eliminate the entified barriers.	Yes
1E-2a	. Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	
		1
	You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.	
	Complete the chart below to provide details of your CoC's local competition:	
1. Wh	nat were the maximum number of points available for the renewal project form(s)?	41
2. Ho	w many renewal projects did your CoC submit?	3
3. Wh	nat renewal project type did most applicants use?	Tie
1E-2b	. Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	
		-
	Describe in the field below:	
1	. how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;	
2	how your CoC analyzed data regarding how long it takes to house people in permanent housing;	
3	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and	
4	. considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.	

- 1. The CoC collects data through HMIS, with the HMIS data analyst conducting monthly meetings to assist HMIS users with submitting and cleaning data entered into the system. Data quality reports are reviewed and graded each month and provided to HMIS users with recommendations on ways to improve their data quality in deficient areas. Project applicants upload HMIS and other data through Sage and submit the information as part of their Annual Performance Review (APR) Report. The latest submitted APRs were provided to the Grant Review Committee.
- 2.The CoC reviewed each project's APR to analyze the length of time homeless and how long it takes to obtain permanent housing.
- 3.The CoC Grant Review Committee ranked the projects according to the prioritization standards established by the CoC and in accordance with projects serving the specific target populations. According to the ranking selections, projects receive the highest score when serving specific target populations including the chronically homeless, disabled persons, victims of domestic violence, persons with substance use disorders or who suffer from significant health or behavioral health challenges, veterans, youth, and LGBTQ. Because the coordinated entry process is mandated by HUD, the CoC ranks this project as number 1. Without these projects, homeless families have no other options readily available.
- 4.The CoC evaluates the project's ability to address the needs and gaps in the community. These projects must also design their program such that persons experiencing homelessness are not turned away because of their criminal history, credit history, lack of income, substance abuse history, or fleeing from domestic violence / human trafficking. The CoC rates these projects based on the project's design (e.g. low barrier entry, Housing First, etc.), agency's capacity, financial sustainability, collaboration with other agencies, and past performance (exits to permanent housing, employment income growth, expenditure rate, occupancy rate, and compliance). Some of our PSH projects serve the chronically homeless with severe service needs, do not have regular turnover, and have been considered in the past as permanent housing destinations, reducing our system performance scores in the area of "exits to permanent destinations." Our CoC has been working with our PSH projects to adopt moving-on strategies and the Planning & Development committee has discussed Moving On strategies at several meetings.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.
	NOFO Section V.B.2.e.
	Describe in the field below:
1.	how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;
2.	how your CoC included persons of different races and ethnicities, particularly those over- represented in the local homelessness population in the review, selection, and ranking process; and
3.	how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.

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(limit 2,500 characters)

1. The CoC Executive Committee demographics are 50% African-American (of those, 1 is AA/Asian) and 50% white, the Board is 75% African-American (1 AA/Asian) and 25% white, and the CoC Performance Evaluation & Grant Review (PE&GR) Committee consists of 7 African-Americans, 1 AA/Asian, 1 Native American, and 2 Caucasians. The Lead Agency is headed by an African-American/Asian woman and other department staff consists of 4 African-Americans, 1 Native American, and 2 Caucasians. Data from the census indicate that Cumberland County demographics reflect race and ethnicity as follows: 49.9% white, 39.8% Black or AA, 2% Native American, 2.7% Asian, 5.1% multiracial, and 12.7% Hispanic. The makeup of the CoC more accurately reflects the makeup of the homeless population as opposed to the general population of the County. The Lead Agency coordinates with the PE&GR Committee to review grant scoresheets and policies and procedures regarding the review and ranking process.

2.Our CoC members and homeless providers have knowledge and understanding of the root causes of homelessness, and the ways in which racism has contributed to homelessness and disparities in education and income in the communities of Black, Brown, Indigenous, and other people of color. DEI training has conditioned the CoC to review our process, policies, and procedures through an equity lens.

3. The CoC PE&GR Committee is comprised of diverse groups of individuals as noted above, and this committee is responsible for the review, selection, and ranking of project applications.

4.Project applicants were asked if they had or will participate in training relating to providing equal access to housing in HUD programs addressing racial disparities, and if they will engage persons with lived experience in their project. Active engagement could be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design.

1E-4.	Reallocation–Reviewing Performance of Existing Projects.
	NOFO Section V.B.2.f.
	Describe in the field below:
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;
2.	whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.

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1.The Performance/Evaluation and Grant Review Committee evaluates all projects requesting funding under the CoC Program Competition and determines if any projects eligible for renewal should be reduced or eliminated to develop a new project(s). A determination for involuntary reallocation will be made based on the performance criteria outlined above and summarized as: 1. Project performance, which takes into consideration the type of project and its performance relative to that type; 2. Utilization and effectiveness, which factors bed/unit operating capacity and cost-effectiveness relative to project type and population served; and 3. The extent of participation in HMIS, including, but not limited to, bed coverage and data quality. CoC Program funds made available through involuntary reallocation may be used to develop one or more new projects. Should no applicant request CoC Program funds to develop a new project, CoC Program funds made available through involuntary reallocation will remain available for the project(s) subjected to involuntary reallocation provided that the affected applicant(s) makes changes necessary to address project performance, improve utilization and/or effectiveness, and/or enhance participation in HMIS. Through the reallocation process, the CoC ensures that projects submitted with the CoC Collaborative Application best align with the HUD CoC funding priorities and contribute to a competitive application that secures HUD CoC dollars to address and end homelessness in the CoC's geographic service area. The CoC will make decisions based on alignment with HUD guidelines, performance measures, and unspent project funds. Reallocated projects will be encouraged to seek funders that will support the contributions these projects make to the CoC.

2.Our CoC did not identify low performing projects as identified above; however, 2 projects were targeted for reallocation due to compliance issues identified during HUD monitoring, and 1 project was voluntarily offered up for reallocation. 3.Our CoC did reallocate funding this year.
4.N/A

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	
		-
	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	Yes

1E-5.	Projects Rejected/Reduced-Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1	Did your CoC reject any project application(s) submitted for funding during its local competition?	Yes
2	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes

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app If yo	licants that their project ou notified applicants o	ement 1 or element 2 of this question, enter the date your CoC notified ct applications were being rejected or reduced, in writing, outside of e-snaps. on various dates, enter the latest date of any notification. For example, if you 26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/11/2023
1E-5a.	Projects Accepted-N	lotification Outside of e-snaps.	
	NOFO Section V.B.2	.g.	
	You must upload the	Notification of Projects Accepted attachment to the 4B. Attachments Screen	
app	licants on various date	notified project applicants that their project applications were accepted and tenewal Priority Listings in writing, outside of e-snaps. If you notified es, enter the latest date of any notification. For example, if you notified, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/11/2023
1E-5b.	Local Competition Se	election Results for All Projects.	
	NOFO Section V.B.2	•	
	You must upload the Screen.	Local Competition Selection Results attachment to the 4B. Attachments	
2. P 3. P 4. P 5. R	Project Names; Project Scores; Project accepted or reje Project Rank–if accepte Requested Funding Am Reallocated funds.	ed:	
1E-5c.	NOFO Section V.B.2	Approved Consolidated Application 2 Days Before CoC Program ion Submission Deadline. g. and 24 CFR 578.95. Web Posting–CoC-Approved Consolidated Application attachment to the 4B	3.
part 1. th	ner's website–which in ne CoC Application; ar		09/26/2023
	1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
		NOFO Section V.B.2.g.	

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NC-511 COC_REG_2023_204726

Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC's website or partner's website.	09/26/2023
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2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
 - 24 CFR part 578;
 - FY 2023 CoC Application Navigational Guide;
 - Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

	T		
2A-1.	HMIS Vendor.		
	Not Scored–For Information Only		
Ente	er the name of the HMIS Vendor your CoC is o	surrently using.	Wellsky
2A-2.	HMIS Implementation Coverage Area.		
	Not Scored–For Information Only		
	•		
Sele	ect from dropdown menu your CoC's HMIS co	/erage area.	Multiple CoCs
			Indiaple cocc
2A-3.	HIC Data Submission in HDX.		
	NOFO Section V.B.3.a.		
Ento	er the date your CoC submitted its 2023 HIC d	ata into HDX	04/28/2023
2110	or are date your edge submitted the 2020 i file di	ata mo ribx.	0-1/20/2020
	1		
2A-4.	Comparable Database for DV Providers–CoC Data Submission by Victim Service Providers	and HMIS Lead Supporting Data Coll .	lection and
	NOFO Section V.B.3.b.		
	In the field below:		
1.	describe actions your CoC and HMIS Lead ha providers in your CoC collect data in HMIS co	ave taken to ensure DV housing and s mparable databases;	ervice
2.	state whether DV housing and service provide comparable database–compliant with the FY	ers in your CoC are using a HUD-com 2022 HMIS Data Standards; and	pliant
E\/000	22 0-0 41:1:	D 17	00/04/0000

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3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

- 1.The Lead Agency HMIS data analysis, on behalf of the CoC, has contacted the primary domestic violence housing provider (The Care Center) to confirm information regarding the database that is being used to house the information of their clients. The domestic violence housing provider is currently using Osnium, which is an HMIS/HUD comparable database, consistent with HMIS Data and Technical Standards and meets HPRP reporting requirements. The database is equipped with both the ESG Caper and APR reports exportable in CSV format for uploading to the SAGE portal. My Sister's Keeper, which is a 1st time renewal project, will also be using Osnium.
- 2. This database does meet HUD's comparable database requirements and is compliant with the 2022 HMIS data standards.
- 3. Our CoC's HMIS is compliant with the FY 2022 HMIS Data Standards. Our HMIS data analyst has even been requested to "Train the trainer" for other CoCs by our HMIS lead and has presented at the yearly National HMIS conference.

2A-5.	Bed Coverage Rate-Using HIC, HMIS Data-CoC Merger Bonus Points.	
	NOFO Section V.B.3.c. and V.B.7.	

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	55	5	50	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	40	0	40	100.00%
4. Rapid Re-Housing (RRH) beds	99	0	99	100.00%
5. Permanent Supportive Housing (PSH) beds	235	0	68	28.94%
6. Other Permanent Housing (OPH) beds	0	0	0	

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.
	NOFO Section V.B.3.c.
	For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:
1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

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- 1. Our bed coverage rate is low for the PSH beds due to those being HUD-VASH beds. The VA uses a different database and does not enter information into HMIS. We have made multiple attempts to import the VA data into HMIS but it is incompatible. Our HMIS governance committee has conducted multiple meetings with Wellsky to rectify the incompatibility but have been unsuccessful to date. We will continue to work with Wellsky on this issue. We have also proposed increasing staff at member agencies so that someone can be partially or fully devoted to HMIS data entry and use the VA database to manually enter the data into HMIS.
- 2. We encouraged our Coordinated Entry agency to apply for HMIS funding under the ESG grant and apply for an expansion grant under this NOFO to increase staff. They have done both, and grant review committees for the ESG and CoC grants have recommended both projects for funding. We will continue to encourage other agencies to increase staffing to conduct additional data entry.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 yes p.m. EST?

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

 $\hbox{HUD publishes resources on the HUD.gov website at \ CoC\ Program\ Competition\ to\ assist\ you\ in\ completing\ the\ CoC\ Application.\ Resources\ include:}$

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
 FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and

(limit 2,500 characters)

FY2023 CoC Application

- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	
Ent	er the date your CoC conducted its 2023 PIT count.	02/02/2023
20.2	PIT Count Data-HDX Submission Date.	
ZD-Z.		
	NOFO Section V.B.4.a	
Ent	er the date your CoC submitted its 2023 PIT count data in HDX.	04/28/2023
<u>'</u>		
2B-3.	PIT Count–Effectively Counting Youth in Your CoC's Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	
	Describe in the field below how your CoC:	
1.	engaged unaccompanied youth and youth serving organizations in your CoC's most recent PIT count planning process;	
2.	worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC's most recent PIT count planning process; and	
3.	included youth experiencing homelessness as counters during your CoC's most recent unsheltered PIT count.	

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1.During the planning process of the 2023 PIT Count and throughout the year, planners engage stakeholders that are equipped to provide services for the homeless youth, including the Department of Social Services, Cumberland County Schools, and other CoC member agencies. Our foster care system cares for youth up to age 24 and DSS Social Workers, the Cumberland County Schools Homeless Liaison, and the CoC collaborate to ensure that homeless youth are able to access services and housing upon leaving the foster care system. The planning process for the PIT count starts months in advance, and the Lead Agency provides information and recruits volunteers in the months leading up to the PIT count at CoC meetings and other community events.

2.The CoC works with DSS Social Workers and the CCS Homeless Liaison to identify homeless youth in our community throughout the year and during the PIT count and makes efforts to actively engage them and ensure that they are connected to housing and services.

3. The CoC works with youth providers, DSS Social Workers, and the CCS Homeless Liaison to assist in locating homeless sites where youth are believed to be identified. It is believed that many youths flee to homeless encampments because it provides them with a sense of safety and security. Street outreach teams attempt to identify homeless youth in large encampments throughout the year and during the PIT count.

2B-4.	PIT Count-Methodology Change-CoC Merger Bonus Points.
	NOFO Section V.B.5.a and V.B.7.c.
	In the field below:
1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and
3.	describe how the changes affected your CoC's PIT count results; or
4.	state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2023.

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1. In 2022, we used jotform to conduct the sheltered count, and the link was provided to each provider. In 2023, we used the app Counting Us, which could easily be downloaded to a tablet or phone and had a user-friendly interface. This made data collection and analysis more accurate, efficient and effective. 2. In 2022, we used jotform and paper surveys to conduct the unsheltered count. In 2023, we used the app Counting Us, which could easily be downloaded to a tablet or phone and had a user-friendly interface. Only a few paper surveys were needed in 2023. This made data collection and analysis more accurate, efficient and effective. We also used data from the previous year to assist in using the HUD extrapolation tool to count a large community (encampment) that was discovered the previous year. Volunteers knew that there should be people in that encampment but because the weather was bad, the people who would normally be in that camp were sheltering elsewhere on that date. The use of the extrapolation tool allowed our CoC to gain a more accurate picture of the homeless conditions in our city that we would not have been able to do otherwise.

- 3.Our homeless number count remained relatively static from the previous year but remained elevated compared to pre-pandemic. It is believed that evictions due to COVID also caused our homeless numbers to increase, even though we were able to mitigate evictions using the Treasury's Emergency Rental Assistance funds.
- 4. Not applicable.

2C. System Performance

 $\hbox{HUD publishes resources on the HUD.gov website at \ CoC\ Program\ Competition\ to\ assist\ you\ in\ completing\ the\ CoC\ Application.\ Resources\ include:}$

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;

 - 24 CFR part 578;- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.
	NOFO Section V.B.5.b.
	In the field below:
1.	describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;
2.	describe your CoC's strategies to address individuals and families at risk of becoming homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time

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Project: NC-511 CoC Registration FY2023

 The CoC uses Intake/Needs Assessments, gap analysis reports, and local system performance reports to determine factors affecting those persons becoming homeless for the first time. The CoC also uses HMIS, coordinated entry (CES), and other initiatives to gauge risks contributing to individuals and families becoming homeless for the first time. These risks include eviction, loss of employment, lack of education, DV, mental health, addiction, etc. Coordinated Entry identifies individuals and families that are at risk of eviction and utility disconnection and refers them to our partnering agencies for intervention, including direct payment to landlords and utility companies. application for benefits, and submitting affordable housing applications. 2. The CoC continues to seek support from the State ESG office, our HUD TA, local government, and other federal funding sources to address these issues. Using prevention/diversion methods helps providers better understand individuals who are at risk of becoming homeless. Through collaborative strategy, the emphasis is on working in partnership with organizations offering resources enabling individuals to advance their education, improve money management skills, and gain employment. Providers are encouraged to use these methods. The CoC continues to collaborate with organizations such as Cape Fear Valley Health, Alliance Behavioral Healthcare and the Reentry Council to ensure persons exiting institutions are connected to housing. CoC member agencies also make efforts to reunify homeless households with family members in other localities, with the Coordinated Entry agency reunifying 20 families this past year.

3.The CoC Planning and Development Committee, Performance and Evaluation Committee, HMIS/CE Committee, and the Lead Agency oversee the CoC's strategy to reduce the number of households experiencing homelessness for

the first time.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	
	Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:	
1.	natural disasters?	No
2.	having recently arrived in your CoCs' geographic area?	Yes

(limit 2,500 characters)

Our providers are seeing significant increases in persons who are from outside of our geographic area. Some of the factors that are contributing to this increase include human trafficking, the proximity to the I-95 corridor, Ft. Liberty proximity, and traveling from other jurisdictions due to lack of resources or the belief that our jurisdiction will provide more resources.

2C-2.	2. Length of Time Homeless–CoC's Strategy to Reduce.		
	NOFO Section V.B.5.c.		

	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

(limit 2,500 characters)

1. According to the most recent system performance report, the length of time homeless (for all those in emergency shelter, transitional, and permanent housing) has decreased from 245 days in 2021 to 227 days in 2022, an 18% decrease. The community has always had a shortage of affordable housing. which is exacerbated by the rent-distorting presence of Ft. Liberty. The CoC has recently conducted a Landlord Engagement event, which was well attended and recommended to be a quarterly event. Other strategies include: 1) improving data quality & accuracy to better utilize HMIS data in reviewing the length of time homeless; 2) restructuring its prioritization plan, and 3) enhancing the coordinated assessment system so those with the longest length of time homeless have housing priority within a timely manner. Our CE agency &Lead Agency have attended a HUD workshop to improve assessment & prioritization in CE. The CoC provides financial incentives to landlords and advocates for lower or waived stringent housing guidelines (credit and criminal backgrounds, evictions) which prevent targeted populations from accessing housing. All CoC & ESG funded programs are required to use the Housing First Model, allowing clients access to limited barrier housing and reducing the length of time they remain homeless. The City of Fayetteville has approved several affordable housing initiatives this year, including the conversion of a motel into permanent supportive housing units and rehabilitation of 144 units, and continues to move forward with its Choice Neighborhood Housing Plan in a low-income community Our local entitlements provide incentives to developers to build more units targeting special populations, and the City did have 1 approved LIHTC property this year. The City is implementing a new Housing Trust program, and an approved bond referendum will invest \$12 million in affordable housing. 2. Households are identified using the coordinated intake/assessment process where prioritization is implemented. The CoC uses the By Names List meetings to identify households with the highest acuity and length of time homeless. With CoC, ESG, and other resources, the CoC can expand permanent housing options through the use of rapid re-housing and permanent supportive housing. 3. The CoC Planning and Development Committee, Performance and Evaluation Committee, HMIS/CE Committee, and the Lead Agency oversee the CoC's strategy to reduce the length of time households remain homeless

2C-3.	Exits to Permanent Housing Destinations/Ret	ention of Permanent Housing–CoC's S	trategy
	NOFO Section V.B.5.d.		
	In the field below:		
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;		
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and		
3.	provide the name of the organization or positi- strategy to increase the rate that individuals a		
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(limit 2,500 characters)

1. The CE agency was encouraged to apply for ESG and CoC expansion funding to conduct housing navigation and case management. The CE agency and Lead Agency attended a HUD CE Assessment & Prioritization workshop to assist the CoC develop and implement new assessment, prioritization, and referral tools & processes to improve system performance. The CoC uses case conferencing and close collaboration between the CES and local housing providers to assess and prioritize our homeless population and work to remove or mitigate barriers to housing. The CoC Planning & Development committee has dedicated several meetings to developing and implementing Move-On strategies in our PSH programs. The CoC has met with the FMHA several times to discuss implementing a homeless preference. The CoC has also met with the largest LIHTC management company to discuss homeless preference. They have waived application fees for our homeless applicants and have indicated that they do not use previous evictions as a basis to deny housing. The CoC will continue improving data quality & ensuring the accuracy of HMIS data, reviewing its prioritization plan, and enhancing the coordinated assessment system to ensure housing priority. CoC partners connect clients with any supportive services they may need to maintain housing, including healthcare, mental health, or substance abuse services. The CoC encourages providers to provide follow-up services to ensure that tenants can maintain income and access supportive services and to provide intervention measures as needed. All CoC and ESG-funded programs are required to use the Housing First Model to allow more clients access to permanent housing destinations with limited barriers and help individuals and families retain permanent housing. The CoC Planning and Development Committee, Performance and Evaluation Committee, HMIS/CE Committee, and the Lead Agency oversee the CoC's strategy to increase the rate of exits to and retention of permanent housing.

2C-4.	Returns to Homelessness–CoC's Strategy to Reduce Rate.
	NOFO Section V.B.5.e.
	In the field below:
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

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1. The CoC utilizes HMIS data and input from community providers to identify individuals and families who are at risk of returning to homelessness and will continue to implement our prevention strategies, including short-term direct assistance and connection to support services as needed.

2. The strategy to reduce the rate of returns to homelessness involves the engagement of partnerships with organizations offering resources that would assist our homeless to advance their education, improve their money management skills, and gain employment. Providers in the community offer excellent case management and have observed improvement in clients' success up to two years of exiting the program. The CoC will continue to educate the community through a collaborative strategy with emphasis placed on partnerships with organizations (especially those providing mental health services and housing) that offer resources empowering individuals and families to remain housed, reducing the rate of returns to homelessness.

3. The CoC Planning and Development Committee, Performance and Evaluation

3.The CoC Planning and Development Committee, Performance and Evaluation Committee, HMIS/CE Committee, and the Lead Agency oversee the CoC's strategy to reduce the rate of returns to homelessness.

2C-5.	Increasing Employment Cash Income–CoC's Strategy.
	NOFO Section V.B.5.f.
	In the field below:
1.	describe your CoC's strategy to access employment cash sources;
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.

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 The CoC builds and maintains partnerships with local government and businesses to provide educational outreach and hold community events and job fairs. Our local community college distributes curriculum and schedules to local providers and provides a free basic building construction training program. The CoC also maintains a partnership with Workforce Development and the Reentry Council to assist with providing job opportunities to our targeted population especially those who exit correctional facilities. For those individuals with disabilities, the CoC encourages providers to allow SOAR training for staff assisting targeted populations in obtaining Social Security benefits, and we have increased the number of SOAR specialists in our community. The CoC partners with local employment agencies including Workforce Development, temporary employment agencies, and local businesses to offer employment to persons experiencing homelessness. Job fairs are offered often in the local community. Information about job fairs and workshops is disseminated to agencies providing services to homeless persons. The CoC also partners with the local re-entry programs to assist those coming out of correctional facilities access employment with participating companies. The CoC ensures participants are able to access job information offered through the Fayetteville Technical Community College as well as Rehabilitation Centers for those with disabilities. Through collaboration efforts the CoC connects with local businesses to educate and eradicate the stigma surrounding individuals experiencing homelessness, linking those with disabilities and criminal and credit histories to programs such as Employment Source and NC Works. Additionally, some providers have hired employment specialists to assist special population clients with job placement. community partners offer life skills training including financial literacy, etiquette, and tutoring. Other agencies offer credit counseling and repair.

3. The CoC Planning and Development Committee, Performance and Evaluation Committee, HMIS/CE Committee, and the Lead Agency oversee the CoC's strategy to increase job and income growth.

2C-5a.	Increasing Non-employment Cash Income–CoC's Strategy
	NOFO Section V.B.5.f.
	In the field below:
1.	describe your CoC's strategy to access non-employment cash income; and
	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

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1. CoC agencies work with the Department of Social Services to get clients enrolled in SNAP, Medicaid, TANF, WIC, childcare, & other services. The CoC's efforts include expanding options for more agencies to access SOAR training, & the CoC has increased its number of agencies with a full-time SOAR specialist, which include Communicare, Asheville Buncombe County Christian Ministry, & Cape Fear Valley Behavioral Community Paramedic Program. CoC partnering agencies provide life skills training, housing counseling, and financial literacy to assist participants with improving their credit, avoiding evictions, reducing debt, and increasing savings. The CoC updates its mainstream resource list regularly to ensure participants have access to these services. One of our agencies has a Managed Care representative assist people with Medicaid & Medicare access benefits including hearing, vision, and dental benefits, and can provide up to \$305/mo in food, utilities, and OTC medications. 30 families have received over \$9,000/mo in the last 6 months from this program alone.

2. The CoC's Planning and Development Committee, Performance and Evaluation Committee, HMIS/CE Committee, and Lead Agency are responsible

for overseeing this strategy.

3A. Coordination with Housing and Healthcare

 $\hbox{HUD publishes resources on the HUD.gov website at \ CoC\ Program\ Competition\ to\ assist\ you\ in\ completing\ the\ CoC\ Application.\ Resources\ include:}$

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;

 - 24 CFR part 578;- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3	A-1. New PH-PSH/PH-RRH	Project–Leveraging Housing Resources.		
	NOFO Section V.B.6.a.			
	You must upload the He Screen.	ousing Leveraging Commitment attachment	to the 4B. Attachments	
	Is your CoC applying for a n housing units which are not experiencing homelessness	new PH-PSH or PH-RRH project that uses ho funded through the CoC or ESG Programs to ?	ousing subsidies or subsidized to help individuals and families	No
3	A-2. New PH-PSH/PH-RRH	Project-Leveraging Healthcare Resources.		
	NOFO Section V.B.6.b.			
	You must upload the H	ealthcare Formal Agreements attachment to	the 4B. Attachments Screen.	
	ls your CoC applying for a n individuals and families exp	new PH-PSH or PH-RRH project that uses he eriencing homelessness?	ealthcare resources to help	No
3A-3.	Leveraging Housing/Healtho	care Resources–List of Projects.		
	NOFO Sections V.B.6.a. and V.B.6.b.			
				_
If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.				
Project Name	Project Type	e Rank Number	Leverage ⁻	Гуре

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3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
 - 24 CFR part 578;
 - FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs-New Projects.	
	NOFO Section V.B.1.s.	
Is y	our CoC requesting funding for any new project application requesting \$200,000 or more in funding nousing rehabilitation or new construction?	No
3B-2.	Rehabilitation/New Construction Costs-New Projects.	
	NOFO Section V.B.1.s.	
	If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:	
1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and	
2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.	

(limit 2,500 characters)

N/A

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3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

 $\hbox{HUD publishes resources on the HUD.gov website at \ CoC\ Program\ Competition\ to\ assist\ you\ in\ completing\ the\ CoC\ Application.\ Resources\ include:}$

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	
proj	our CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component ects to serve families with children or youth experiencing homelessness as defined by other leral statutes?	No
3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	
	You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.	
	If you answered yes to question 3C-1, describe in the field below:	
1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and	
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.	

(limit 2,500 characters)

N/A

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4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
 24 CFR part 578;
 FY 2023 CoC Application Navigational Guide;
 Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

Did your CoC submit one or more new project applications for DV Bonus Funding?		No
Applicant Name		
This list contains no items		

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

1.	You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.				
2.	You must upload an attachment for each document listed where 'Required?' is 'Yes'.				
3.	files to PDF, rather that create PDF files as a P	We prefer that you use PDF files, though other file types are supported–please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.			
4.	Attachments must mate	ch the questions they	are associated with.		
5.	Only upload document ultimately slows down	s responsive to the qu the funding process.	uestions posed-including other material slov	ws down the review process, which	
6.	If you cannot read the	attachment, it is likely	we cannot read it either.		
	. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).				
			u want us to consider in any attachment.		
7.	After you upload each of Document Type and to	attachment, use the December of the contains all	Download feature to access and check the a I pages you intend to include.	ttachment to ensure it matches the required	
8.	Only use the "Other" at	ttachment option to m	eet an attachment requirement that is not o	therwise listed in these detailed instructions.	
Document Typ	е	Required?	Document Description	Date Attached	
1C-7. PHA Ho Preference	meless	No			
1C-7. PHA Mo Preference	oving On	No			
1D-11a. Lette Working Grou		Yes	Letter-working group	09/22/2023	
1D-2a. Housin	g First Evaluation	Yes	Housing First	09/22/2023	
1E-1. Web Po	esting of Local eadline	Yes	Web Posting Local	09/24/2023	
1E-2. Local Co Tool	ompetition Scoring	Yes	Scoring tools	09/22/2023	
1E-2a. Scored Project	Forms for One	Yes	Scored forms 1 pr	09/22/2023	
1E-5. Notificat Rejected-Redu	ion of Projects uced	Yes	Notifications-rej	09/22/2023	
1E-5a. Notifica Accepted	ation of Projects	Yes	Notifications-acc	09/22/2023	
1E-5b. Local C Selection Res		Yes	Local competition	09/22/2023	
1E-5c. Web Po Approved Con Application		Yes			

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1E-5d. Notification of CoC- Approved Consolidated Application	Yes		
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HDX competition r	09/22/2023
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		
Other	No	Policies & Proced	09/22/2023

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: Letter-working group

Attachment Details

Document Description: Housing First

Attachment Details

Document Description: Web Posting Local Comp deadline

Attachment Details

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Document Description: Scoring tools

Attachment Details

Document Description: Scored forms 1 project

Attachment Details

Document Description: Notifications-rejected

Attachment Details

Document Description: Notifications-accepted

Attachment Details

Document Description: Local competition selection

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: HDX competition report

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

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Document Description: Policies & Procedures

Submission Summary

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

Page	Last Updated
1A. CoC Identification	08/29/2023
1B. Inclusive Structure	09/24/2023
1C. Coordination and Engagement	09/24/2023
1D. Coordination and Engagement Cont'd	09/24/2023
1E. Project Review/Ranking	09/24/2023
2A. HMIS Implementation	09/24/2023
2B. Point-in-Time (PIT) Count	09/24/2023
2C. System Performance	09/24/2023
3A. Coordination with Housing and Healthcare	09/22/2023
3B. Rehabilitation/New Construction Costs	09/08/2023
3C. Serving Homeless Under Other Federal Statutes	09/08/2023

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4A. DV Bonus Project Applicants

09/08/2023

4B. Attachments Screen

Please Complete

Submission Summary

No Input Required

1D-11a Letter signed by Working Group



www.faycccoc.org

September 18, 2023

Debbie Brown, Chair Fayetteville/Cumberland County Continuum of Care on Homelessness

The Fayetteville/Cumberland County Continuum of Care on Homelessness invited former and current persons with lived experience to discuss and review the CoC's Plan to Address Homelessness and provide feedback as to their experiences in the homeless system. As persons with lived experience, we approve of the CoC's Plan and have signed below to indicate the same. We will continue to engage with the CoC to provide feedback during member and committee meetings to improve the effectiveness and efficiency of the homeless response system.

Signed below by the following:

Hacina Fielder		
Printed Name	Printed Name	
Signature	Signature	
Printed Name	Printed Name	
Signature	Signature	
Printed Name	Printed Name	
Signature	Signature	



www.faycccoc.org

September 19, 2023

Debbie Brown, Chair Fayetteville/Cumberland County Continuum of Care on Homelessness

The Fayetteville/Cumberland County Continuum of Care on Homelessness invited former and current persons with lived experience to discuss and review the CoC's Plan to Address Homelessness and provide feedback as to their experiences in the homeless system. As persons with lived experience, we approve of the CoC's Plan and have signed below to indicate the same. We will continue to engage with the CoC to provide feedback during member and committee meetings to improve the effectiveness and efficiency of the homeless response system.

Signed below by the following:

Christina Elder Printed Name	Printed Name	
Christina Elder Signature	Signature	
Printed Name Deffy We Ouge	Printed Name	
Signature Signature	Signature	
Printed Name	Printed Name	
Signature	Signature	

1D-2a Housing First Evaluation

Project Applicant:	Project Name:	
Reviewer:	Date Reviewed:	
THRESHOLD REVIEW		
1. Eligible Applicant Type		□ YES □ NO
2. Active in SAMS		☐ YES ☐ NO
3. Has valid UEI (Unique Entity Identifier)		☐ YES ☐ NO
4. Has Financial and Management Capacity and Experience to carry the application and has the capacity to administer federal funds	out the project as detailed in	□ YES □ NO
5. Certifications: Applicant submitted the required certifications speci	fied in the NOFO	☐ YES ☐ NO
6. Population served: Population to be served meets program eligibing in the Act, Rule, and NOFO	lity requirements as described	☐ YES ☐ NO
7. Applicant has no Outstanding Delinquent Federal Debts, Debarme	ents, or Suspensions	☐ YES ☐ NO
Applicant & Sponsor are members of Cumberland County Continue Homelessness	um of Care (CoC) on	☐ YES – confirm CoC membership log ☐ NO
9. Coordinated Entry Participation		☐ YES ☐ NO
10. HMIS/comparable database participation (agree to participate)		☐ YES ☐ NO
11. Applicant has documented match funds		☐ YES ☐ NO
12. Project has reasonable costs and is financially feasible		☐ YES ☐ NO
THRESHOLD REVIEW* *Note: All requirements listed above must be review, project is not eligible for further consideration and cannot be s		

CRITERIA		Total Maximum Points	Percent of Total Score
1.	Project Design / Effectiveness	9	32%
2.	Serve High Need Populations	7	25%
3.	Project Applicant Experience	3	11%
	Financial Sustainability / Compliance / Audit	4	14%
5.	Equity	5	18%
TOTAL		28	100%

1. PROJECT DESIGN / EFFECTIVENESS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Program Type:	Project Application, Section 3A	3	
Rapid Re-housing (RRH) = 3			
Permanent Supportive Housing (PSH) = 2			
Joint Transitional Housing & Rapid Re-Housing (TH-RRH) = 2			
Project using Housing First model / Low Barrier	Project Application, Section 3B & Program Policy and Procedures	1	
Adequately describes project and is consistent with population served and expected performance outcomes	Project Application, Sections 3B, 4B, 5A, & 5B	1	
Project will collaborate with partnering agencies and accept referrals submitted through coordinated entry.	Project Application and Supplemental Info.	1	- v
Proposed project start date is timely to meet the needs of the community.	Project Application, Section 1D	1	
Project will leverage <u>housing resources</u> (subsidized housing) not funded with ESG/CoC grants ie Housing Authority, affordable housing	Project Application, Letter of Commitment, MOU	1	
Project will leverage <u>healthcare resources</u> (provision of healthcare services or direct contributions ie Medicaid)	Project Application, Commitment letter, MOU	1	

Project Applicant:	Project Name:	
Reviewer:	Date Reviewed:	
THRESHOLD REVIEW		
Eligible Applicant Type		□ YES □ NO
2. Active in SAMS	A property of the common of the	☐ YES ☐ NO
3. Has valid UEI (Unique Entity Identifier)		☐ YES ☐ NO
4. Has Financial and Management Capacity and Experience the application and has the capacity to administer federal		□ YES □ NO
5. Certifications: Applicant submitted the required certificati	ions specified in the NOFO	☐ YES ☐ NO
Population served: Population to be served meets progr in the Act, Rule, and NOFO	ram eligibility requirements as described	☐ YES ☐ NO
7. Applicant has no Outstanding Delinquent Federal Debts, Debarments, or Suspensions		☐ YES ☐ NO
Applicant & Sponsor are members of Cumberland Count Homelessness	ty Continuum of Care (CoC) on	☐ YES – confirm CoC membership log ☐ NO
9. Coordinated Entry Participation		☐ YES ☐ NO
10. HMIS/comparable database participation (agree to partic	cipate)	☐ YES ☐ NO
11. Applicant has documented match funds	70 11 8	☐ YES ☐ NO
12. Project has reasonable costs and is financially feasible		☐ YES ☐ NO
THRESHOLD REVIEW* *Note: All requirements listed aborreview, project is not eligible for further consideration and ca		
		1/

CRITERIA		Total Maximum Points	Total Score by	
1.	Project Design / Effectiveness	9	22%	
2.	Served High Need Populations	7	17%	
3.	Monitoring and Compliance / Audit	6	15%	
4.	Program Performance	9	22%	
5.	HMIS Performance	5	12%	
6.	Equity	5	12%	
TOTAL		41	100%	

1. PROJECT DESIGN / EFFECTIVENESS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Program Type: Rapid Re-housing (RRH) = 3 Permanent Supportive Housing (PSH) = 2 Joint Transitional Housing & Rapid Re-Housing (TH-RRH) = 2 Transitional Housing (TH) = 1	Project Application, Section 3A	3	
Project using Housing First model / Low Barrier	Project Application, Section 3B & Program Policy and Procedures	1	1
Adequately describes project and is consistent with population served and expected performance outcomes	Project Application, Sections 3B, 4B, 5A, & 5B	1	
Project collaborates with partnering agencies and accepts referrals submitted through coordinated entry.	Project Application and HMIS Records	1	
Budget is accurate and costs are eligible	Project Application, 6E	1	
Project will leverage <u>housing resources</u> (subsidized housing) not funded with ESG/CoC grants ie Housing Authority, affordable housing	Project Application, Letter of Commitment, MOU	1	50.50
Project will leverage <u>healthcare resources</u> (provision of healthcare services or direct contributions ie Medicaid)	Project Application, Commitment letter, MOU	1	

FY2023 CONTINUUM OF CARE PROGRAM NOTICE OF FUNDING OPPORTUNITY SUPPLEMENTAL INFORMATION FOR RENEWAL AND NEW PROJECT APPLICANTS

Agend	ey: Proposed Project:
Point	of Contact: Telephone:
Email:	
1.	Agency has years' experience in implementing programs similar to the proposed project.
2.	Agency confirms it has an active status in SAMS. Provide SAMS Cage Code:
3.	If your agency is a nonprofit, do you have a 501(c)(3) status? Yes ☐ No ☐
4.	Is your agency's registration currently active under with the Secretary of State (North Carolina)? Yes \square No \square
5.	Are you exempt from maintaining a Charitable Solicitation License? Yes \(\square\) No \(\square\)
6.	If you answered no to question #5, do your agency currently have an active Charitable Solicitation License with the Sate of North Carolina? Yes \(\subseteq \text{No} \subseteq \text{No} \subseteq \)
7.	Please provide what type of financial management system your agency uses?
8.	Project applicant will/have participated in training(s) relating to providing equal access to housing in HUD Programs addressing racial disparities in homelessness, the needs of LGBTQ community, and the needs of other minority groups.
	Initial: Briefly discuss any training that you have had relating to the above:
	Project applicant has or will engage persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design.
	Initial: Briefly discuss any experience that you have had relating to the above:
9.	Project applicant will collaborate with partnering agencies and accept referrals submitted through coordinated entry.
	Initial:

10. If your agency currently receives (or has received) funding (e.g. Continuum of Care, Emergency Solutions Grant, Community Development Block Grant, Home Investment Partnerships Program, etc.) from the U.S. Department of Housing and Urban Development, please answer the following questions:
Does your agency currently have unresolved findings with HUD, the City of Fayetteville, or Cumberland County? Yes No
Is your agency (or subrecipients) debarred or suspended from conducting business with a Federal agency? Yes

Additional information required from all applicants:

- 501 (c)(3) designation letter (if not government)
- Board of Directors List (with name and contact information)
- Organizational Chart
- Bylaws / Articles of Incorporation
- SAMS Cage Code or Printout of Active Status
- Most Recent Audit; if not available then financial statements for a two-year period
- Admission / Intake Criteria or Policy

Additional questions and/or a site visit may be requested by the Grant Review Committee before final ranking is completed.

Please send this form along with the required attachments to: dnewton@cumberlandcountync.gov and copy crystalmmcnair@unitedway-cc.org by the deadline. Thank you.



CoC Monitoring Tool

CoC NC-511 Monitor	ing Team Information	
Monitoring Staff:		
Date of Monitoring \	/isit:	
CoC Program Grantee:	Agency and Progra	m Information
Agency:		
Program Name:	7.0 ₅	
Agency staff consulte	ed:	
Grant Amount:		
Contract Number:	X	
	*	
Program Type:	□PSH □RRH	□TSH
Number to be served		
Number of chronic be	eds/units:	
н		
Program serves:	Individuals Families B	Both Individuals and Families
CoC Program grant fu		
	Rental Assistance	Leasing (no match required)
1	Operations	Admin
Ī	Supportive Services	u.
Is there an active restr	ictive covenant on one or more o	of the projects proportios? \square Vos \square No

PART 1: Program Monitoring			
AGENCY OPERATIONS: POLICIES AND PROCEDURE	S		
Conflict of Interest		Comments	
The agency has a general conflict-of-interest policy for staff and	Yes		
Board members. 24 CFR §578.95 (c); 24 CFR § 578.103 (a) (11)	□No		
Program Policies & Procedures / Resident Handbook		Comments	
The agency has a general written policy for:	Yes		
 ■ Intake Procedures □ Admission □ 	No		
Termination Grievance		<u> </u>	
Does the "Grievance Policy" include procedural standards for	Yes		
clients' rights to <u>written</u> and <u>verbal</u> complaints.	□No		
Written U			
Involvement of homeless persons		Comments	
There is at least one homeless/formerly homeless person on	Yes		
the Board of Directors or equivalent policymaking entity (Provide	□No		
Board List). 24 CFR § 578.75 (g)(1)			
The agency involves homeless individuals and families through	Yes		
employment; volunteer services; or otherwise; in constructing,	□No □		
rehabilitating, maintaining, and operating the project, and in			
providing supportive services for the project. 24 § 578.75 (g)(2) Confidentiality		Comments	
The agency has policies and procedures to ensure:	Yes	Comments	
The Protection of identifying information of any	No		
individual/family receiving assistance will be kept			
confidential; and			
The location of any family violence project will not be			
made public, except with written permission of the			
person responsible for operating the project; and			
 The location of any housing of any program participant 			
will not be made in public, except as provided in a			
preexisting privacy and as provided by law.			
24 CFR § 578.103(b) (These policies are in addition to HMIS-			
related confidentiality/security requirements.)			
Fair Housing and Equal Opportunity		Comments	
1. The agency has policies and procedures in place that provide:	Yes		
 Nondiscrimination and equal opportunity policies that apply to housing and employment 24 CFR § 578.93 	□No		
Reasonable accommodations and reasonable			
modifications for persons with disabilities. 24 CFR § 100.204			
(a), 28 CFR § 25.130(b)(7)			
 Meaningful access for Spanish-speaking and other 			
Limited English Proficiency persons to access the agencies			
programs and services. 72 Fed Reg. 2732			
2. The agency maintains and provides copies of:	Yes		
 Marketing, outreach, and other materials used to inform 	□No		



2022 Self-Assessment Monitoring Tool

Date:	
Your Name & Title:	
Your Email:	
Your Phone Number:	
Agency Name:	
Project Name(s) (list project(s) selected for CoC monitoring):	

Introduction

The intent of this self-assessment is for the agency to honestly evaluate the current state of their own organization in several key areas such as participation in coordinated entry, verification of chronic homelessness, utilization of data, and services provided. The information will be used by the agency and FCCCOC to generate a technical assistance (TA) and Planning & Development plan that will be an effective resource for the agency. Possible types of technical assistance that could be included in the plan include referrals to workshop or training opportunities, sample tools or templates, HMIS guidance, and referrals to articles and outside experts.

The estimated time it may take an agency to complete this tool is 30 minutes, although this will likely vary from agency to agency. Agencies that have completed this tool in the past have indicated that the more time they spent completing the tool and reflecting on responses, the more they received from the process in terms of a responsive and helpful technical assistance plan. Due to the range of topics covered in the self-assessment, more than one staff person may need to be involved in its completion, so it is recommended to review the list of sections on the next page and plan accordingly.

Each agency that is monitored will complete one survey. Most of the questions relate to agency-level practices, but some are project-specific. For agencies that receive monitoring for multiple projects, the survey is formatted to allow multiple responses to project-specific questions.

Approved:

7
ent

1E-1 Web posting

Devon Newton

Community Services Manager

Community Development Department

From:	Fayetteville Cumberland County CoC <fcccoc1@gmail.com></fcccoc1@gmail.com>
Sent:	Wednesday, August 2, 2023 4:11 PM
Subject:	Fwd: FY2023 Continuum of Care Request for Proposals
Attachments:	2023 CoC NOFO information session2.pdf
CAUTION: This email origin	nated from outside of the County. Do not open attachments, click on links, or reply unless you trust the sender or are expecting it.
Opportunity (NOFO) for FY2023 NOFO is availab Development (CCCD), a County Continuum of C	Housing and Urban Development (HUD) released the 2023 Notice of Funding the Continuum of Care (CoC) Homeless Assistance Program on July 5, 2023. The le at CoC NOFO FONSI -final for signature (hud.gov). Cumberland County Community s the lead agency and Collaborative Applicant for the Fayetteville / Cumberland are (FCCCoC) on Homelessness, is encouraging eligible agencies to apply for funding the CoC Program NOFO.
	August 28, 2023, 11:59 p.m. EST in order for the project applications to be considered oC and submitted to HUD by the deadline date. Projects will be submitted through
dnewton@co.cumberla	pplying for funding must submit a Letter of Interest to Devon Newton at nd.nc.us by 5:00 p.m., August 11, 2023. Please indicate the type of project you are es that you plan to conduct, and give a brief description of your project.
To access the Request for Opportunities (faycccoc if you have any question	or Proposal and other documents, please refer to the FCCCoC's website at <u>Funding</u> .org). Slides from the information session are attached to this email. Please contact mens.
Thanks,	
Devon	
Devon Newton, MPA	



2023 Notice of Funding (NOFO)

The U.S. Department of Housing and Urban Development (HUD) released the 2023 Notice of Funding Opportunity (NOFO) for the Continuum of Care (CoC) Homeless Assistance Program on July 5, 2023. The 2023 NOFO is available at CoC NOFO FONSI -final for signature (hud.gov)

Cumberland County Community Development (CCCD), as the lead agency and Collaborative Applicant for the Fayetteville / Cumberland County Continuum of Care (FCCCoC) on Homelessness, is encouraging eligible agencies to apply for funding made available through the CoC Program NOFO.

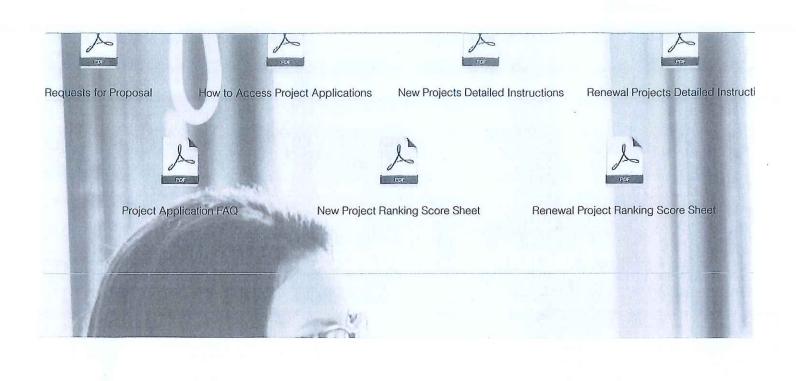
Applications are due by August 28, 2023, 11:59 p.m. EST for the project applications to be considered for funding by the FCCCoC and submitted to HUD by the deadline date. Projects will be submitted through esnaps.

Agencies interested in applying for funding must submit a Letter of Interest to Devon Newton at dnewton@co.cumberland.nc.us by 5:00 p.m., August 11, 2023. Please indicate the type of project you are applying for, the activities you plan to conduct, and briefly describe your project.

The following documentation are below:

- FY2023 Request for Proposals
- · How to Access Project Applications
- New Projects Detailed Instructions
- New Projects Navigational Guide (Coming Soon)
- · Renewal Projects Detailed Instructions
- · Renewal Projects Navigational Guide (Coming Soon)
- Project Application FAQ
- · Newt project ranking score sheet
- · Renewal project ranking score sheet

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1E-2 Scoring Tool

Project Applicant:	Project Name:	
Reviewer:	Date Reviewed:	
THRESHOLD REVIEW		
1. Eligible Applicant Type		□ YES □ NO
2. Active in SAMS		☐ YES ☐ NO
Has valid UEI (Unique Entity Identifier)		☐ YES ☐ NO
4. Has Financial and Management Capacity and Experience to carr the application and has the capacity to administer federal funds	y out the project as detailed in	□ YES □ NO
5. Certifications: Applicant submitted the required certifications spec	cified in the NOFO	☐ YES ☐ NO
6. Population served: Population to be served meets program eligit in the Act, Rule, and NOFO	pility requirements as described	☐ YES ☐ NO
7. Applicant has no Outstanding Delinquent Federal Debts, Debarr	nents, or Suspensions	☐ YES ☐ NO
Applicant & Sponsor are members of Cumberland County Contin Homelessness	uum of Care (CoC) on	☐ YES – confirm CoC membership log ☐ NO
9. Coordinated Entry Participation		☐ YES ☐ NO
10.HMIS/comparable database participation (agree to participate)		☐ YES ☐ NO
11.Applicant has documented match funds		☐ YES ☐ NO
12. Project has reasonable costs and is financially feasible		☐ YES ☐ NO
THRESHOLD REVIEW* *Note: All requirements listed above must review, project is not eligible for further consideration and cannot be		

CRITER	RIA	Total Maximum Points	Total Score by
1.	Project Design / Effectiveness	9	22%
2.	Served High Need Populations	7	17%
3.	Monitoring and Compliance / Audit	6	15%
4.	Program Performance	9	22%
5.	HMIS Performance	5	12%
6.	Equity	5	12%
TOTAL		41	100%

1. PROJECT DESIGN / EFFECTIVENESS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Program Type: Rapid Re-housing (RRH) = 3	Project Application, Section 3A	3	
Permanent Supportive Housing (PSH) = 2 Joint Transitional Housing & Rapid Re-Housing (TH-RRH) = 2 Transitional Housing (TH) = 1			
Project using Housing First model / Low Barrier	Project Application, Section 3B & Program Policy and Procedures	1	
Adequately describes project and is consistent with population served and expected performance outcomes	Project Application, Sections 3B, 4B, 5A, & 5B	1	
Project collaborates with partnering agencies and accepts referrals submitted through coordinated entry.	Project Application and HMIS Records	1	
Budget is accurate and costs are eligible	Project Application, 6E	1	
Project will leverage <u>housing resources</u> (subsidized housing) not funded with ESG/CoC grants ie Housing Authority, affordable housing	Project Application, Letter of Commitment, MOU	1	
Project will leverage <u>healthcare resources</u> (provision of healthcare services or direct contributions ie Medicaid)	Project Application, Commitment letter, MOU	1	

Project Applicant:	Project Name:
Reviewer:	Date Reviewed:

2. SERVED HIGH NEED POPULATIONS IN LOCAL COMMUNITY	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
At least 50% of population served are <u>chronically homeless</u>	APR [Divide subpopulation in Q05a, Row 11 by Total number of Persons Served, Q05a, Row 1]	2	
At least 50% of the population served are victims of domestic violence	APR [Divide subpopulation in Q14b, "Yes" by Total number of Persons Served, Q05a, Row 1]	1	
At least 50% of the population served consists of families w/ children	APR [Divide subpopulation in Q05A, Row 2 & 3 by Total number of Persons Served, Q05a, Row 1.	1	
At least 50% of the population served consists of disabled persons	Project Application, 5B	1	
At least 50% of the population served consists of youth	APR [Divide subpopulation in Q05A, Row 12 by Total number of Persons Served, Q05a, Row 1.	1	
At least 50% of the population served consists of veterans	APR [Divide subpopulation in Q05A, Row 10 by Total number of Persons Served, Q05a, Row 1.	1	

3. MONITORING AND COMPLIANCE / AUDIT	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
 No unresolved findings & low-risk auditee [1 pt each] Submitted APR on time (=1 pt) No Unresolved findings concerning previous grant term (=1 pt) Funds drawn at least quarterly for current project (=1 pt) No funds remained available for recapture by HUD for the most recent expired grant (= 1 pt) 	Project Application, Recipient Performance & Confirmation from HUD	4	
The program expended at least 95% of its grant funds.	APR, Divide "Total Expenditures" in Q28 by "Total Award" in Q01a	1	
Project met the match requirement of at least 25%.	APR, Q28, Percentage Match	1	

4. PROGRAM PERFORMANCE	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Bed utilization is above 85%	APR: Q02, Second Row, Average % Column	2	
Exits to Permanent Housing Destinations: Minimum of 90% remained or moved to positive permanent housing	APR, Q23C	2	
<u>Living Situation at Project Entry:</u> 100% of the participants entered the program from homelessness	APR, Q15, divide Homeless Situation Subtotal (Row 7) by Total (Last Row)	1	
Length of Time: Average # of Days is 180 days or less	APR, Q22c	1	
Accessing Mainstream Benefits	APR, Q20b, [Benefit at Exit for Leavers Column and 1+Sources]	1	

divided by [Q23c, Total Exited, 4 th row from bottom APR, Q21, "1 source of Health Insurance" "row and Exit for Leavers" Column divided by Total Exit in Q230 APR, Q19a,	l 1	100000
Exited, 4 th row from bottom APR, Q21, "1 source of Health Insurance" "row and Exit for Leavers" Column divided by Total Exit in Q230	1	3
Health Insurance" "row and Exit for Leavers" Column divided by Total Exit in Q230		
ΔPR ∩19 ₂	<u> </u>	
Client Cash Income Change	1	
SOURGE	MAXIMUM POINT VALUE	POINTS EARNED
APR, Q6a-6d	4	
HDX Reports (PiT, HiC, HMIS, etc.)	, 1	
SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Project Application or Documented Training / Commitment	3	
Project Application or Documented Training / Commitment	2	
SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
E-Snaps Submission Listing	-5	
-	-	-
-	MAXIMUM POINTS 41	PROJECT SCORE
	APR, Q6a-6d HDX Reports (PiT, HiC, HMIS, etc.) SOURCE Project Application or Documented Training / Commitment Project Application or Documented Training / Commitment	APR, Q6a-6d APR,

Project Applicant:	Project Name:	
Reviewer:	Date Reviewed:	
THRESHOLD REVIEW		
1. Eligible Applicant Type		□ YES □ NO
2. Active in SAMS		☐ YES ☐ NO
Has valid UEI (Unique Entity Identifier)		☐ YES ☐ NO
 Has Financial and Management Capacity and Experience to carry the application and has the capacity to administer federal funds 	y out the project as detailed in	U YES U NO
5. Certifications: Applicant submitted the required certifications spec	ified in the NOFO	☐ YES ☐ NO
Population served: Population to be served meets program eligib in the Act, Rule, and NOFO	ility requirements as described	☐ YES ☐ NO
7. Applicant has no Outstanding Delinquent Federal Debts, Debarm	ents, or Suspensions	☐ YES ☐ NO
Applicant & Sponsor are members of Cumberland County Continu Homelessness	uum of Care (CoC) on	☐ YES – confirm CoC membership log ☐ NO
9. Coordinated Entry Participation		☐ YES ☐ NO
10.HMIS/comparable database participation (agree to participate)		☐ YES ☐ NO
11. Applicant has documented match funds		☐ YES ☐ NO
12. Project has reasonable costs and is financially feasible		☐ YES ☐ NO
THRESHOLD REVIEW* *Note: All requirements listed above must be review, project is not eligible for further consideration and cannot be		. If project fails threshold

CRITER	IA	Total Maximum Points	Percent of Total Score
1.	Project Design / Effectiveness	9	32%
2.	Serve High Need Populations	7	25%
3.	Project Applicant Experience	3	11%
4.	Financial Sustainability / Compliance / Audit	4	14%
5.	Equity	5	18%
TOTAL		28	100%

1. PROJECT DESIGN / EFFECTIVENESS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Program Type:	Project Application, Section 3A	3	
Rapid Re-housing (RRH) = 3			
Permanent Supportive Housing (PSH) = 2			
Joint Transitional Housing & Rapid Re-Housing (TH-RRH) = 2			
Project using Housing First model / Low Barrier	Project Application, Section 3B & Program Policy and Procedures	1	
Adequately describes project and is consistent with population served and expected performance outcomes	Project Application, Sections 3B, 4B, 5A, & 5B	1	
Project will collaborate with partnering agencies and accept referrals submitted through coordinated entry.	Project Application and Supplemental Info.	1	
Proposed project start date is timely to meet the needs of the community.	Project Application, Section 1D	1	
Project will leverage <u>housing resources</u> (subsidized housing) not funded with ESG/CoC grants ie Housing Authority, affordable housing	Project Application, Letter of Commitment, MOU	1	
Project will leverage <u>healthcare resources</u> (provision of healthcare services or direct contributions ie Medicaid)	Project Application, Commitment letter, MOU	1	

Project Applicant:	Project Name:
Reviewer:	Date Reviewed:

2. SERVE HIGH NEED POPULATIONS IN LOCAL COMMUNITY	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
At least 50% of population served will be chronically homeless	Project Application, 5B	2	
At least 50% of the population served are victims of domestic violence	Project Application, 5B	1	
At least 50% of the population served consists of families w/ children	Project Application, 5B	1	
At least 50% of the population served consists of youth	Project Application, 5B	1	
At least 50% of the population served consists of disabled persons	Project Application, 5B	1	
At least 50% of the population served consists of veterans	Project Application, 5B	1	<u> </u>

3. APPLICANT EXPERIENCE	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Project applicant has experience implementing a similar program targeting the homeless population.	Project Application and Supplemental Info.	3	
1 year experience = 1 pt			
2-3 years' experience = 2 pts			
4 + years' experience = 3 pts			

4. FINANCIAL SUSTAINABILITY / COMPLIANCE / AUDIT	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Budget is accurate& complies with CoC Interim Rule	Project Application, 6E	1	
Project applicant has no audit issues with most recent audit and demonstrates sustainability.	Audit / Financial Statement	2	
Project applicant has adequate financial management system in place	Supplemental Info.	1	

	5. EQUITY	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Agen	cy Leadership, Governance, Policies	Project Application or	3	
1. 2. 3.	Management/Leadership and/or Board of Directors (BIPOC, LGBTQ+, disabled, lived experience representation)-1 pt Process for receiving & incorporating feedback includes people with lived experience-1 pt Internal Policies & Procedures (ie nondiscrimination policies, policies with	Documented Training / Commitment		
D	equitable lens, no undue barriers)-1 p	B 1 1 A 1 1 1 1		
Progr 1. 2.	am Participant Outcomes HMIS and/or other data outcomes reviewed with equity lens (disaggregated by underserved populations)-1 pt Project has identified any barriers to participation and will take steps to eliminate the barriers, will create more equitable program outcomes-1 pt	Project Application or Documented Training / Commitment	2	

ect Name:		
SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
E-Snaps Submission Listing	-5	
-	-	-
-	MAXIMUM POINTS 28	PROJECT SCORE
	eviewed:	SOURCE MAXIMUM POINT VALUE E-Snaps Submission Listing -5 MAXIMUM POINTS

Project Applicant:	Project Name:
Reviewer:	Date Reviewed:
THRESHOLD REVIEW	
1. Eligible Applicant Type	☐ YES ☐ NO
2. Completed Certifications / Active in SAMS	☐ YES ☐ NO
3. Applicant & Sponsor are members of Cumberland County	☐ YES – confirm membership log from CoC ☐ NO
Continuum of Care (CoC) on Homelessness	
THRESHOLD REVIEW* *Note: All requirements listed above mus	
review, project is not eligible for further consideration and cannot be	e scored PASS FAIL

CRITERIA	Total Maximum Points	Percent of Total Score
Project Design / Effectiveness	8	47%
Project Applicant Experience	3	18%
Financial Sustainability / Compliance / Audit	4	23%
Equity	2	12%
TOTAL	17	100%

PROJECT DESIGN / EFFECTIVENESS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
The Coordinated Entry project covers 100% of the CoC's Geographic area and is accessible by all persons, including those who are least likely to seek services	Project Application, HMIS Reports, and Supplemental Questions	2	
The Coordinated Entry project provides a standardized assessment process that provides fair and equal access to services for all persons seeking assistance.	Project Application, Section 3B, 4e	2	
The Coordinated Entry project prioritizes people most in need of assistance.	Project Application, HMIS Reports and Supplemental Questions	2	
The Coordinated Entry project quickly refers persons to permanent housing resources based on their vulnerability.	Project Application Section 3B, HMIS Reports and Supplemental Questions	2	

PROJECT APPLICANT EXPERIENCE	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Project applicant has experience implementing a similar program targeting the homeless population.	Project Application and Supplemental Questions	3	
1 year experience = 1 pt			
2 – 3 years experience = 2 pts			
4 + years = 3 pts			

FINANCIAL SUSTAINABILITY / COMPLIANCE / AUDIT	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Budget is accurate & complies with CoC Interim Rule	Project Application, 6E	1	
Project applicant has no audit issues with most recent audit and demonstrates sustainability.	Audit / Financial Statement	2	
Project applicant has adequate financial management system in place	Supplemental Questions	1	

Project Applicant: P Reviewer: D	Project Name: Date Reviewed:			
EQUITY	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED	
Project applicant will have/has participated in training(s) relating to providing educates to housing in HUD Programs addressing racial disparities in homelessness, needs of LGBTQ community, and the needs of other.	.	2		
Project applicant has/will engage persons with lived experience. Active engagem may be demonstrated through membership on the organization's board, have persons with lived experience in paid staff positions, or through a regulation process for consulting persons with lived experience in program design.	ring lar,			
	-		·	
OTHER FACTORS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED	
Deduct -5 points if project application was not submitted in e-snaps by the application deadline.	E-Snaps Submission Listing	-5		
Project Applicant was made available (either by phone or in person) for an interviby the Reviewer(s) to provide an overview of their agency's capacity, experience, scope of the project.	1	-	н	
Final Score	-	MAXIMUM POINTS 17	PROJECT SCORE	
Project Score Divided by Maximum Point =%				
Reviewer's Comments:				

FY2023 CONTINUUM OF CARE PROGRAM NOTICE OF FUNDING OPPORTUNITY SUPPLEMENTAL INFORMATION FOR RENEWAL AND NEW PROJECT APPLICANTS

Agend	y: Proposed Project:
Point o	of Contact: Telephone:
Email:	
1.	Agency has years' experience in implementing programs similar to the proposed project.
2.	Agency confirms it has an active status in SAMS. Provide SAMS Cage Code:
3.	If your agency is a nonprofit, do you have a 501(c)(3) status? Yes ☐ No ☐
4.	Is your agency's registration currently active under with the Secretary of State (North Carolina)? Yes \(\Bar{\cup} \) No \(\Bar{\cup} \)
5.	Are you exempt from maintaining a Charitable Solicitation License? Yes \(\square\) No \(\square\)
6.	If you answered no to question #5, do your agency currently have an active Charitable Solicitation License with the Sate of North Carolina? Yes No No
7.	Please provide what type of financial management system your agency uses?
8.	Project applicant will/have participated in training(s) relating to providing equal access to housing in HUD Programs addressing racial disparities in homelessness, the needs of LGBTQ community, and the needs of other minority groups.
	Initial:
	Briefly discuss any training that you have had relating to the above:
	Project applicant has or will engage persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design.
	Initial: Briefly discuss any experience that you have had relating to the above:
9.	Project applicant will collaborate with partnering agencies and accept referrals submitted through coordinated entry.
	Initial:

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10.11	your agency currently receives (or has received) funding (e.g. Continuum of Care,
Em	nergency Solutions Grant, Community Development Block Grant, Home Investment
Pa	rtnerships Program, etc.) from the U.S. Department of Housing and Urban
De	velopment, please answer the following questions:
6	Does your agency currently have unresolved findings with HUD, the City of
	Fayetteville, or Cumberland County? Yes 🗌 No 🗌
9	Is your agency (or subrecipients) debarred or suspended from conducting business
	with a Federal agency? Yes No No

Additional information required from all applicants:

- 501 (c)(3) designation letter (if not government)
- Board of Directors List (with name and contact information)
- Organizational Chart
- Bylaws / Articles of Incorporation
- SAMS Cage Code or Printout of Active Status
- Most Recent Audit; if not available then financial statements for a two-year period
- Admission / Intake Criteria or Policy

Additional questions and/or a site visit may be requested by the Grant Review Committee before final ranking is completed.

Please send this form along with the required attachments to: dnewton@cumberlandcountync.gov and copy crystalmmcnair@unitedway-cc.org by the deadline. Thank you.

Nc-511 Page 2 of 2

1E-2a Scored forms for 1 project

Project Applicant: Cumber for County Project Name: Reviewer: Date Reviewed:	Mendows
0 8	
THRESHOLD REVIEW	
1. Eligible Applicant Type	¶ YES □ NO
2. Active in SAMS	YES INO
3. Has valid UEI (Unique Entity Identifier)	TYES I NO
 Has Financial and Management Capacity and Experience to carry out the project as detailed in the application and has the capacity to administer federal funds 	YES D NO
5. Certifications: Applicant submitted the required certifications specified in the NOFO	DYES I NO
Population served: Population to be served meets program eligibility requirements as described in the Act, Rule, and NOFO	YES INO
7. Applicant has no Outstanding Delinquent Federal Debts, Debarments, or Suspensions	YES INO
Applicant & Sponsor are members of Cumberland County Continuum of Care (CoC) on Homelessness	YES – confirm CoC membership log
9. Coordinated Entry Participation	YES I NO
10. HMIS/comparable database participation (agree to participate)	YES NO
11. Applicant has documented match funds	OP YES O NO
12. Project has reasonable costs and is financially feasible	YES NO
THRESHOLD REVIEW* *Note: All requirements listed above must be "Yes" in order to "PASS" review review, project is not eligible for further consideration and cannot be scored PASS DEFAU	. If project fails threshold

CRITERIA	Total Maximum Points	Total Score by %
Project Design / Effectiveness	9	22%
Served High Need Populations	7	17%
Monitoring and Compliance / Audit	6	15%
Program Performance	9	22%
5. HMIS Performance	5	12%
6. Equity	5	12%
TOTAL	41	100%

1. PROJECT DESIGN / EFFECTIVENESS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Program Type:	Project Application, Section 3A	3	
Rapid Re-housing (RRH) = 3			<u>a</u>
Permanent Supportive Housing (PSH) = 2			
Joint Transitional Housing & Rapid Re-Housing (TH-RRH) = 2	İ		
Transitional Housing (TH) = 1			
Project using Housing First model / Low Barrier	Project Application, Section 3B & Program Policy and Procedures	1	4
Adequately describes project and is consistent with population served and expected performance outcomes	Project Application, Sections 3B, 4B, 5A, & 5B	1	1
Project collaborates with partnering agencies and accepts referrals submitted through coordinated entry.	Project Application and HMIS Records	1	1
Budget is accurate and costs are eligible	Project Application, 6E	1	1
Project will leverage housing resources (subsidized housing) not funded	Project Application, Letter of Commitment, MOU	1	
with ESG/CoC grants ie Housing Authority, affordable housing	Local of Communication, MOO		- 1
Project will leverage <u>healthcare resources</u> (provision of healthcare services or direct contributions ie Medicaid)	Project Application, Commitment letter, MOU	1	

Project Applicant:	Cumbarland	Cocarch	Project Name:	Robin Mandage	
Reviewer:	Seron Gray	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Date Reviewed:	9/1/23	-

2. SERVED HIGH NEED POPULATIONS IN LOCAL COMMUNITY	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
At least 50% of population served are <u>chronically homeless</u>	APR [Divide subpopulation in Q05a, Row 11 by Total number of Persons Served, Q05a, Row 1]	2	0
At least 50% of the population served are victims of domestic violence	APR [Divide subpopulation in Q14b, "Yes" by Total number of Persons Served, Q05a, Row 1]	1	
At least 50% of the population served consists of families w/ children	APR [Divide subpopulation in Q05A, Row 2 & 3 by Total number of Persons Served, Q05a, Row 1.	1	1
At least 50% of the population served consists of disabled persons	Project Application, 5B	1	\$ 5
At least 50% of the population served consists of youth	APR [Divide subpopulation in Q05A, Row 12 by Total number of Persons Served, Q05a, Row 1.	1	1.
At least 50% of the population served consists of veterans	APR [Divide subpopulation in Q05A, Row 10 by Total number of Persons Served, Q05a, Row 1.	1	0

3. MONITORING AND COMPLIANCE / AUDIT	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
 No unresolved findings & low-risk auditee [1 pt each] Submitted APR on time (=1 pt) No Unresolved findings concerning previous grant term (=1 pt) Funds drawn at least quarterly for current project (=1 pt) No funds remained available for recapture by HUD for the most recent expired grant (= 1 pt) 	Project Application, Recipient Performance & Confirmation from HUD	4	4
The program expended at least 95% of its grant funds.	APR, Divide "Total Expenditures" in Q28 by "Total Award" in Q01a	1	
Project met the match requirement of at least 25%.	APR, Q28, Percentage Match	1	

4. PROGRAM PERFORMANCE	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Bed utilization is above 85%	APR: Q02, Second Row, Average % Column	2	2
Exits to Permanent Housing Destinations: Minimum of 90% remained or moved to positive permanent housing	APR, Q23C	2	2
Living Situation at Project Entry: 100% of the participants entered the program from homelessness	APR, Q15, divide Homeless Situation Subtotal (Row 7) by Total (Last Row)	1	1
Length of Time: Average # of Days is 180 days or less	APR, Q22c	1	Ì
Accessing Mainstream Benefits	APR, Q20b, [Benefit at Exit for Leavers Column and 1+Sources]	1	

	ct Name: Poblic Reviewed: 9/17	Mean	lows
LONGTH OF TIME! Average # of Days is 180 days or less	APR, Q22c	1	APR
Accessing Mainstream Benefits At least 80% of project participants were able to access mainstream benefits upon exit	APR, Q20b, [Benefit at Exit for Leavers Column and 1+Sources]	1	APR

Average # of Days is 180 days or less			
Accessing Mainstream Benefits	APR, Q20b,	1	APR
At least 80% of project participants were able to access mainstream benefits	[Benefit at Exit for Leavers		1 1
upon exit	Column and 1+Sources]		
apon exit	divided by [Q23c, Total		
	Exited, 4th row from bottom]		
At least 60% of those exiting the program had at least 1 source of	APR, Q21, "1 source of	1	APR
health insurance.	Health Insurance" "row and		1
- ·	Exit for Leavers" Column		.
	divided by Total Exit in Q23C		•
Income growth	APR, Q19a,	1	APR ,
	Client Cash Income Change		
Program participants have experienced income growth during	and the state of t		
their stay or at exit.			,

5. HMIS PERFORMANCE	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
 1 pt given for each of the following for maintaining an error rate at 0%: Personally Identifying Information Universal Data Elements Income and Housing Data Quality Chronic Homelessness 	APR, Q6a-6d	4	Must have this from HMIS Analyst
Project applicant submits HMIS data and required HUD reports to include PiT, HIC, etc.)	HDX Reports (PiT, HIC, HMIS, etc.)	1	Must have this from HMIS Analyst

	6. EQUITY	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED	2
Agen 1. 2. 3.	cy Leadership, Governance, Policies Management/Leadership and/or Board of Directors (BIPOC, LGBTQ+, disabled, lived experience representation)-1 pt Process for receiving & incorporating feedback includes people with lived experience-1 pt Internal Policies & Procedures (ie nondiscrimination policies, policies with equitable lens, no undue barriers)-1 p	Project Application or Documented Training / Commitment	3	Nothing is provided in the application for this	T
Progr 1. 2.	am Participant Outcomes HMIS and/or other data outcomes reviewed with equity lens (disaggregated by underserved populations)-1 pt Project has identified any barriers to participation and will take steps to eliminate the barriers, will create more equitable program outcomes-1 pt	Project Application or Documented Training / Commitment	2	Nothing is provided in the application for this	

7. OTHER FACTORS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Deduct -5 points if project application was not submitted in e-snaps by the application deadline.	E-Snaps Submission Listing	-5	Yes for all except My Sister's Keeper
Project Applicant was made available (either by phone or in person) for an interview by the Reviewer(s) to provide an overview of their agency's capacity, experience, and scope of the project.	-	-	-

FY2023 CONTINUUM OF CARE PROGRAM PROJECT APPLICATION

PRIORITY RANKING SCORE SHEET (RENEWALS)

Project Applicant: Canberland Count	Project Name: Lobi Date Reviewed: 5	H Meadows
Final Score	-	MAXIMUM PROJECT POINTS SCORE 41
Project Score Divided by Maximum Point =% Reviewer's Comments:		

Project Applicant:	Project Name:	1400115	Mendon
Reviewer: Non-W Williams	Date Reviewed:	411	9/1/23
		1	1717
THRESHOLD REVIEW			
Eligible Applicant Type		Φ⁄YE	S 🗆 NO
2. Active in SAMS		Q/YE	S 🗆 NO
Has valid UEI (Unique Entity Identifier)		Q/YE	S 🗖 NO
4. Has Financial and Management Capacity and Experience to care the application and has the capacity to administer federal funds	ry out the project as deta	iled in WYE	S 🗆 NO
5. Certifications: Applicant submitted the required certifications spe	cified in the NOFO	Q/YE	S 🗆 NO
Population served: Population to be served meets program eligi in the Act, Rule, and NOFO	bility requirements as de	scribed 🔟 YE	s 🛛 NO
7. Applicant has no Outstanding Delinquent Federal Debts, Debarn	nents, or Suspensions	Ů∕YE	S 🔲 NO
Applicant & Sponsor are members of Cumberland County Contin Homelessness	nuum of Care (CoC) on		S – confirm CoC ership log
9. Coordinated Entry Participation		□/YE	s 🔲 NO
10.HMIS/comparable database participation (agree to participate)		□/YE	s 🛘 NO
11. Applicant has documented match funds			s 🗆 NO ,
12.Project has reasonable costs and is financially feasible		QI/YE	s 🔲 NO
THRESHOLD REVIEW**Note: All requirements listed above must review, project is not eligible for further consideration and cannot be	be "Yes" in order to "PAS scored □ PASS	Ss" review. If proje	ect fails threshold
		·	

CRITERIA	Total Maximum Points	Total Score by %
Project Design / Effectiveness	9	22%
Served High Need Populations	7	17%
Monitoring and Compliance / Audit	6	15%
Program Performance	9	22%
5. HMIS Performance	5	12%
6. Equity	5	12%
TOTAL	41	100%



1. PROJECT DESIGN / EFFECTIVENESS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Program Type:	Project Application, Section 3A	3	
Rapid Re-housing (RRH) = 3			ا
Permanent Supportive Housing (PSH) = 2			12
Joint Transitional Housing & Rapid Re-Housing (TH-RRH) = 2			
Transitional Housing (TH) = 1			
Project using Housing First model / Low Barrier	Project Application, Section 3B & Program Policy and Procedures	1	
Adequately describes project and is consistent with population served and expected performance outcomes	Project Application, Sections 3B, 4B, 5A, & 5B	1	
Project collaborates with partnering agencies and accepts referrals submitted through coordinated entry.	Project Application and HMIS Records	1	<u>.</u>
Budget is accurate and costs are eligible	Project Application, 6E	1	
Project will leverage <u>housing resources</u> (subsidized housing) not funded with ESG/CoC grants ie Housing Authority, affordable housing	Project Application, Letter of Commitment, MOU	1	· ·
Project will leverage <u>healthcare resources</u> (provision of healthcare services or direct contributions le Medicaid)	Project Application, Commitment letter, MOU	1	

Project Applicant:	Project Name:
Reviewer:	Date Reviewed:

2. SERVED HIGH NEED POPULATIONS IN LOCAL COMMUNITY	SOURCE	MAXIMUM POINT	POINTS EARNED
		VALUE	LAIMED
At least 50% of population served are <u>chronically homeless</u>	APR [Divide subpopulation in Q05a, Row 11 by Total number of Persons Served, Q05a, Row	2	0
At least 50% of the population served are victims of domestic violence	APR [Divide subpopulation in Q14b, "Yes" by Total number of Persons Served, Q05a, Row 1]	1	econditues.
At least 50% of the population served consists of families w/ children	APR [Divide subpopulation in Q05A, Row 2 & 3 by Total number of Persons Served, Q05a, Row 1.	1	
At least 50% of the population served consists of disabled persons	Project Application, 5B	1	
At least 50% of the population served consists of youth	APR [Divide subpopulation in Q05A, Row 12 by Total number of Persons Served, Q05a, Row 1.	1	NEDOTAGE.
At least 50% of the population served consists of veterans	APR [Divide subpopulation in Q05A, Row 10 by Total number of Persons Served, Q05a, Row 1.	1	0

3. MONITORING AND COMPLIANCE / AUDIT	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
 No unresolved findings & low-risk auditee [1 pt each] Submitted APR on time (=1 pt) No Unresolved findings concerning previous grant term (=1 pt) Funds drawn at least quarterly for current project (=1 pt) No funds remained available for recapture by HUD for the most recent expired grant (= 1 pt) 	Project Application, Recipient Performance & Confirmation from HUD	4	musiline)
The program expended at least 95% of its grant funds.	APR, Divide "Total Expenditures" in Q28 by "Total Award" in Q01a	1	, and
Project met the match requirement of at least 25%.	APR, Q28, Percentage Match	1	C _p

4. PROGRAM PERFORMANCE	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Bed utilization is above 85%	APR: Q02, Second Row, Average % Column	2	2
Exits to Permanent Housing Destinations: Minimum of 90% remained or moved to positive permanent housing	APR, Q23C	2	2
<u>Living Situation at Project Entry:</u> 100% of the participants entered the program from homelessness	APR, Q15, divide Homeless Situation Subtotal (Row 7) by Total (Last Row)	1	A CONTRACTOR OF THE CONTRACTOR
<u>Length of Time:</u> Average # of Days is 180 days or less	APR, Q22c	1	**********
Accessing Mainstream Benefits	APR, Q20b, [Benefit at Exit for Leavers Column and 1+Sources]	1	

Project Applicant: Project Appli	roject Name: _ ate Reviewed:	Robins	Mead	on
At least 80% of project participants were able to access mainstream ben upon exit		ed by [Q23c, Total]	No. of the last of
At least 60% of those exiting the program had at least 1 source of health insurance.	Health I Exit fo	Q21, "1 source of nsurance" "row and r Leavers" Column by Total Exit in Q230		semagreet.
Income growth Program participants have experienced income growth during their stay or at exit.		APR, Q19a, ash Income Change	1	ر رفع میروند داده
5. HMIS PERFORMANCE		SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
 1 pt given for each of the following for maintaining an error rate at 0%: Personally Identifying Information Universal Data Elements Income and Housing Data Quality Chronic Homelessness 	A	IPR, Q6a-6d	4	3
Project applicant submits HMIS data and required HUD reports to include PiT, HIC, etc.)	HDX Repo	HDX Reports (PiT, HiC, HMIS, etc.)		Constitution of the consti
6. EQUITY		SOURCE		POINTS EARNED
 Agency Leadership, Governance, Policies Management/Leadership and/or Board of Directors (BIPOC, LGBT disabled, lived experience representation)-1 pt Process for receiving & incorporating feedback includes people with livexperience-1 pt Internal Policies & Procedures (ie nondiscrimination policies, policies we equitable lens, no undue barriers)-1 p 	Q+, Docum Co ved	t Application or ented Training / ommitment	3	3
Program Participant Outcomes 1. HMIS and/or other data outcomes reviewed with equity lens (disaggrega by underserved populations)-1 pt 2. Project has identified any barriers to participation and will take steps eliminate the barriers, will create more equitable program outcomes-1 pt	ted Docum Co	t Application or ented Training / mmitment	2	2
7. OTHER FACTORS	So	OURCE	MAXIMUM POINT VALUE	POINTS EARNED
Deduct -5 points if project application was not submitted in e-snaps by the application deadline.	E-Snaps Su	bmission Listing	-5	
Project Applicant was made available (either by phone or in person) for an intervi by the Reviewer(s) to provide an overview of their agency's capacity, experience, and scope of the project.	ew	-	-	ės.
Final Score		-	MAXIMUM POINTS 41	PROJECT SCORE
Project Score Divided by Maximum Point = \(\sumset \sumset \sumset \) \(\text{\text{\text{N}}} \) \(\text{\text{Reviewer's Comments:}} \)				

Project Applicant: CHA! CK Robin's Meacow Project Name: Reviewer: Cast Knight Date Reviewed: C	m's Alactore
THRESHOLD REVIEW	,
Eligible Applicant Type	YES O NO
2. Active in SAMS	Ø,YES □ NO
3. Has valid UEI (Unique Entity Identifier)	T YES INO
 Has Financial and Management Capacity and Experience to carry out the project as detailed in the application and has the capacity to administer federal funds 	DY YES O NO
5. Certifications: Applicant submitted the required certifications specified in the NOFO	VES INO
Population served: Population to be served meets program eligibility requirements as described in the Act, Rule, and NOFO	YES O NO
7. Applicant has no Outstanding Delinquent Federal Debts, Debarments, or Suspensions	YES INO
Applicant & Sponsor are members of Cumberland County Continuum of Care (CoC) on Homelessness	図 YES – confirm CoC membership log 切, NO
9. Coordinated Entry Participation	YES Q NO
10. HMIS/comparable database participation (agree to participate)	VES O NO
11. Applicant has documented match funds	YES NO
12. Project has reasonable costs and is financially feasible	Ø YES □ NO
THRESHOLD REVIEW* *Note: All requirements listed above must be "Yes" in order to "PASS" review review, project is not eligible for further consideration and cannot be scored	. If project fails threshold

CRITER	RIA .	Total Maximum Points	Total Score by %	
1.	Project Design / Effectiveness	9	22%	
2.	Served High Need Populations	7	17%	
3.	Monitoring and Compliance / Audit	6	15%	
4.	Program Performance	9	22%	
5.	HMIS Performance	5	12%	
6.	Equity	5	12%	
TOTAL		41	100%	

1. PROJECT DESIGN / EFFECTIVENESS	SOURCE	MAXIMU M POINT VALUE	POINTS EARNE D
Program Type:	Project Application, Section 3A	3	
Rapid Re-housing (RRH) = 3			2
Permanent Supportive Housing (PSH) = 2			
Joint Transitional Housing & Rapid Re-Housing (TH-RRH) = 2			
Transitional Housing (TH) = 1			
Project using Housing First model / Low Barrier	Project Application, Section 3B & Program Policy and Procedures	1 .	1
Adequately describes project and is consistent with population served and expected performance outcomes	Project Application, Sections 3B, 4B, 5A, & 5B	1	
Project collaborates with partnering agencies and accepts referrals submitted through coordinated entry.	Project Application and HMIS Records	1	
Budget is accurate and costs are eligible	Project Application, 6E	1	
Project will leverage <u>housing resources</u> (subsidized housing) not funded with ESG/CoC grants ie Housing Authority, affordable housing	Project Application, Letter of Commitment, MOU	1	i
Project will leverage <u>healthcare resources</u> (provision of healthcare services or direct contributions ie Medicaid)	Project Application, Commitment letter, MOU	1	

Project Applicant: Court. County	Project Name:	Robin	Meadow
Reviewer: (aro) Kought	Date Reviewed:		
d			

2. SERVED HIGH NEED POPULATIONS IN LOCAL COMMUNITY	SOURCE	MAXIMU M POINT VALUE	POINTS EARNE D
At least 50% of population served are <u>chronically homeless</u>	APR [Divide subpopulation in Q05a, Row 11 by Total number of Persons Served, Q05a, Row 1]	2	0
At least 50% of the population served are victims of domestic violence	APR [Divide subpopulation in Q14b, "Yes" by Total number of Persons Served, Q05a, Row 1]	1	
At least 50% of the population served consists of families w/ children	APR [Divide subpopulation in Q05A, Row 2 & 3 by Total number of Persons Served, Q05a, Row 1.	1	
At least 50% of the population served consists of disabled persons	Project Application, 5B	1	
At least 50% of the population served consists of youth	APR [Divide subpopulation in Q05A, Row 12 by Total number of Persons Served, Q05a, Row 1.	1	***
At least 50% of the population served consists of veterans	APR [Divide subpopulation in Q05A, Row 10 by Total number of Persons Served, Q05a, Row 1.	1	0

3. MONITORING AND COMPLIANCE / AUDIT	SOURCE	MAXIMU M POINT VALUE	POINTS EARNE D
No unresolved findings & low-risk auditee [1 pt each] Submitted APR on time (=1 pt) No Unresolved findings concerning previous grant term (=1 pt) Funds drawn at least quarterly for current project (=1 pt) No funds remained available for recapture by HUD for the most recent expired grant (= 1 pt)	Project Application, Recipient Performance & Confirmation from HUD	4	4
The program expended at least 95% of its grant funds.	APR, Divide "Total Expenditures" in Q28 by "Total Award" in Q01a	1	1
Project met the match requirement of at least 25%.	APR, Q28, Percentage Match	1	1

4. PROGRAM PERFORMANCE	SOURCE	MAXIMU M POINT VALUE	POINTS EARNE D
Bed utilization is above 85%	APR: Q02, Second Row, Average % Column	2	2
Exits to Permanent Housing Destinations: Minimum of 90% remained or moved to positive permanent housing	APR, Q23C	2	20
Living Situation at Project Entry: 100% of the participants entered the program from homelessness	APR, Q15, divide Homeless Situation Subtotal (Row 7) by Total (Last Row)	1	1
Length of Time: Average # of Days is 180 days or less	APR, Q22c	1	
Accessing Mainstream Benefits At least 80% of project participants were able to access mainstream benefits upon exit	APR, Q20b, [Benefit at Exit for Leavers Column and 1+Sources]	1	l

CoC RENEWAL PROJECT APPLICATION SCORING/RANKING SHEET

FY2023 CONTINUUM OF CARE PROGRAM PROJECT APPLICATION PRIORITY RANKING SCORE SHEET (RENEWALS)

PRIORITY RANKING SCORE SP	roject Name: <u>Robin</u>	. 11	C
Project Applicant: Ciend. Cotouls P Reviewer: Carol Kneflet D	roject Name:	5 Meac	المال
	divided by [Q23c, Total		1
	Exited, 4th row from bottom		
At least 60% of those exiting the program had at least 1 source of health insurance.	APR, Q21, "1 source of Health Insurance" "row and Exit for Leavers" Column divided by Total Exit in Q230		,
Income growth	APR, Q19a,	1	f
Program participants have experienced income growth during their stay or at exit.	Client Cash Income Change		
5. HMIS PERFORMANCE	SOURCE	MAXIMU M POINT VALUE	POINTS EARNE D
pt given for each of the following for maintaining an error rate at 0%: Personally Identifying Information Universal Data Elements Income and Housing Data Quality Chronic Homelessness	APR, Q6a-6d	4	3
Project applicant submits HMIS data and required HUD reports to	HDX Reports (PiT, HiC, HMIS, etc.)	1	1
include PiT, HIC, etc.)	l eu.,		
6. EQUITY	SOURCE	MAXIMU M POINT VALUE	POINTS EARNE D
 Agency Leadership, Governance, Policies Management/Leadership and/or Board of Directors (BIPOC, LGBTQ disabled, lived experience representation)-1 pt Process for receiving & incorporating feedback includes people with live experience-1 pt Internal Policies & Procedures (le nondiscrimination policies, policies with equitable lens, no undue barriers)-1 p 	Commitment d	3	3
Program Participant Outcomes HMIS and/or other data outcomes reviewed with equity lens (disaggregate by underserved populations)-1 pt Project has identified any barriers to participation and will take steps t eliminate the barriers, will create more equitable program outcomes-1 pt	Commitment	2	2
7. OTHER FACTORS	SOURCE	MAXIMUM POINT VALUE	POINTS EARNED
Deduct -5 points if project application was not submitted in e-snaps by the application deadline.	E-Snaps Submission Listing	-5	
Project Applicant was made available (either by phone or in person) for an interview by the Reviewer(s) to provide an overview of their agency's capacity, experience, and scope of the project.	-	-	***
Final Score	-	MAXIMUM	PROJECT
·		POINTS	SCORE
		41	36_
Project Score Divided by Maximum Point =%			
Reviewer's Comments:		· · · · · · · · · · · · · · · · · · ·	

1E-5 Notification of projects-rejected

From:

Devon Newton

Sent:

Monday, September 11, 2023 5:12 PM

To:

Abel Young

Cc:

Fayetteville Cumberland County CoC; crystalmmcnair (crystalmmcnair@unitedway-

cc.org); Seron Gray; carol@knightconsulting.com; Delores Taylor

Subject:

Continuum of Care Program Grant Application-2023

Attachments:

agency letter_nofa 23_YORS.docx

Dear CoC Program Applicant,

Please find attached a letter from the Grant Review Committee regarding the project application(s) your agency submitted for the FY 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO).

Thank you for your interest in the CoC Program NOFO Competition.

Thanks, Devon

Devon Newton, MPACommunity Services Manager
Community Development Department **Cumberland County**910-323-6112 Main Office
910-323-6114 Fax

www.cumberlandcountync.gov



September 11, 2023

To:

Dr. Abel Young, President

Your Outreach Resiliency Building and Sustainable Living Program, Inc.

From:

Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. We understand that you have withdrawn your application for consideration for funding at this time. We encourage you to seek federal funding through the Emergency Food and Shelter Program, as well as City, County, and State funding, and apply for the next funding cycle.

If you wish to appeal the decision made by the GRC, please submit your appeal in writing by email to Crystal Williams at <u>crystalmmcnair@unitedway-cc.org</u> by September 18, 2023. The GRC will review your appeal and respond within three (3) business days after receipt of the appeal. The Final CoC project ranking list will be posted on the CoC's website at faycccoc.org between September 23 - 26, 2023.

If you have any questions, please contact Crystal Williams at (910) 483-1179.

Sincerely,

Crystal Williams, Grant Review Committee Chair

Cc:

Debbie Brown, CoC Chair

Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency) CoC Grant Review Committee Members

From: Devon Newton

Sent: Monday, September 11, 2023 5:06 PM

To: nikki shine-light.org

Cc: Fayetteville Cumberland County CoC; crystalmmcnair (crystalmmcnair@unitedway-

cc.org); Seron Gray; carol@knightconsulting.com; Delores Taylor

Subject: Continuum of Care Program Grant Application-2023

Attachments: agency letter_nofa 23_Shinelight.docx

Dear CoC Program Applicant,

Please find attached a letter from the Grant Review Committee regarding the project application(s) your agency submitted for the FY 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO).

Thank you for your interest in the CoC Program NOFO Competition.

Thanks, Devon

Devon Newton, MPA

Community Services Manager Community Development Department **Cumberland County** 910-323-6112 Main Office 910-323-6114 Fax www.cumberlandcountync.gov



September 11, 2023

To:

Nikki Creecy, President

ShineLight Connect, Inc.

From:

Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. The GRC has completed its review and ranking of all project applications submitted for consideration. Based on the results of the review, the Committee has not recommended that your project The Connect House be submitted to the U.S. Department of Housing and Urban Development (HUD) for consideration of CoC Program funding. Your project did not pass the threshold review due to the agency not having the financial capacity to administer federal funds.

If you wish to appeal the decision made by the GRC, please submit your appeal in writing by email to Crystal Williams at <u>crystalmmcnair@unitedway-cc.org</u> by September 18, 2023. The GRC will review your appeal and respond within three (3) business days after receipt of the appeal. The Final CoC project ranking list will be posted on the CoC's website at faycccoc.org between September 23 - 26, 2023.

If you have any questions, please contact Crystal Williams at (910) 483-1179.

Sincerely,

Crystal Williams, Grant Review Committee Chair

Cc:

Debbie Brown, CoC Chair

Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency) CoC Grant Review Committee Members

11E-5 Notification of projects-accepted

From:

Devon Newton

Sent:

Monday, September 11, 2023 5:50 PM

To:

Delores Taylor

Cc:

Fayetteville Cumberland County CoC; crystalmmcnair (crystalmmcnair@unitedway-

cc.org); Seron Gray; carol@knightconsulting.com

Subject:

Continuum of Care Program Grant Application-2023

Attachments:

agency letter_nofa 23_CCCD.pdf

Dear CoC Program Applicant,

Please find attached a letter from the Grant Review Committee regarding the project application(s) your agency submitted for the FY 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO).

Thank you for your interest in the CoC Program NOFO Competition.

Thanks, Devon

Devon Newton, MPA
Community Services Manager
Community Development Department
Cumberland County
910-323-6112 Main Office
910-323-6114 Fax
www.cumberlandcountync.gov



September 11, 2023

To: Dee Taylor Director

Cumberland County Community Development

From: Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. The GRC has completed its review and ranking of all project applications submitted for consideration. Based on the results of the review, the Committee has conditionally recommended the following project(s) be submitted to the U.S. Department of Housing and Urban Development (HUD) for consideration of CoC Program funding:

Project / Conditions	Amount	Tier / Overall Rank
Robin's Meadow Transitional Housing Program (FY2023)	\$85,817	1/4
Community Housing and Support Services	\$85,575	1/3

Conditions / Comments:

- All projects must follow program requirements highlighted in HUD's CoC Notice of Funding Opportunity (NOFO); and
- All beds designated as chronically homeless must serve households that meet the definition of chronically homeless and participant files must contain documentation verifying their eligibility.

Additional funding remains available from reallocation and the Bonus Project. If you would like to increase your funding request, please send an email to dnewton@cumberlandcountync.gov so that the project application can be returned to you for revision. Revise your budget (if a new project) or request an expansion in your project application and resubmit through esnaps. If you are a renewal project and want to submit for an expansion, you must submit a New Project Application for the expansion funding.

All revised and new project applications must be submitted/resubmitted in esnaps by Friday, September 15, 2023 for consideration for new funding.

CoCs are required to rank all project applications submitted in e-snaps except the CoC Planning project. Please be advised, projects selected by the local CoC for further consideration is not guaranteed funding by HUD. Projects conditionally accepted at the local CoC level, will be reviewed by HUD in accordance with the requirements outlined in the NOFO. Projects ranked in Tier 1 will be conditionally selected by HUD beginning with the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both project eligibility and project quality threshold review, and if applicable, project renewal threshold. For projects ranked in Tier 2, HUD will conditionally select applications using the criteria in the NOFO. HUD will select projects within each CoC in order of point value until there are no more funds available. Projects selected for CoC-funding by HUD, will have a direct contract with HUD.

Projects selected for further consideration by the CoC, must meet the conditions outlined above. In addition, all projects selected by HUD for CoC funding:

 must follow HUD's CoC Program regulatory requirements outlined in 24 CFR 578 and the local CoC's written standards; • must expend program funds for eligible costs;

Page 2 of 2

- must make timely draws;
- must submit an Annual Performance Report electronically to HUD every operating year within 90 days of the expiration of the grant;
- will be subject to desk and onsite monitoring by the local CoC and HUD;
- must participate in the local CoC planning meetings and other activities;
- must enter participant level data and other data elements required by HUD into the local HMIS system approved by the CoC; and
- must participate in the local CoC's coordinated entry process.

If you wish to appeal the decision made by the GRC, please submit your appeal in writing by email to Crystal Williams at <u>crystalmmcnair@unitedway-cc.org</u> by September 18, 2023. The GRC will review your appeal and respond within three (3) business days after receipt of the appeal. The Final CoC project ranking list will be posted on the CoC's website at faycccoc.org between September 23 - 26, 2023.

If you have any questions, please contact Crystal Williams at (910) 483-1179.

Sincerely,

Crystal Williams, Grant Review Committee Chair

Cc: Debbie Brown, CoC Chair

Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency) CoC Grant Review Committee Members

From:

Devon Newton

Sent:

Monday, September 11, 2023 5:36 PM

To:

'Shelley Hudson'

Cc:

Fayetteville Cumberland County CoC; crystalmmcnair (crystalmmcnair@unitedway-

cc.org); Seron Gray; carol@knightconsulting.com; Delores Taylor

Subject:

Continuum of Care Program Grant Application-2023

Attachments:

agency letter_nofa 23_CHN.pdf

Dear CoC Program Applicant,

Please find attached a letter from the Grant Review Committee regarding the project application(s) your agency submitted for the FY 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO).

Thank you for your interest in the CoC Program NOFO Competition.

Thanks, Devon

Devon Newton, MPA

Community Services Manager
Community Development Department
Cumberland County
910-323-6112 Main Office
910-323-6114 Fax

www.cumberlandcountync.gov



September 11, 2023

To: Shelley Hudson, Executive Director

Cumberland HealthNET

From: Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. The GRC has completed its review and ranking of all project applications submitted for consideration. Based on the results of the review, the Committee has conditionally recommended the following project(s) be submitted to the U.S. Department of Housing and Urban Development (HUD) for consideration of CoC Program funding:

Project / Conditions	Amount	Tier / Overall Rank
CE Renewal 2023	\$55,465	1/1
CoC CE Expansion	\$109,228	1/2

Conditions / Comments:

- All projects must follow program requirements highlighted in HUD's CoC Notice of Funding Opportunity (NOFO); and
- All beds designated as chronically homeless must serve households that meet the definition of chronically homeless and participant files must contain documentation verifying their eligibility.

Additional funding remains available from reallocation and the Bonus Project. If you would like to increase your funding request, please send an email to dnewton@cumberlandcountync.gov so that the project application can be returned to you for revision. Revise your budget (if a new project) or request an expansion in your project application and resubmit through esnaps. If you are a renewal project and want to submit for an expansion, you must submit a New Project Application for the expansion funding.

All revised and new project applications must be submitted/resubmitted in esnaps by Friday, September 15, 2023 for consideration for new funding.

CoCs are required to rank all project applications submitted in e-snaps except the CoC Planning project. Please be advised, projects selected by the local CoC for further consideration is not guaranteed funding by HUD. Projects conditionally accepted at the local CoC level, will be reviewed by HUD in accordance with the requirements outlined in the NOFO. Projects ranked in Tier 1 will be conditionally selected by HUD beginning with the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both project eligibility and project quality threshold review, and if applicable, project renewal threshold. For projects ranked in Tier 2, HUD will conditionally select applications using the criteria in the NOFO. HUD will select projects within each CoC in order of point value until there are no more funds available. Projects selected for CoC-funding by HUD, will have a direct contract with HUD.

Projects selected for further consideration by the CoC, must meet the conditions outlined above. In addition, all projects selected by HUD for CoC funding:

 must follow HUD's CoC Program regulatory requirements outlined in 24 CFR 578 and the local CoC's written standards;

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If you have any questions, please contact Crystal Williams at (910) 483-1179.

Sincerely,

Crystal Williams, Grant Review Committee Chair

Cc: Debbie Brown, CoC Chair

Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency)
CoC Grant Review Committee Members

From:

Devon Newton

Sent:

Monday, September 11, 2023 5:39 PM

To:

jallman.dev@endeavors.org; Tammye Trevino

Cc:

Fayetteville Cumberland County CoC; crystalmmcnair (crystalmmcnair@unitedway-

cc.org); Seron Gray; carol@knightconsulting.com; Delores Taylor

Subject:

Continuum of Care Program Grant Application-2023

Attachments:

agency letter_nofa 23_Endeavors.pdf

Dear CoC Program Applicant,

Please find attached a letter from the Grant Review Committee regarding the project application(s) your agency submitted for the FY 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO).

Thank you for your interest in the CoC Program NOFO Competition.

Thanks, Devon

Devon Newton, MPA
Community Services Manager
Community Development Department
Cumberland County
910-323-6112 Main Office
910-323-6114 Fax
www.cumberlandcountync.gov



September 11, 2023

To: Jon Allman, President and CEO

Family Endeavors, Inc. dba

Endeavors

From: Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. The GRC has completed its review and ranking of all project applications submitted for consideration. Based on the results of the review, the Committee has conditionally recommended the following project(s) be submitted to the U.S. Department of Housing and Urban Development (HUD) for consideration of CoC Program funding:

Project / Conditions	Amount	Tier / Overall Rank
FY2023 Bonanza Project	\$107,352	1/5

Conditions / Comments:

- All projects must follow program requirements highlighted in HUD's CoC Noticeof Funding Opportunity (NOFO); and
 - All beds designated as chronically homeless must serve households that meet the definition of chronically homeless and participant files must contain documentation verifying their eligibility.

Additional funding remains available from reallocation and the Bonus Project. If you would like to increase your funding request, please send an email to dnewton@cumberlandcountync.gov so that the project application can be returned to you for revision. Revise your budget (if a new project) or request an expansion in your project application and resubmit through esnaps. If you are a renewal project and want to submit for an expansion, you must submit a New Project Application for the expansion funding.

All revised and new project applications must be submitted/resubmitted in esnaps by Friday, September 15, 2023 for consideration for new funding.

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Page 2 of 2

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Sincerely,

Crystal Williams, Grant Review Committee Chair

Cc: Debbie Brown, CoC Chair

Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency) CoC Grant Review Committee Members

From: Devon Newton

Sent: Monday, September 11, 2023 5:48 PM pearliehodges@lifematterstoo.org

Cc: Fayetteville Cumberland County CoC; crystalmmcnair (crystalmmcnair@unitedway-

cc.org); Seron Gray; carol@knightconsulting.com; Delores Taylor

Subject: Continuum of Care Program Grant Application-2023

Attachments: agency letter_nofa 23_Life Matters.pdf

Dear CoC Program Applicant,

Please find attached a letter from the Grant Review Committee regarding the project application(s) your agency submitted for the FY 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO).

Thank you for your interest in the CoC Program NOFO Competition.

Thanks, Devon

Devon Newton, MPA

Community Services Manager Community Development Department **Cumberland County** 910-323-6112 Main Office 910-323-6114 Fax www.cumberlandcountync.gov



September 11, 2023

To: Pearlie Hodges, Director

Life Matters Centers for Hope, Health and Healing

From: Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. The GRC has completed its review and ranking of all project applications submitted for consideration. Based on the results of the review, the Committee has conditionally recommended the following project(s) be submitted to the U.S. Department of Housing and Urban Development (HUD) for consideration of CoC Program funding:

Project / Conditions	Amount	Tier / Overall Rank
My Sister's Keeper FY2023	\$74,394	1/7

Conditions / Comments:

- All projects must follow program requirements highlighted in HUD's CoC Notice of Funding Opportunity (NOFO); and
- All beds designated as chronically homeless must serve households that meet the definition of chronically homeless and participant files must contain documentation verifying their eligibility.

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Sincerely,

Crystal Williams, Grant Review Committee Chair

Cc: Debbie Brown, CoC Chair
Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency)
CoC Grant Review Committee Members

From: Devon Newton

Sent: Monday, September 11, 2023 5:43 PM

To: Soffe Jr, Dixon

Cc: Fayetteville Cumberland County CoC; crystalmmcnair (crystalmmcnair@unitedway-

cc.org); Seron Gray; carol@knightconsulting.com; Delores Taylor

Subject: Continuum of Care Program Grant Application-2023

Attachments: agency letter_nofa 23_Myrover.pdf

Dear CoC Program Applicant,

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Thank you for your interest in the CoC Program NOFO Competition.

Thanks, Devon

Devon Newton, MPA
Community Services Manager
Community Development Department
Cumberland County
910-323-6112 Main Office
910-323-6114 Fax

www.cumberlandcountync.gov



September 11, 2023

To:

Dixon Soffe Jr., Board Chair

Myrover-Reese Fellowship Homes, Inc.

From:

Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. The GRC has completed its review and ranking of all project applications submitted for consideration. Based on the results of the review, the Committee has conditionally recommended the following project(s) be submitted to the U.S. Department of Housing and Urban Development (HUD) for consideration of CoC Program funding:

Tier /	Overall Rank
51	1/6
,0:	,051

Conditions / Comments:

- All projects must follow program requirements highlighted in HUD's CoC Notice of Funding Opportunity (NOFO); and
- All beds designated as chronically homeless must serve households that meet the definition of chronically homeless and participant files must contain documentation verifying their eligibility.

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Sincerely,

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CoC Grant Review Committee Members

Cc: Debbie Brown, CoC Chair
Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency)

September 20, 2023

To:

Shelley Hudson, Executive Director

Cumberland HealthNET

From:

Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023-REVISED AWARD

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. The GRC has completed its review and ranking of all project applications submitted for consideration. Based on the results of the review, the Committee has conditionally recommended the following project(s) be submitted to the U.S. Department of Housing and Urban Development (HUD) for consideration of CoC Program funding:

Project / Conditions	Amount	Tier / Overall Rank
CE Renewal 2023	\$55,465	1/1
CoC CE Expansion (revised)	\$127,768	1/2

Conditions / Comments:

- All projects must follow program requirements highlighted in HUD's CoC Notice of Funding Opportunity (NOFO); and
- All beds designated as chronically homeless must serve households that meet the definition of chronically homeless and participant files must contain documentation verifying their eligibility.

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Sincerely,

Crystal Williams, Grant Review Committee Chair

Cc: Debbie Brown, CoC Chair
Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency)
CoC Grant Review Committee Members

September 20, 2023

To:

Dixon Soffe Jr., Board Chair

Myrover-Reese Fellowship Homes, Inc.

From:

Fayetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023-REVISED AWARD

The Grant Review Committee (GRC) would like to thank you for submitting your project application(s) for the 2023 Continuum of Care (CoC) Program Notice of Funding Opportunity (NOFO) competition. The GRC has completed its review and ranking of all project applications submitted for consideration. Based on the results of the review, the Committee has conditionally recommended the following project(s) be submitted to the U.S. Department of Housing and Urban Development (HUD) for consideration of CoC Program funding:

Project / Conditions	Amount	Tier / Overall Rank
Myrover-Reese Transitional Housing FY2023-REVISED	\$261,600	1/6

Conditions / Comments:

- Grant review committee requests that all of the award be allocated to the Supportive Services Budget only.
- All projects must follow program requirements highlighted in HUD's CoC Notice of Funding Opportunity (NOFO); and
- All beds designated as chronically homeless must serve households that meet the definition of chronically homeless and participant files must contain documentation verifying their eligibility.

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Cc: Debbie Brown, CoC Chair
Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency)
CoC Grant Review Committee Members



September 20, 2023

To:

Jon Allman, President and CEO Family

Endeavors, Inc. Dba Endeavors

From:

Favetteville/Cumberland County Continuum of Care on Homelessness - Grant Review

Committee Subject: Continuum of Care Program Grant Applications for 2023-REVISED AWARD

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Project / Conditions	Amount	Tier / Overall Rank
FY2023 Bonanza Project	\$107,352	1/5
FY2023 Bonanza Expansion	\$130,452	2/8

Conditions / Comments:

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- All beds designated as chronically homeless must serve households that meet the definition of chronically homeless and participant files must contain documentation verifying their eligibility.

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Cc: Debbie Brown, CoC Chair
Devon Newton, Community Services Manager, Cumberland County Community Development (Lead Agency)
CoC Grant Review Committee Members

1E-5b Local competition selection results

FY 2023 CONTINUUM OF CARE NOFO NC-511 FAYETTEVILLE/CUMBERLAND COUNTY PROJECT RANKING

STANDARD RENEWALS

		,	
SCORE/ MAX SCORE	36/41	17/11	34/41
TIER	p-m4	н	
RANK	4	-	w
APPROVED / RANK TIER SCORE/ REJECTED / MAX COMMENT SCORE	APPROVED	APPROVED	APPROVED
AMOUNT APPROVED	\$85,817	\$55,468	\$107,352
AMOUNT REQUESTED	\$85,817	\$55,468	\$107,352
POPULATION/ SUBPOPULATIO N SERVING	Families w/children, Chronic Homeless, Mental Illness, DV, Disabled	All Populations	Single Adults, Families w/children, Chronic Homeless
HOUSING	Clustered Apartments (TH) / Scattered Site (RR)	Not Applicable	Scattered Site
NUMBER OF UNITS / BED / CH Beds / DedicatedPLU S	12 units / 36 beds (TH) 5 Units / 10 Beds (RR)	Not Applicable	9 units/11 beds/11 CH beds/100%
PROJEC T TYPE	Joint TH / PH-RRH	SSO – CE	PH-PSH
PROJECT	Robin's Meadow Transitional Housing Program (FY2023)	COC Renewal 2023	FY2023 Bonanza Project
AGENCY	Cumberland County, NC	Cumberland HealthNET	Family Endeavors, Inc. dba Endeavors

NEW (REALLOCATION AND BONUS) / FIRST YEAR RENEWALS

	,						<u>, </u>
SCORE/ MAX SCORE	27/28	17/17	14/28	15/28	23/28	Failed threshold review	
TIER	1-1	=	7	-		1	i
RANK	ю	2	œ		9	1	1
APPROVED/ REJECTED/ COMMENT	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	REJECTED	WITHDREW
AMOUNT APPROVED	\$85,575*	\$127,768**	\$130,452**	\$74,360*	\$261,600**	0	0
AMOUNT REQUESTED	\$85,575*	\$109,228 initial, \$138,928 revised	\$156,421	\$74,360*	\$253,051 initial, \$340,166 revised	\$642,479	\$196,340
SUBPOPULATIO N SERVING	Single Female Adults, Women w/children, DV, Mental Illness, Chronic Homeless	All Populations	All subpopulations	Domestic Violence Victims, Mental Illness, Chronic Homeless	All subpopulations EXCEPT families	Chronic Homeless	All subpopulations
HOUSING	Scattered-site apartments		Scattered-site apartments (RRH)	Shared Housing (TH) Scattered-site apartments (RRH)	Shared Housing (TH) Scattered-site apartments (RRH)	Single Family Home (PSH)	Shared Housing (TH) Single Family Home (RRH)
NUMBER OF UNITS / BED / CH Beds / DedicatedPLUS	15 units / 30 beds	Not Applicable	S units / 1.5 beds (RRH)	1 units /6 beds (TH) 1 units /5 beds (RRH)	3 units /38 beds (TH) 7 units /7 beds (RRH)	2 units /4 beds 4 Dedicated CH Beds	4 units /8 beds (TH) 8 units /16 beds (RRH)
PROJECT TYPE	PH-RRH	SSO – CE	RRH	Joint TH & PH- RRH	Joint TH- PH-RRH	PSH	Joint TH- PH-RRH
PROJECT	Community Housing and Support Services FY2023	CoC CE Expansion	FY2023 Bonanza Expansion	My Sister's Keeper Renewal 2023	Myrover Reese Transitional Housing FY2023	The Connect House	Patriot Project for the Homeless
AGENCY	Cumberland County	Cumberland HealthNET	Family Endeavors, Inc. dba Endeavors	Life Matters Centers for Hope, Health and Healing	Myrover Reese Fellowship Homes	Shine Light Connect, Inc.	Your Outreach Resiliency Building & Sustainable Living Program, Inc.

^{**}Rirstyear renewal **Reallocation / CoC Bonus – New Project

Total Annual Renewal Demand (ARD)	\$858,000
	00,000
Reallocation Amount	\$449,428
CoC Bonus (New Project)	\$70,392
Tier 1 @ 95% of ARD	\$797,940
Tier 2 @ Difference between Tier 1 and the max for renewal,	\$130,452
reallocation, and CoC Bonus funds (does not include YHDP projects)	
Total Project Funds Available for NC-511	\$928,392
CoC Planning (not competitively ranked)*	\$50,280

*Only the Collaborative Applicant / Lead Agency can apply for CoC Planning funds.

2A-6 HDX competition report

FY2022 - Performance Measurement Module (Sys PM)

Summary Report for NC-511 - Fayetteville/Cumberland County CoC

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.

	Univ (Pers	Universe Persons)	Avera (verage LOT Homeles (bed nights)	meless ;)	Media)	ledian LOT Homeles: (bed nights)	neless ()
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	107	160	91	65	-26	56	4	-12
1.2 Persons in ES, SH, and TH	157	214	207	191	-16	141	87	-54

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. NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

FY2022 - Performance Measurement Module (Sys PM)

	Univ (Pers	Universe (Persons)	Avera; (Average LOT Homeless (bed nights)	meless s)	Media)	Median LOT Homeless (bed nights)	neless
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	107	431	338	425	87	104	169	65
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	157	265	376	431	55	245	227	-18

FY2022 - 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	Returns to F in Less tha	Returns to Homelessness in Less than 6 Months	Returns to H from 6 to	Returns to Homelessness from 6 to 12 Months	Returns to H from 13 to	Returns to Homelessness from 13 to 24 Months	Number in 2	Number of Returns in 2 Years
	Destination (2 Years Prior)	FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	39	1	3%	0	%0	н	3%	2	2%
Exit was from TH	51	0	%0	0	%0	0	%0	0	%0
Exit was from SH	0	0		0		0		0	
Exit was from PH	38	0	%0	0	%0	0	%0	0	%0
TOTAL Returns to Homelessness	128		1%	0	%0	Н	1%	2	5%

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).

	January 2021 PIT Count	January 2021 January 2022 PIT Count PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		475	
Emergency Shelter Total	18	43	25
Safe Haven Total	0	0	0
Transitional Housing Total	36	40	4
Total Sheltered Count	54	83	29
Unsheltered Count		392	

Metric 3.2 - Change in Annual Counts

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

	Submitted FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	162	216	54
Emergency Shelter Total	86	161	63
Safe Haven Total	0	0	0
Transitional Housing Total	74	65	ዋ

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	47	45	-2
Number of adults with increased earned income	17	7	-10
Percentage of adults who increased earned income	36%	16%	-20%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	47	45	-2
Number of adults with increased non-employment cash income	16	. 15	7
Percentage of adults who increased non-employment cash income	34%	33%	-1%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	47	45	-5
Number of adults with increased total income	22	19	ကု
Percentage of adults who increased total income	47%	45%	-5%

Metric 4.4 - Change in earned income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	20	24	4
Number of adults who exited with increased earned income	m	11	80
Percentage of adults who increased earned income	15%	46%	31%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	20	24	4
Number of adults who exited with increased non-employment cash income	H	8	7
Percentage of adults who increased non-employment cash income	2%	33%	78%

Metric 4.6 - Change in total income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	20	24	4
Number of adults who exited with increased total income	В	15	12
Percentage of adults who increased total income	15%	63%	48%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	06	168	78
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.	0	7	7
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)	06	161	71

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

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	199	376	7.71
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.	12	23	11
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.)	187	353	166

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 FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period. 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

	Submitted FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	123	130	7
Of persons above, those who exited to temporary & some institutional destinations	7	W	т
Of the persons above, those who exited to permanent housing destinations	m	9	m
% Successful exits	4%	8%	4%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	129	248	119
Of the persons above, those who exited to permanent housing destinations	99	138	72
% Successful exits	51%	26%	2%

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

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	85	185	100
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	85	185	100
% Successful exits/retention	100%	100%	%0

FY2022 - SysPM Data Quality
NC-511 - Fayetteville/Cumberland County CoC

		All ES, SH			All TH		¥	All PSH, OPH	I		AII RRH		All Street Outreach	Outrea	f
	Submitted FY2020	Submitted Submitted FY2021	FY2022	Submitted Submitted FY2021	Submitted FY2021	FY2022	Submitted Submitted FY2021	Submitted FY2021	FY2022	Submitted Submitted FY2021	Submitted FY2021	FY2022	Submitted Submitted FY2021		FY2022
1. Number of non- DV Beds on HIC	32	12	35	94	36	40	223	283	282	59	36	98			
2. Number of HMIS Beds	32	12	27	46	36	04	33	65	68	59	36	86			
3. HMIS Participation Rate from HIC (%)	100.00	100.00	77.14	100.00	100.00	100.00	14.80	34.28	31.56	100.00	100.00	100.00			
4. Unduplicated Persons Served (HMIS)	152	86	161	128	74	65	31	84	66	63	138	96	0 15	191	259
5. Total Leavers (HMIS)	132	85	131	53	35	24	0	4	34	56	14	0	0 12	129	68
6. Destination of Don't Know, Refused, or Missing (HMIS)	2	31	48	0	0	0	0	0	0	0	0	0	0	95	7
7. Destination Error Rate (%)	1.52	36.47	36.64	0.00	0.00	0.00		0.00	0.00	0.00	0.00		73.	73.64	2.25



Fayetteville/Cumberland County Continuum of Care on Homelessness

NC 511 POLICIES AND PROCEDURES MANUAL WRITTEN STANDARDS

APPROVED: 6/27/2023

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I. COC GOVERNANCE

Regulatory Citation: 24CFR 578

HUD Guidance Documents and Resources:

CoC Duties: Establishing and Operating a CoC https://www.onecpd.info/resource/3092/coc-duties- establishing-and-operating-a-coc/

Establishing and Operating a CoC

https://www.onecpd.info/resources/documents/EstablishingandOperatingaCoC CoCProgram.pdf

A. Geographic Area of the Continuum of Care

The geographic area of the Fayetteville/Cumberland County Continuum of Care on Homelessness NC 511 is the City of Fayetteville, all of Cumberland County North Carolina its cities, towns and unincorporated areas.

B. Purpose

The Fayetteville/Cumberland County CoC Board shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to:

- Designate a Lead Agency to serve as the Collaborative Applicant to operate the Continuum of Care:
- Designate an Administrator of the Homeless Management Information System; and
- Conduct year-round Continuum of Care planning of homeless and homeless prevention housing and services.

C. Mission

The Mission of the CoC is to facilitate the coordination of the community's human services agencies and the community-at-large in order to adequately set strategies for addressing the needs of Cumberland County's vulnerable populations to include homeless persons and those persons at-risk of becoming homeless through the Continuum of Care System

D. Fayetteville/Cumberland County Continuum of Care Bylaws

The Fayetteville/Cumberland County Continuum of Care shall elect a Board of Directors, governed by the Bylaws. The Bylaws shall provide procedures for:

- Invitation, selection, term and conduct of Fayetteville/Cumberland County Continuum of Care Board membership and leadership;
- Establishment of committees and the appointment and duties of members;
- Board meeting frequency, reporting and public participation requirements; and
- Bylaws review and approval.

The Fayetteville/Cumberland County Continuum of Care Bylaws will be reviewed by the board at least once every five years to stay updated and preferably reviewed bi-annually. The Bylaws can be amended by a

vote of 75% of the then sitting CoC Board. (*A copy of the Bylaws – see Appendix*)

E. Board Composition, Selection, Terms, and Leadership

Board Composition: The CoC Board shall include community representatives within the geographic area of the Fayetteville/Cumberland County Continuum of Care who are:

- a. Homeless or formerly homeless individual(s).
- b. Representatives of the relevant organizations and projects serving homeless subpopulations such as:
 - Persons with substance use disorders
 - Persons with HIV/AIDS
 - Veterans
 - Persons who are chronically homeless
 - Families with children
 - Unaccompanied youth
 - Persons who are seriously mentally ill
 - Persons who are victims of domestic violence, dating violence, sexual assault, and/or stalking.
- c. Representatives of other homeless service providers and advocates such as but not limited to:
 - Faith-based organizations
 - Businesses
 - Public Housing Agencies
 - School districts
 - Mental health care providers
 - Health care providers
 - Universities
 - Affordable Housing Developers
 - Foundations
 - Law Enforcement

Board Selection: The Board of Directors (Board) of the CoC shall consist of a minimum of 6 members (agencies) and a maximum of 16 members (agencies). The majority of the Board will consist of representatives from active CoC provider agencies including, but not limited to: emergency shelters, transitional housing providers, permanent supportive housing providers, domestic violence shelters, local homeless service providers, and community-based social service organizations, and other members from the general public including, but not limited to: homeless or formerly homeless persons and family members, faith-based organizations, private business, and local government. No more than two members of the Board may be from the same agency. The CoC Lead Agency shall have one position on the Board of Directors, *ex-officio*. This is not an elected position. An individual representing the City of Fayetteville's Community and Economic Development Department shall have one position on the Board of Directors, *ex-officio*. This is an appointed position.

Minimum Requirements of Board Members

Board members will demonstrate a commitment to the goals and objectives of the Fayetteville/Cumberland County Continuum of Care Action Plan and shall attend no less than 50% of called CoC Board meetings as evidenced by signature on the CoC Board attendance roster. CoC Board members are also required to reside within the geographic area of the CoC. CoC Board members will also demonstrate support for the CoC operational activities required to carry out the essential work of the Continuum of Care

Board Terms: The current BOD will establish the new process going forward from the date of adoption which is March 27, 2018. The initial year will begin with staggered terms until the positions are on a three-year rotation. The staggered terms will be as follows: two (2) Executive Members and three (3) Members-at-Large will serve for a one (1) year term; one (1) Executive Member and four (4) Members-at-Large will serve for a two (2) year term; and one (1) Executive Member and (3) Members-at-Large will serve a three (3) year term.

Board Leadership: Officers

Thereafter, the Chair, Vice Chair, Secretary, Treasurer, and Members-at-Large shall be elected by a majority vote from Active members for three (3) year terms. The Executive Members positions can serve two consecutive terms. They must wait one year before they can be nominated to serve on the Executive Committee. The term limits for Members-at-Large will be a total of three (3) terms of three (3) years. They must wait one (1) year to be reconsidered thereafter. All Active Members are eligible to vote during elections. Voting will be done by secret ballot. The candidate with a 50% + 1 vote, with a quorum present as defined in Article IX, Section 2, will become the new Board Member or Board Officer. In the case of the Chair having completed all consecutive terms, the Vice Chair is automatically nominated for the Chair position.

Any Officer may be removed with cause by the general membership. Reasons for removal include:

- Misconduct;
- Inability to perform the required duties, i.e., illness, death;
- Unauthorized absences;
- Insubordination;
- Violations of law, illegal activity; and
- Activities prohibited by these policies and procedures.

F. Conflict of Interest and Recusal

Fayetteville/Cumberland County Continuum of Care on Homelessness Board members with actual or perceived conflicts of interest must identify them as they arise. Individuals with a conflict of interest may participate in all discussions but shall recuse themselves from voting on any issue in which they may have a conflict. No member of the CoC Board shall vote upon any matter which shall have a direct financial bearing on the organization that the member represents or sits as a board member on the organization. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions as a result from CoC Collaborative Applicant monitoring activities of CoC and ESG activities. Prior to nomination or appointment to the CoC Board, board member candidates will complete and sign the Board Application and once elected complete the Policy on Responsibilities and Conduct of Members of the Board of Directors. (*See Appendix*). Conflicts of interest can be brought to the Executive Committee for investigation by an interested party. If the Executive Committee deems there is conflict of interest, it will be brought to the entire BOD for remedy in closed session. If it cannot be resolved, it would be brought before an outside entity such as the Human Relations Commission.

G. Meetings

There will be four types of meetings: BOD meetings, Member meetings, Special meetings, and Standing/Ad Hoc Committee meetings. The BOD and the Member meetings shall meet at least four (4) times per fiscal year. Special meetings can be called by the Chair or 1/3 of the vote of the Board or Members, as applicable. Special

meetings are typically called because of an urgent decision and time of is of the essence. They are not standard practice. There shall be a minimum of forty-eight (48) hours' notice either electronically, by phone, or email. All standing and ad hoc committees shall meet as needed and as determined by the Chair and with appropriate notice to all members. All committees shall meet at such time and place as designated by the Chair of the committee. All meetings require a minimum of ten (10) days' notice preferably longer. Participation by members of committees may be via telephone conference calls or electronic communication, if necessary. Presentations by member agencies, or presentations by agencies that may have services or goods that may benefit member persons will be vetted through the Chair at least seven calendar days in advance of general meeting date. The CoC shall comply and conform to the North Carolina's Open Meetings Law and the Public Records Law. The CoC Lead Agency shall be the official repository of CoC records, unless changed by the CoC.

H. Committees

The Fayetteville/Cumberland County Continuum of Care Board shall create committees as necessary to accomplish its purpose, roles and responsibilities.

The CoC Board shall create the following Standing Committees:

- 1. Executive:
- 2. Planning & Development;
- 3. HMIS/CE;
- 4. Performance Evaluation & Grants Review;
- 5. Governance/Nominating; and
- 6. Finance.

Each committee should be chaired by an Active Member (interested individual or relevant organization) and shall consist of at least three members of the CoC and/or the BOD. The Chairperson of each Standing Committee will be assigned by the BOD Chairperson's recommendation to the BOD and voted upon by the BOD. Each standing committee chairperson can select individual members to a committee.

Executive Committee:

The Board of Directors may, by resolution adopted by a quorum of the directors presented at a regular meeting of the Board, designate an Executive Committee which shall consist of the chair, vice chair, secretary, and treasurer of the CoC's Board of Directors, a designated member from the Lead Agency, City Ex-Officio and committee chairs. The Executive Committee shall have and may exercise the authority of the Board of Directors or such lesser authority as may be set forth in such resolution.

- a. No such delegation of authority shall operate to relieve the Board or any member of the Board of Directors from any responsibility imposed by law.
- b. The Chair of the Board of Directors shall serve as the chair of the Executive Committee.
- c. The Executive Committee shall be responsible for reviewing and making recommendations for amendments or changes to the by-laws.
- d. The Committee shall determine the CoC organizational structure with input from and approval of the membership of the CoC.
- e. The Committee shall determine and implement strategies to increase participation in the CoC and mainstream programs.
- f. The Committee shall carry out the business of the CoC between regularly scheduled CoC meetings.
- g. The Committee shall participate in meetings and activities with other groups at the local, statewide, and federal level with the same purpose and goals of the CoC.
- h. The Committee shall report on legislative issues which impacts the CoC and the populations the CoC serve.
- i. The Committee shall be responsible for accepting Grievances.
- j. The Committee shall participate annually in the development of the CoC's application to the U.S. Department of Housing and Urban Development (HUD) for funding under the HEARTH Act.

k. The Committee may also be responsible for other duties that may arise from time to time.

This Committee may also be responsible for supporting activities that ensure long term sustainability and systems development to support for those exiting homelessness.

Planning & Development Committee

- A. Develop, recommend, and implement plans, goals, and strategies that relate to housing, marketing, and seeking grants that will achieve the mission and goals of the CoC
- B. Monitor and evaluate federal, state, and local homeless initiatives to assess their impact on the success of the initiatives listed in the Strategic Plan
- C. Work with the CoC and specifically the Lead Agency to:
 - a. Gather information related to ending homelessness, including the annual gaps analysis required by HUD.
- D. Conduct and regularly update an inventory of any resources for the homeless, including but not limited to, food assistance, clothing, emergency shelter, low-cost housing, emergency medical care, counseling, education, job training, childcare, and employment.

HOUSING GOALS

- A. Develop and recommend plans to implement a housing and service system to meets the needs of homeless individuals and families, including outreach, emergency crisis resources and landlord engagement.
- B. Develop and recommend strategies for identification and development of affordable housing resources for homeless individuals and families (serving persons at 30% of area median income or less).
- C. Recommend policies and service delivery systems to address the needs of individuals and families who face domestic violence and seek shelter/services.
- D. Recommend policies and strategies for effective discharge planning from foster care, health care facilities, mental health facilities and correctional institutions to prevent homelessness.
- E. Recommend standards, policies and procedures for the Moving on Strategies for permanent supportive housing.
- F. Recommend policies and procedures for case management for wrap around services for Veterans and civilian individuals and/or families that are chronically homeless. Services to include:
 - a. Benefit Review
 - b. Job Training
 - c. Employment
- G. Provide information to complete the County's and City's Consolidated Plans as it relates to housing for those experiencing homelessness.
- H. Responsible for other duties that may be assigned.

MARKETING GOALS

- A. Responsible for outreach, planning, coordinating, and implementing activities related to public relations, events, advocacy, and member services for the purpose of raising public awareness of the needs of the homeless and increase participation in the CoC.
- B. Increase awareness of the need to provide funding for housing and supportive services to the those experiencing homelessness.
- C. Coordinate with government officials, local, state, and national organizations to promote homeless awareness events and campaigns.
- D. Responsible for other duties that may be assigned.

SEEKING GRANTS GOALS

A. Identify resources and funding opportunities to secure the services of a grant writer

- B. Identify grant sources and submit grant applications to the CoC General membership for approval and then to the CoC Board of Directors for final approval to increase financial resources that can be used to support the mission of the CoC
- C. Identify and share grant resources with CoC membership to increase capacity
- D. Responsible for other duties that may be assigned

HMIS/CE Committee

A. The HMIS/CE Committee is responsible for operating an effective HMIS System and the Coordinated Intake System that promotes the mission of the FCCOC of ending homelessness in the geographical area of Cumberland County.

B. The HMIS/CE Committee is responsible for reviewing and evaluating all processes used with the HMIS System and the Coordinated Intake System to ensure the FCCOC meets all HUD requirements and those established by the FCCOC. In addition, this committee is responsible for determining the impact on improving access and connection to services to resolve homelessness.

C. The HMIS/CE Committee is responsible for collaborating with the other committees established by the FCCOC to ensure shared data, housing needs, financial needs, and governance documentation.

HMIS

- A. Create monthly reports to assist with the P&D Committee marketing for community awareness and updates for BOD/Members/Committees to see strengths and weaknesses of ending homelessness.
- B. Determine the effectiveness of Coordinated assessment and determine needed steps with housing and service system operations and reporting to HUD.
- C. Increase provider participation in use of the HMIS System.
- D. Review the HMIS Privacy, security, and data quality plans to ensure that the CoC's actions are consistent with the policies set forth.
- E. Evaluate the HMIS system and administrator.
- F. The Data Analyst reports monthly on data quality errors/data integrity to determine what training may be needed for the agency.
- G. Review data to be sent to HUD and report out to the BOD/Members before information is sent to HUD.
- H. Review the HIC, Point in Time (PIT), and System Performance Measures (SPMs) reports once they are received and approved by HUD.
- I. Ensure HMIS Policies & Procedures are given to all agencies that use HMIS and that the agencies follow these policies & procedures.
- J. Seek provider feedback of all aspects of HMIS.
- K. Determine how to best assist Coordinated Intake System with obtaining their goals.

CE

- A. Oversee the design, implementation, processes, and procedures of the Coordinated Intake System.
- B. Investigate and resolve complaints or concerns related to the Coordinated Intake System.
- C. Share data and information through monthly reporting about the Coordinated Intake System to the FCCCOC BOD and Members.
- D. Oversee the structure and implementation of the By Names List.
- E. Develop performance metrics and evaluative tools specific to oversight and administration of the Coordinated Intake System.
- F. Recommend Coordinated Intake System quality improvements to the FCCCOC BOD.

- G. Review and update Coordinated Intake System Policies & Procedures.
- H. Ensure that the Coordinated Intake System incorporates prioritization, low barrier, Housing First, person-centered, and fair and equitable access for all clients.

Performance Evaluation and Grant Review Committee

This committee is charged with assisting the CoC Board with its responsibility to develop performance targets, monitor performance, and recommend projects for funding. In addition, review local and federal policy priorities and recommend the adoption of priorities that align with them. This committee should consist of CoC members who are not HUD grantees.

CoC & ESG Grants items to be reviewed:

- 1. Solicit, receive, and review project applications requesting approval to be submitted to HUD with the CoC's consolidated application for funding under the HEARTH Act.
- 2. Make recommendations to the Board/Members regarding project applications acceptance or rejection as part of the CoC's consolidated application to HUD for funding under the HEARTH Act.
- 3. Assess the grantees progress made towards ending homelessness and make a determination as to whether or not a reallocation should be addressed.
- 4. Review and recommend the policies, timelines, and scoring tools for CoC application review and ranking process.
- 5. Ensure ranking process and score sheets used are in alignment with HUD requirements.

Evaluation of Grantees items to be reviewed:

- 1. Monitor funded project progress quarterly to ensure timely spending of awarded funds and progress toward meeting HUD's housing and employment standards.
- 2. Report out to the Board the quarterly reporting of funds spent and progress made.
- 3. Evaluate all proposed projects, both new and renewals, for HUD's funding based on recommendations from the CoC.
- 4. Report out to the Board/Members evaluation findings of grantees to determine strengths and weaknesses and how to address the needs found through the evaluation (possible project report card established to show performance targets).
- 5. Review overall system performance and report out to Board/Members.
- 6. Use the following HUD tool to ensure continuity across the board when evaluating grantees: https://files.hudexchange.info/resources/documents/Evaluating-Subrecipients-to-Optimize-Performance.pdf.
- 7. Provide technical assistance and support to underperforming project.
- 8. Ensure that outcomes of ESG and COC projects are reported to HUD annually.
- 9. Recommend actions to be taken against ESG and CoC projects that perform poorly.

Governance/Nominating Committee

The Governance/Nominating Committee is to assist the CoC Board with its responsibility to monitor the overall Continuum of Care's (CoC) compliance with governing documents, funder requirements, and legal statutes. It shall also assist in recruiting a diverse membership from throughout the Cumberland County geographic area.

Governance

- 1. Provide recommendations annually to the CoC Board of Directors and CoC membership on updates for the Policies & Procedures.
- 2. Review and recommend written standards related to:
 - i. Transitional housing program implementation;

- ii. Street Outreach: and
- iii. Rapid Re-housing program implementation.
- 3. Develop policies to ensure the collaborative process is fair and equitable across the geographic area and fosters cross-agency partnerships to benefit the populations served by the CoC.

Nominating

- 1. Engages in recruitment activities to engage as many and diverse stakeholders in the CoC as possible.
- 2. Recruits individuals and organizations to become members of the CoC and actively participate in committees.
- 3. Receives, reviews, and recommends persons to serve on the CoC Board of Directors:
 - a. Determines the qualifications, as established in the CoC Bylaws, of Board applicants; and
 - b. Provides a slate of Board Officers and Board Members-at-Large to the CoC Board and members as directed by the CoC Bylaws.
- 4. Monitors member participation in the CoC Committees and Member meetings.

Ad Hoc Committees

The BOD Chairperson may create Ad-Hoc committees as necessary to fulfill the tasks of the CoC. The BOD chairperson shall appoint a member of the CoC to serve on each Ad-Hoc Committee, giving prior notice to the BOD of the designated Ad Hoc Chairperson. The Ad Hoc Committee Chairperson will recruit additional individuals taking in consideration the advisement of the BOD.

Financial Committee

This committee is responsible to ensure the CoC is:

- a. following Financial Accountings Standard Boards (FASB) and Generally Accepted Accounting Principles (GAAP) for accounting practices and donations;
- b. This committee is responsible to develop and review the annual budget;
- c. Provide monthly financial statements to present to the BOD;
- d. Ensure the COC programs and expenditures are meeting the grant requirements and expectations;
- e. Develop and submit the 990 annually;
- f. Ensure the CoC is abiding by the NC Secretary of State Charitable Solicitors License;
- g. This committee is responsible to develop, review, and adhere to the financial policies and make recommendations to the BOD to ensure compliance, and accountability; and
- h. The Committee may also be responsible for other duties that may arise from time to time.

Rules and Limitations of Committees

All Standing and Ad Hoc committees will provide a written report following each meeting to the BOD. The chair of the standing and/or ad hoc committee can deliver this written report at the next BOD meeting. The BOD must approve all recommendations of the Standing and Ad Hoc Committees before action can be taken. No commitments on behalf of the CoC may be made by any committee chairperson or any member of any committee without the approval of the BOD. BOD approval can be granted via email, if needed.

Continuum of Care General Membership

Participation in the CoC is open to any organization or individual who wishes to dedicate their time to accomplish the mission of the CoC. Anyone who attends any meeting(s) will be considered a "participant," unless they have completed the steps to become a member by submitting the membership packet and has been reviewed and presented as a member via notice to the BOD. Members only can serve on both the standing and Ad Hoc committees unless otherwise mentioned. Whereas, any participant, member, or interested community party may serve on an Ad Hoc committee. Outside involvement on Ad Hoc Committees is encouraged. Only Active Members have voting rights. However, all members and participants are strongly encouraged to take an active

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role in the CoC, and specifically in standing committees or Ad-Hoc committees. All helpful voices are encouraged during the discussion portions of the Board of Directors meetings.

To the extent feasible, the membership of the CoC shall represent the diverse population residing in the geographic service areas of the CoC. Membership in the CoC is open to interested individuals and relevant organizations, including – but not limited to – nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, educational institutions, social service providers, mental health agencies, hospitals, affordable housing developers, law enforcement and organizations that serve veterans.

Any member may participate in any or all of the CoC's committees or Ad-Hoc committee, but to be considered an **active member** of the CoC, a member must attend at least 40 percent of the scheduled member meetings in the previous twelve (12) months.

I. Selection and Evaluation of the Collaborative Applicant

A Request for Qualifications (RFQ) for a Collaborative Applicant may be called by the Fayetteville/Cumberland County Continuum of Care Board by resolution approved by two-thirds of the Board membership. Upon approval, the Board shall name a special committee to conduct the process for RFQ review and recommendation of a Collaborative Applicant to the Board.

The Fayetteville/Cumberland County Continuum of Care Board of Directors will select an eligible organization to serve as the Collaborative Applicant responsible for submission of the Continuum of Care's application for the HUD Continuum of Care Homeless Assistance Grant and conducting Continuum of Care Program activities. The selection will be formalized in a resolution that must be approved by a majority of the Board membership present. The resolution must be passed prior to submission of the HUD eSNAPS application for CoC Planning funds.

J. Selection and Evaluation of the HMIS Administrator

Fayetteville/Cumberland County CoC (NC-511) agrees to adopt both the North Carolina Statewide shared HMIS platform vendor and administrator provided by the North Carolina HMIS Project. NC-511 further agrees to operate the local CoC implementation in compliance with HUD Data Standards and the North Carolina Statewide Policies and Procedures. A memorandum of understanding will be entered into and renewed annually.

K. Fayetteville/Cumberland County Continuum of Care Policies, Procedures and Standards

The Fayetteville/Cumberland County Continuum of Care Board is responsible for setting the policies and procedures for the governance, operations, written standards for assistance and coordination of the Continuum of Care. Policies and Procedures will be approved by the CoC Board by majority vote.

The CoC Board will review written standards on an annual basis, considering:

- Provider feedback on the current written standards
- Program participant feedback on the intake process
- The effectiveness and appropriateness of housing and services for current program participants
- The CoC's success at meeting the performance standards in Section 427 of the McKinney-Vento Act
- Changes in the characteristics of the homeless population within the CoC
- Changes in the housing and service resources available

CoC Policies and Procedures will be available on the Collaborative Applicant website as well as the CoC website.

II. POLICY PROCEDURES & STANDARDS

The Fayetteville/Cumberland County Continuum of Care on Homelessness herein referred to as the CoC is responsible for coordinating and implementing a system to meet the needs of the population and subpopulations experiencing homelessness within the geographic area of Cumberland County NC. Under the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act), both the Emergency Solution Grant (ESG) and the Continuum of Care Program state that the local CoC, in consultation with recipients of Emergency Solutions Grants and Continuum of Care program funds within the geographic area, (1) establish and consistently follow written standards for providing Continuum of Care assistance, (2) establish performance targets appropriate for population and program type, and (3) monitor recipient and sub-recipient performance.

All programs that receive ESG or CoC program funding are required to abide by these written standards. Agency program procedure should reflect the written standards described in this document. The CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards.

The written standards have been established to ensure that persons experiencing homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain permanent housing.

The majority of these standards are based on the HEARTH Act regulations that governs CoC and ESG Programs.

There are some additional standards that have been established by the CoC that will assist programs in meeting and exceeding performance outcomes that will aid in reaching the goals of reducing and ending homelessness.

The CoC will:

- Assist with the coordination of service delivery across the geographic area and will be the foundation of the coordinated entry system;
- Assist in assessing individuals and families consistently to determine program eligibility;
- Assist in administering programs fairly and methodically;
- Establish common performance measurements for all CoC components; and
- Provide the basis for the monitoring of all CoC and ESG funded projects.

These written standards have been developed in conjunction with ESG & CoC recipient(s) and with other service providers to allow for input on the procedure of Coordinated entry/assessment system, standards, performance measures and the process for full implementation of the standards throughout the CoC from the perspective of those organizations that are directly providing homeless housing and services, Emergency Shelter (ES), Transitional Housing (TH), Permanent Supportive Housing (PSH), Rapid Rehousing(RRH) and Supportive Services for Veteran Families (SSVF).

These policies and standards have been approved and adopted by the Cumberland CoC.

The policies and standards will be reviewed and revised as needed at a minimum of once per year. Agreement to abide by the policies and standards will be a condition as we move forward for federal, state and local funding.

Program Requirement for All Programs

- Programs must coordinate with other homeless services within the CoC geographic area.
- Programs must coordinate with mainstream resources in the CoC including housing, social services, employment, education and youth programs for which participants may be eligible.
- Programs must have written policies and procedures and must consistently apply them to all participants.
- Programs receiving ESG and CoC funding must participate in HMIS (Homeless Management Information System), unless otherwise stated by federal regulations. However, all homeless programs are strongly encouraged to participate in HMIS.
- Programs must meet minimum HMIS data quality standards.
- Programs providing Domestic Violence or Legal Services may opt out of HMIS participation but must utilize a comparable database to collect HUD required data elements.
- Programs must participate in Coordinated Entry System and use the prioritization criteria established in these documents.
- Programs must conduct an initial evaluation to determine the amount and type of assistance needed to regain stability in permanent housing.
- Program rules and regulations should be designed in the spirit of inclusion rather than as grounds for denial or termination. Programs should exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participants' assistance is terminated only in the most severe cases.
- Programs must make known that use of the facilities and services are available to all on a nondiscriminatory basis.

Termination of Participation, Denial and Grievance Procedures

Grantees or subgrantees must have written termination, denial, and grievance policies and/or procedures. The policies and/or procedures should be readily available to households either in written information or by posting the policy in a public place. It is important to effectively communicate these policies and/or procedures to households and ensure that they are fully understood. The grantee or subgrantee must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

To terminate rental assistance or housing relocation and stabilization services to a program participant, the required formal process, at a minimum, must consist of:

- 1. Written notice to the program participant containing a clear statement of the reasons for termination:
- 2. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- 3. Prompt written notice of the final decision to the program participant. Termination under this section does not bar the recipient or subrecipient from providing further assistance at a later date to the same family or individual.

24 CFR 576.402 allows for termination of assistance to an individual or family who violates program requirements. Termination must be in accordance with a formal process established by the organization that recognizes the rights of individuals affected.

There must be an appeals procedure for participants who are evicted or refused service from the facility <u>for any reason</u>. At a minimum, someone other than the person who made the initial termination of services must hear any appeals. Participants must be informed of the appeals procedure at intake.

Denial and Grievance

Causes of denial of assistance include, but are not limited to, the household's ineligibility or failure to provide verifiable evidence of eligibility, etc. Established procedures should describe:

- 1. Circumstances in which a household may not qualify or would be denied;
- 2. Notification of denial; and
- 3. A household's right to review a grantee's decision.

Record Keeping Requirements for All Projects

Participant Recordkeeping Requirements include:

- All records containing personally identifying information must be kept secure and confidential;
- Programs must have written confidentiality/privacy notice a copy of which should be made available to participants if requested;
- Documentation of homelessness (following HUDs guidelines);
- A record of services and assistance provided to each participant;
- Documentation of any applicable requirements for providing services/assistance;
- Documentation of use of Coordinated Entry System;
- Documentation of use of HMIS;
- Records must be retained for the appropriate amount of time as prescribed by HUD; and
- Financial Recordkeeping Requirements include:
 - Documentation for all costs charged to the grant;
 - o Documentation that funds were spent on allowable costs;
 - o Documentation of the receipt and use of program income;
 - o Documentation of compliance with expenditure limits and deadlines;
 - o Retain copies of all procurement contracts as applicable; and
 - o Documentation of amount, source and use of resources for each match contribution.

Occupancy Standards for All Programs

All housing units, including scattered site programs owned and managed by private landlords, must meet applicable state or local government health and safety codes and have current certificate of occupancy for the current use and meet or exceed the following minimum standards: (For more detail refer to ESG regulations 576.403 (b) Minimum Standards)

- Buildings must be structurally sound to protect from the elements and not pose any threat to health and safety of the residents;
- Must be accessible in accordance with Section 504 of the Rehabilitation Act, the Fair Housing Act and the Americans with Disabilities Act where applicable;
- Must provide an acceptable place to sleep and adequate space and security for themselves and their belongings;
- Each room must have a natural or mechanical means of ventilation;
- Must provide access to sanitary facilities that are in operating condition, private and clean;
- Water supply must be free of contamination;

- Heating/cooling equipment must be in working condition;
- Must have adequate natural or artificial illumination and adequate electrical resources to permit safe use of electrical appliances;
- Food preparation areas must have suitable space and equipment to store, prepare and serve food in a safe and sanitary manner;
- Building must be maintained in a sanitary condition;
- Must be at least one smoke detector in each occupied unit of the program; and where possible near sleeping areas. The fire alarm system must be designed for hearing-impaired participants. There must be a second means of exiting the building in case of fire or another emergency; and
- The Program, Record Keeping and Occupancy Standards as represented above apply to all programs regardless of the type of services/housing that they provide.

III. CUMBERLAND COUNTY CONTINUUM OF CARE ON HOMELESSNESS FINANCIAL MANAGEMENT POLICIES AND PROCEDURES

1. GENERAL PURPOSE

The purpose of these policies is to establish guidelines for developing financial goals and objectives, making financial decisions, reporting the financial status of the Fayetteville/Cumberland County Continuum of Care on Homelessness (Agency), and managing the Agency's funds.

2. FINANCIAL RESPONSIBILITIES

It is the responsibility of the Board of Directors to formulate financial policies and review operations and activities on a periodic basis.

The Board delegates this oversight responsibility to the Treasurer of the Board and the Finance Committee of which the Treasurer is the Chair. This responsibility is shared through delegation with the Board, or any primary fiscal agent.

The board/primary fiscal agent will implement all financial policies and procedures. The board/primary fiscal agent, with oversight of the Finance Committee is responsible for the coordination of the following: annual budget presentation, management of fund investments, selection of the outside auditors, and approving revenue and expenditure objectives in accordance with the Board approved long-term plans.

The board/primary fiscal agent with oversight by the Finance Committee has the day-to-day operations responsibility for managing Agency funds, ensuring the accuracy of the accounting records, internal controls, financial objectives and policies, financial statement preparation, and bank reconciliation review and approval.

The Accountant, supervised by the board or primary fiscal agent, is responsible for the preparation of the Chart of Accounts, Reporting Formats, Accounts Payable Processing, Payroll input and Payroll processing, Cash Receipts input, Journal Entries for General Ledger, Form 1099 reporting, Form 5500 reporting, and Form 990 reporting as well as Bank Reconciliations.

3. CONFLICT OF INTEREST

Members of the Board of Directors are prohibited from activities that might present conflicts of interest. The powers of directorship may not be used to personally benefit the Director at the agency's expense. If a Director has a financial interest in an Agency's transaction, the Director must fully disclose the interest and abstain from voting. Loans to Directors are prohibited.

4. BUDGETING PROCESS (The Board must approve the budget)

The Agency's Board/primary fiscal agent and the Treasurer shall be responsible for presenting to the Finance Committee and other Board Committees an annual operating budget draft sixty (60) days prior to the end of the fiscal year and thirty (30) days prior to its submission to the Board of Directors.

The Finance Committee shall review and approve the recommended fiscal year budget revenues, expenditures and cash flow, and submit it for approval to the Board of Directors.

The budget shall contain revenues and expenses forecasted by month. A chart describing monthly cash flow shall be included.

5. FINANCIAL STATEMENTS

The Agency's financial statements shall be prepared on an accrual basis in accordance with Generally Accepted Accounting Principles ("GAAP").

The presentation of the Financial Statements shall follow the recommendation of the Financial Accounting Standards No. 117, "Financial Statements of Not-For-Profit Organizations" (SFAS No. 117).

Under GAAP, net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the agency and changes shall be classified as unrestricted, temporarily restricted and permanently restricted.

Separate from Unrestricted Funds, resources for various purposes are classified for accounting and maintained for each fund. Several funds are in place for this purpose including but not limited to: Endowment Fund, Restricted Funds, Cash Management Fund, Property and Equipment Fund, etc.

The Board/primary fiscal agent shall prepare and present Monthly Financial Statements in a format approved by the Board Chair and Finance Committee. The statements shall be presented to the Board Chair, senior management, and the Finance Committee for review.

6. CASH FUND

A cash fund of one-quarter to one-third of the Agency's annual operating expenses shall be maintained. When the fund balance falls below this minimum, the Finance Committee and the Board shall develop a plan and budget for rebuilding it.

7.AUDIT SARBANES-OXLEY ACT COMPLIANCE

The CoC will have an audit or audit review if less than 50,000 in revenue of its financial statements annually, within 4 months of the end of each the fiscal year. The audit shall be completed by a firm of Independent Certified Public Accountants. The Board Chair and the primary fiscal agent shall have direct responsibility in overseeing the implementation of the Annual Financial Audit and present the findings to the entire Board of Directors.

The Board Chair and the Treasurer/primary fiscal agent shall recommend to the Board of Directors for approval, the selection of a firm to perform the annual audit. In addition, the Audit Committee shall assist, when necessary, in the audit preparation, and report the final results to the Board of Directors. A representative of the audit firm shall be invited to attend the annual presentation to the Board of Directors and shall be required to make a presentation to the Board if the audit report is other than unqualified, or if the auditor's report material weaknesses in internal controls or reportable conditions.

The Treasurer/primary fiscal agent or the Auditor shall prepare the Form 990 and it shall be reviewed by the CoC's the Executive Committee before submission to the IRS.

The CoC will adhere to the retention of records per the IRS and other funding requirements timelines. At no time will records be altered or destroyed in order to prevent their use in an official proceeding.

Members will not be retaliated against for reporting suspected fraudulent financial activities.

8. REVENUE AND INCOME PROCEDURES

The Board Chair in conjunction with the Board/primary fiscal agent, develops and proposes revenue goals and objectives and submits them to the Directors for discussion and approval.

All contributions shall be recorded in accordance with GAAP, with specific attention to standards FASB 116 and 117. Contributions are recorded as pledged or received in accordance with FASB 116, and must be credited to the appropriate revenue lines as presented in the annual budget and coded with the appropriate account number as designated in the Agency's Chart of Accounts.

9. RECORDING RECEIPTS

The following procedures for cash received through the mail or given to a staff person shall be in place:

- Mail should be opened by a staff person that is not involved in the accounting function;
- All checks shall be endorsed with the Agency's official stamp;
- All cash and checks received through the mail shall be forwarded to the designated staff person not involved in the accounting function. This person records all checks and cash by date, name of company or individual, designation, and amount;
- After recording checks, or cash, they are forwarded to the Accountant or Treasurer
 who records it for accounting purposes. An individual deposit ticket shall be
 prepared with triplicate copies, bearing a different designation of each account. That
 record shall include date of deposit, name of sender, amount, and designation; and
- A copy of the bank deposit slip is retained in chronological order with copies of the
 deposited checks. All cash and checks shall be deposited the same business day if
 possible, and no later than the next business day into the Agency's Bank Account.

The same procedures followed for cash receipts shall be followed when monies are received by employees as contributions for special events. Gifts received electronically, such as stock transfers or on-line contributions should be properly recorded by a designated staff person and by the Treasurer. Transactions should be periodically rechecked by the Board/primary fiscal agent. The Accountant or Treasurer shall make the appropriate entries in the General Ledger books. The Accountant or Treasurer shall reconcile all logs of incoming cash/checks with the deposit slips, and with the record of receipts.

10. RECEIPTS TO DONORS

The designated staff person responsible for fund development shall ensure that all donors and contributors shall receive proper acknowledgement of their contributions in accordance with IRS Guidelines.

11. EXPENDITURES PROCEDURES

All expenditures shall be approved by the CoC Board /primary fiscal agent once the annual budget is approved. All expenditures shall be coded by account number using the Agency's Chart of Accounts. The Accountant or Treasurer maintains standard accounting records containing all aspects of the Agency's financial operations. They include but are not limited to: A general ledger, a check register, and a payroll register.

Invoices shall be approved by either the CoC Board /primary fiscal agent. Following the review and approval, check payment vouchers shall be prepared and the invoices shall be distributed to the Agency's Accountant or Treasurer for check payment preparation. Upon payment of a bill, a copy of the check or duplicate of stub shall be stapled onto the bill and payment date and check number shall be printed on the invoice. The paid invoices shall be filed alphabetically according to company/individual name and shall be kept on a fiscal year basis on file.

12. SIGNATURE POLICY

The Board Chair and the CoC Board /primary fiscal agent (two signatures) shall unless otherwise decided by the Board, sign all checks, drafts, or orders for payment of money, contracts, and commitments for services issued in the name of the Agency. In the absence of either individual, the signature of the Chair of the Board must be obtained.

13. COMPENSATION AND PAYROLL

Payroll is executed once employee are hired. Compensation and staff levels would be in compliance with funders expectations and regulations. Paychecks or direct deposits will be provided to each employee by the Accountant or Treasurer or through a third party contract for services.

Monthly payroll expenses shall be verified by the Accountant or Treasurer against payroll reports and direct deposit reports and reconciled with checking account reports.

The compensation of the CoC Board /primary fiscal agent shall be determined by the Board of Directors or their designees and the CoC Board /primary fiscal agent compensation is based on a board-approved process that considers comparable data and the CoC Board /primary fiscal agent performance. The salaries of all other employees shall be determined by the CoC Board /primary fiscal agent. Compensation ranges for all staff positions shall be approved by the CoC Board /primary fiscal agent. No employee of the Agency may be compensated outside of the approved range, without the approval of the Board Chair.

14. LOCAL TRAVEL AND EXPENSE REIMBURSEMENTS

Employees must abide by the Agency's Travel and Expense policy. Travel and expense reports for mileage, meals, hotel, supplies, etc., will be maintained by each employee and then submitted to the supervisor for approval and payment on a weekly basis by the Accountant or Treasurer. Mileage to and from the employee's residence to the place of work will not be paid by the Agency. Reimbursements will be based on the travel rate established by the Board Chair and the CoC Board /primary fiscal agent and approved through the budgeting process. Travel reimbursement shall not be above IRS Guidelines. All parking and other expenditure receipts must be attached to the expense voucher as a condition for payment.

15. CREDIT CARD EXPENDITURES

The CoC Board /primary fiscal agent will approve the issuance of a company-issued credit card for employees who travel frequently. Employees must utilize that card only for business travel. Employees must submit documentation that explains the business reason for items purchased using the credit card. The direct supervisor must approve the documentation which is then submitted to the Accountant for recording and reconciliation.

Credit Cards may be used to pay for program services on behalf of a person as outlined in the grant agreement. Every effort will be made to utilize debit or check transactions as primary.

16. PURCHASING

Any expenditure in excess of an amount determined by the Board of Directors for the purchase of a single item should have bids from three (3) suppliers if possible. These bids are reviewed by the Treasurer /primary fiscal agent and the bid award must be specifically approved in advance by the CoC's Board of Directors.

Purchase of less than the approved amount may be made at the discretion of the CoC's Board Chair or primary fiscal agent without competitive bids. However, for fixed assets, reasonable diligence should be exercised to comparatively shop for available sources.

Any purchase made by a Board member on behalf of the CoC will require prior approval by the Board Chair.

17. LEASES AND OTHER CONTRACTUAL AGREEMENTS

Leases and other contractual agreements are negotiated by the Board/primary fiscal agent and executed with the approval of the Board Chair. New leases in excess of an amount determined by the Board of Directors require the approval of the Finance Committee.

The Board Chair and the Board/primary fiscal agent are authorized to develop and enter into contractual agreements with vendors, bankers, and third parties for the purpose of ensuring the Agency's general operations. The Finance Committee shall review such agreements and make recommendations when necessary.

18. NOTES, LOANS, ETC.

All notes, loans and other indebtedness to be contracted in the name of the Agency (except open accounts and all other routine banking transactions), shall require the signature of the Board Chair,

unless otherwise specified by the Board or established in the present management policies and procedures. All indebtedness must be approved by the Agency's Board/primary fiscal agent.

19. DEEDS, CONVEYANCES, ETC.

The Board Chair and the CoC Board/primary fiscal agent shall execute all Deeds, Conveyances, Mortgages, Leases, Contracts and other instruments in the name of the Agency.

20. BANK ACCOUNTS AND INVESTMENT ACCOUNTS

The CoC Board /primary fiscal agent shall maintain and oversee Bank and Investment accounts, and ensure the Agency's day-to-day financial operations. Several accounts may be maintained by the Agency as follows:

- Checking Account;
- Money Market Account;
- Certificates of Deposit; and
- Brokerage Account.

These accounts may be changed as the Agency's financial conditions and requirements change.

21. CHECKING ACCOUNT

All checks, cash, money orders, and credit card deposits, are reviewed by the Accountant or Treasurer and deposited in the appropriate Accounts. Fund raising events, foundations and corporate donations and miscellaneous contributions, shall be deposited into the accounts. Monies shall be transferred from the Checking account into the Money Market Account or the investment account, when necessary, by the CoC Board/primary fiscal agent. Checks are written weekly to meet obligations, or ongoing operational expenditures.

22. BANK RECONCILIATIONS

Bank reconciliations shall be completed monthly by the Accountant or Treasurer and cross-referenced with the cash and receipts logs and the monthly Financial Statements. The Financial Statements shall be compiled by the CoC Board /primary fiscal agent. The Statements shall be then reviewed by the Board Chair and presented to the Finance Committee.

All Bank Statements, Credit Card Statements, and Endowment Fund Reports will be reconciled every month by the Accountant or Treasurer, and records will be kept in a designated office.

23. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include all cash balances and highly liquid investments with a maturity of six months or less. The Agency places its temporary cash investments with highly rated financial institutions. The COC Board/primary fiscal agent shall closely monitor the balances of the Checking account, Money Market and Certificates of Deposit accounts. At times such investments may be outside of the FDIC insurance limit.

24. PETTY CASH

A petty cash fund provides a systematic method for paying and recording out-of-pocket cash payments too small to be made by check. The Agency shall maintain a Two Hundred (\$200.00) petty cash fund that is replenished as needed. The Accountant or Treasurer shall maintain control of, and responsibility for, payments disbursed from the Petty Cash fund; however, amounts should not exceed an amount determined by the Board of Directors for each transaction. The total Fund should not exceed an amount determined by the Board of Directors.

25. INVESTMENTS REPORTS AND INVESTMENTS POLICY

Investments shall be reported with the monthly financial statements at cost or market value. The Board Chair and CoC Board/primary fiscal agent, with oversight of the Finance Committee, shall review and determine the general investment strategy for all funds.

The philosophy of the Agency's short-term investments is safety of principal and liquidity. Acceptable investments shall be:

- Certificates of Deposit and Bankers Acceptances rated A1;
- Domestic Corporation Commercial Paper rated A1 and/or P1 by two (2) major rating services;
 and
- All short-term Securities of the U.S. Government or an agency thereof.

The Endowment Fund investment strategy shall be reviewed and evaluated by the Finance Committee annually, to ensure the portfolio's proper diversification, security and return on investments. All financial institutions shall be selected and approved by the Finance & Legal Committee and must have long-term investment rating of A or higher by Standard and Poor's, or a compatible rating.

26. INSURANCES

Reasonable and adequate coverage will be maintained to protect the CoC's interests as well as the Board of Directors and the Agency's employees. The following insurance policies shall be kept on a yearly basis or as appropriate and applicable for risk: Commercial Property Contents and Computer Policy, General and Professional Liability Insurance, Directors and Officers Liability Insurance, Employee's Dishonesty Bond Insurance, Employee's Life Insurance, Workers Compensation Insurance, Long-Term Disability Insurance, and Employees Health Insurance. Insurance Policies shall be carefully reviewed by the CoC Board/primary fiscal agent before renewal each year.

27. BONDING

All Agency employees shall be bonded through an Employee's dishonesty bond policy. In addition, the Chairman, Secretary, Treasurer and all Board of Directors shall be bonded by a reputable bonding company.

28. PROPERTY AND EQUIPMENT

Property and equipment shall be stated at historical cost. Depreciation is computed over the estimated useful lives of the assets using the straight-line method. A Depreciation schedule shall be prepared and maintained by the CoC Board/primary fiscal agent on an annual basis, taking into consideration the annual equipment inventory. A Property Removal Form shall be required for the removal of the CoC Board property, supplies, and/or equipment from the Agency's premises.

29. EQUIPMENT INSTALLATION

Purchase, installation and maintenance of telephone equipment, telephone lines, office equipment, computer equipment, etc. shall be approved by the CoC Board /primary fiscal agent after discussion and approval by the Board Chair. Staff Members and other managers shall be responsible for receiving and supervising the installation of equipment scheduled for their facility or working area, and for maintaining and protecting the equipment installed in their offices.

30. DONATED MATERIALS AND SERVICES

Donated materials and equipment shall be reflected in the Financial Statements at their estimated values measured on the date of receipt. Volunteers donate time to the Agency's Program services on an on-going basis. Other volunteers contribute time and services for Administrative or fundraising

activities. Such contributed services are generally not reflected in the Agency's financial statements, since there is no objective way of assessing their value.

31. CONFIDENTIALITY AND RECORDS SECURITY

Financial records are restricted materials with limited access. Only the CoC Board /primary fiscal agent and Accountant (or others so authorized) shall have access to financial records (vendor files, checks, journals, payroll, etc.).

32. DOCUMENT RETENTION

Financial documents are retained for a period of time in keeping with State law and the recommendations of the IRS.

33. TAX REPORTING

The Agency is exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code as amended. Accordingly, no provisions for income taxes shall be reflected in the financial statements.

34. GENERAL

Internal control can be divided into two areas: accounting controls and administrative controls. Administrative controls deal with the operations of the business, whereas the accounting controls deal with accounting for such operations. Accounting controls should be designed to achieve the five basic objectives:

Validation

Validation is the examination of documentation by someone with an understanding of the accounting system, for evidence that a recorded transaction actually took place and that it occurred in accordance with the prescribed procedures. As systems grow more sophisticated, validation is a built-in component whereby the transactions test themselves against predetermined exceptions.

Accuracy

The accuracy of amounts and account classification is achieved by establishing control tasks to check calculations, extensions, and additions and account classifications. The control objective is to be certain that each transaction is recorded at the correct amount, in the appropriate, account, in the right time period.

• Completeness

Completeness of control tasks ensures that all transactions are initially recorded on a control document and accepted for processing once and once only. Completeness controls are needed to ensure proper summarization of information and proper preparation of financial reports. To ensure proper summarization of recorded transactions as well as a final check of completeness, subsidiary ledgers and journals with control accounts need to be maintained.

Maintenance

The objective of the maintenance controls is to monitor accounting records after the entry of transactions to ensure that they continue to reflect accurately the operation of the business. The control system should provide systematic responses to errors when they occur, to changed conditions, and to new types of transactions. The maintenance function should be accomplished principally by the operation of the system itself. Control maintenance policies require procedures, decisions, documentation, and subsequent review by a responsible authorized individual. Disciplinary control tasks, such as supervision and segregation of duties, should ensure that the internal control system is operating as planned.

Physical Security

It is important in all business organizations that the assets are adequately protected. Physical security of assets requires that access to assets be limited to authorized personnel. One means to

limit access to both assets and related accounting records is through the use of physical controls. Protection devices restrict unauthorized personnel from obtaining direct access to assets or indirect access through accounting records that could be used to misappropriate assets. Locked storage facilities restrict access to inventories, and fireproof vaults prevent access to petty cash vouchers. Transaction recording equipment limits access to assets by limiting the number of employees involved in recording and posting transactions.

IV. COC PROGRAM GRANT

Regulatory Citation: CFR 578.7, 578.7(a)(9)(iii) and (iv). 578.37(a)(1)(ii),

HUD Guidance Documents and Resources:

 $Continuum\ of\ Care\ Program\ Roadmap\ \underline{https://www.hudexchange.info/.../CoC-Program-Roadmap-Prezi-Slides.pdf}$

A. Collaborative Applicant

The Collaborative Applicant is the entity designated by the Continuum of Care (CoC) to submit the CoC Registration for the Fayetteville/Cumberland County Continuum of Care on Homelessness NC 511 and the CoC Program Grant Application on behalf of the CoC. The Collaborative Applicant shall be designated by the Fayetteville/Cumberland County Continuum of Care Board of Directors.

B. Grant Inventory Worksheet

In consultation with each of the CoC's Program project applicants, the Collaborative Applicant is responsible to assure the timely submission and accuracy of the Grant Inventory Worksheet (GIW). The GIW is used to calculate the CoC's Annual Renewal Demand for funding to be considered for the annual CoC Program Grant Competition.

C. Project Evaluation, Monitoring and Performance Reporting

The Collaborative Applicant will utilize the Continuum of Care Performance Evaluation and Grants Review Committee to provide program monitoring, evaluation and reporting of programs funded under the CoC Program Grant.

The Collaborative Applicant will maintain and review HMIS, Annual Performance Reports and other documentation as necessary to measure the Continuum of Care's progress in meeting HUD CoC Program Grant goals and objectives.

The Continuum of Care Board of Directors may establish additional performance measurement requirements as necessary to report progress on local goals and objectives. Collaborative Applicant staff will communicate with CoC Program Recipient Agencies throughout each program year to ensure that they are aware of expected performance measures required by HUD and the Continuum of Care Board of Directors.

All CoC Program Grant Recipients and Subrecipients are required to provide the following documents to the Collaborative Applicant:

- Final eSNAPS Project Application;
- Final eSNAPS C1.9a Technical Submission:
- Leverage Documentation;
- Match Documentation; and
- Quarterly report on LOCCS drawdowns of CoC Program funds.

a. Quarterly Continuum of Care Annual Performance Reports

The Collaborative Applicant will provide Continuum of Care – wide quarterly reporting of aggregate performance of all CoC Program Grant Projects through a quarterly Annual Performance Report to measure progress in the annual performance goals established in the Continuum of Care Program Grant.

The quarterly reports will cover the following performance periods which will include the quarterly point in time occupancy dates measured in the HUD standardized Annual Performance Report (APR) and Annual Homeless Assessment Report (AHAR):

- November January (APR PIT Date: Fourth Wednesday in January)
- February April (APR PIT Date: Fourth Wednesday in April)
- May July (APR PIT Date: Fourth Wednesday in July)
- August October (APR PIT Date: Fourth Wednesday in October)

b. Mid-Term Program Evaluation Policy

The Collaborative Applicant will provide mid-term project evaluations of CoC Program projects to measure individual Recipient Agency progress in achieving project goals established in the CoC Program Application and the Recipient Agency Project. This evaluation assistance will be performed after six months of a program year for all program grants including one-year renewals or multi-year projects.

- i. Collaborative Applicant will contact agency at the midpoint of their operating term.
- ii. The Collaborative Applicant will review an Annual Performance Report from the HMIS system inclusive of program data from the operation start date to the midpoint review date. They will generate a mid-term project progress report that will include: progress in achieving project goals; contributions to meeting CoC level performance goals; and areas of concern for improvements. Examples of areas of concern include missing data elements within the HMIS, data not consistent with agency targets as outlined in the program's original agency application, or significant shortfalls in performance targets.
- iii. The Collaborative Applicant will submit the mid-term progress report to the Executive Director or designee of the Recipient Agency. Technical assistance will be provided upon request of the agency or as determined needful by the Collaborative Applicant. Technical assistance may include:
 - a) Review of person roles for accurate enrollment and exit documentation;
 - b) Supplemental HMIS training;
 - c) Recommendations for use of IHRA for persons appearing to meet independent readiness thresholds and average lengths of stay for persons consistent with program type; and
 - d) Review of agency records related to mainstream benefits enrollments, approvals and denials for the prior quarter.
- iv. The Collaborative Applicant will provide documentation of all program monitoring, evaluation and technical assistance for recipients and subrecipients and maintain copies of all reports and correspondence in the official CoC project files.

c. Annual Performance Reports (APR)

Annual Performance Reports are used in the development of annual project performance score cards and for the aggregate CoC-wide achievements in meeting HUD Goals and Objectives reported in the CoC Program Grant.

The Collaborative Applicant will work with each CoC Recipient in the preparation of their Annual Performance Report. Final APRs will be reviewed and approved by the Collaborative Applicant prior to submission in the HUD electronic reporting system "eSNAPS" in order to confirm that data being reported to HUD is consistent with data reported in the local HMIS system.

i. APR Approval Procedures

- a) The Collaborative Applicant will contact the CoC Program Recipient Agency within one week of the expiration of each program year to initiate an APR data review and confirm APR due date.
- b) At initial APR data review, the Collaborative Applicant will provide a first draft APR to agency staff through the HMIS System and will include a report of any findings to be adjusted by agency staff. Examples of findings include missing data or data not consistent with agency targets as outlined in the program's original agency Continuum of Care Program application.
- c) The Collaborative Applicant will consult with Recipient Agency to determine a planned submission date of the APR to eSNAPS which will be set prior to the HUD submission deadline. This planned submission date will take into consideration time allotted for any corrections that need to be made to HMIS data prior to submission in eSNAPS.
- d) The Collaborative Applicant will conduct a final data review no later than the first week of the month of the HUD submission deadline to ensure that any necessary findings were corrected in HMIS and will send a final HMIS APR version to agency staff to be used for eSNAPS data entry.
- e) The Recipient Agency will send a copy of their eSNAPS APR to the Collaborative Applicant for verification prior to submitting to HUD.
- f) The Recipient Agency will use the Collaborative Applicant approved APR to complete their APR in eSNAPS and will send a final version of the eSNAPS generated APR to the Collaborative Applicant for the official CoC Planning files.

ii. Annual Performance Scorecards for CoC Program Grant Competition

The Collaborative Applicant will draft an annual CoC Program Grant Project Scorecard template to be used as a tool for prioritization and funding in the CoC Program Grant local competition. The Draft Scorecard will be approved by the CoC Board of Directors prior to the CoC Program Grant local competition. Scorecard elements will reflect performance measures for both HUD and local CoC goals and objectives.

a.) CoC Program Projects Scorecard Procedures:

- i.) The Collaborative Applicant will populate the individual Preliminary Project Scorecards for review by the recipient agency. Agencies will review for data accuracy and final performance measures will be confirmed from APR and other HMIS and Collaborative Applicant records.
- ii.) Agencies will have the opportunity to provide a narrative response to any performance measure as part of the final Project Scorecard.
- iii.) The complete scorecard with comments will be included in the local CoC Program competition application.
- iv) Coordinated Entry projects will be prioritized for Tier 1 funding and ranked as number one unless there is a significant reason to do otherwise.

b.) Actions Against Poor Performance

CoC Program recipients who do not meet local and/or HUD performance targets and/or do not meet expectations and compliance of program and grant management of their CoC programs, as documented in either or both the CoC Score Card or monitoring and evaluation reports, may be subject to having their projects reduced in whole or in part and reallocated to other projects during the Community Projects Review Committee local competition renewal process as allowed in a HUD Notice of Funding Availability.

(Emergency Solutions Grant recipients and subrecipients actions against poor performance are detailed in the ESG section of the policies and procedures.)

D. Application for CoC Program Grant Funds

Upon HUD issuance of the CoC Program Grant Notice of Funding Availability, the Collaborative Applicant will prepare a master timeline of the CoC Program Grant process and will conduct the following steps to assure a well communicated process for organizations to make application for CoC Program Funds to include, but not limited to:

- Establish all application, review and announcement deadlines sufficient to achieve reasonable public participation in the grant process and allow for timely submission to HUD;
- Issue the local request for proposals for CoC Program Funds;
- Publicize the request for proposal announcement through the Collaborative Applicant website, listsery, and email broadcasts;
- Conduct a briefing on the CoC Program Grant Application process in advance of deadlines;
- Prepare applications for prioritization and ranking; and
- Assist project applicants in the submission of application in eSNAPS.

E. CoC Project Ranking and Funding Decision Process

The Continuum of Care Board of Directors shall utilize the CoC's Performance Evaluation & Grants Review Committee whose primary purpose will be to carry out the project ranking and funding decisions for the Continuum of Care Program local competition. This committee may also serve in other prioritization and funding allocation capacities as determined by the CoC Board of Directors.

a. Conflicts of Interest

Performance Evaluation & Grants Review Committee members may not be employees, contractors, or serve in any representative capacity of an applicant or a subrecipient agency party to a funding application.

b. CoC Program Grant Ranking and Prioritization Procedures

The Collaborative Applicant will provide training to the Performance Evaluation & Grants Review Committee on the CoC Grant Process that will be open to the public. The Performance Evaluation & Grants Review Committee training will follow HUD guidance and the prioritization and ranking rules within the CoC Program Notice of Funding Availability.

The committee will conduct two private meetings inclusive of Collaborative Applicant staff as part of the project review and selection process. The first meeting will involve receipt of all CoC Program Application Materials. The committee Chair will provide final instruction to the committee on the review process. The second meeting will involve the final review, prioritization and funding decisions.

The Collaborative Applicant will prepare the project priority list and funding decision as presented by the committee. The list and committee report will be presented at the next CoC Board of Directors meeting. The CoC Board of Directors will vote to accept the decisions of the committee. The Performance Evaluation & Grants Review Committee is the final decision-making Body for the determination of project priorities and funding levels. The CoC Board of Directors may direct the Collaborative Applicant to make minor budgetary corrections consistent with HUD application rules, as needed. The Collaborative Applicant will be charged with communicating budget adjustments to individual applicants before final submission of the application to HUD.

F. CoC Program Rapid Rehousing Rental Assistance

Rapid Rehousing Permanent Housing Projects are designed to provide flexible programming that will expedite a household's ability to become self-sufficient through time-limited rental subsidy programs. Per 24 CFR part 578.37(a)(1)(ii)), the CoC will establish annually priority populations to receive Rapid Rehousing assistance consistent with HUD Continuum of Care Program NOFA requirements and in response to analysis of point in time count and housing inventory and unmet need reports.

The CoC will establish a Rapid Rehousing Rental Assistance Subsidy Policy to determine the amount or percentage of rent each program participant must pay and the maximum amount or percentage of rental assistance that a program participant may receive.

The CoC will also establish a Rapid Rehousing Rental Assistance Subsidy Policy to determine the maximum number of months that a program participant may receive rental assistance, the maximum number of times that a program participant may receive rental assistance, and the extent to which a program participant must share the cost of rent.

Continuum of Care Rapid Rehousing Program applicants must identify and select one of two rental subsidy program models for all their project participants upon initial CoC Program Grant application during the local competition. CoC approved subsidy models include the Income Based Subsidy and the Gradual Declining Subsidy.

Program Participants may participate in a Rapid Rehousing Program within the Fayetteville Cumberland County Continuum of Care a maximum of two times over a 24-month period including participation in an ESG Rapid Rehousing Program. Eligibility for frequency of participation will be determined by the Coordinated Assessment System review of person service history recorded in the HMIS and through consultation with any domestic violence Rapid Rehousing program.

a. Calculation of Eligible Participant Household Income The calculation of household adjusted gross income must follow the existing Continuum of Care Program Requirements.

CoC Rapid Rehousing program participants adjusted gross household incomes must fall below or equal to 60% AMI. Household income will be recertified at least every 90 days to determine the appropriate level of rental subsidy.

b. Continuum of Care Rapid Rehousing Rental Subsidy Program

Rapid Rehousing Projects funded from CoC Program Funds must select one of the two models at program application and at program renewal and must apply that model to all persons within the CoC Rapid Rehousing project.

RENTAL ASSISTANCE SUBSIDY MODEL	Rent to be Paid by Program Participant	Maximum Amount of Rental Assistance Received	Maximum Number of Months of Rental Assistance	Frequency of Income and Self-Sufficiency Assessments	Maximum Number of Months in Case Management
Income Based Subsidy	30% of Adjusted Gross household Income. \$0 minimum	Monthly Rent	12 months (Short Term or Medium-Term Programs)	First 90 days. Every 30 days from month 4 to program completion	24 months
Gradual	0% months 1-3	100% months 1-	9 months	First 90 days.	24 months
Declining	50% months 4-6	3		Every 30 days	
Subsidy	75% months 7-9	50% months 4-6	(Medium Term	from month 4 to	
	100% months 10-	25% months 7-9	Programs Only)	program	
	24			completion	

Extensions – Extensions of rental assistance can be made for three additional months if the sub-recipient agency has submitted its extension policy to the Collaborative Applicant at program tart-up.

V. COORDINATED ENTRY SYSTEM

Prepared by	Approved by:	Dates Approved:
CoC Coordinated Entry Subcommittee	CoC Board	January 23, 2018
CoC Coordinated Entry Subcommittee	CoC Board	September 17, 2019
CoC HMIS / Coordinated Entry Committee	CoC Members	August 10, 2022

Regulatory	24 CFR 578.7(a)(9); 578.37(a)(1)(ii), 24 CFR 576, and 24 CFR §576.400(e), 24 C.F.R.
Citations:	§576.402, 24 CFR 575.500(n)
HUD Guidance	Notice CPD-17-01: Notice Establishing Additional Requirements for a Continuum of
Documents and	Care Centralized or Coordinated Assessment System.
Resources:	
	Coordinated Entry Core Elements:
	https://www.hudexchange.info/resources/documents/Coordinated-Entry-Core-
	Elements.pdf
	Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing (PDF)
	Coordinated Entry: Management and Data Guide
	Outline for a CoC's Coordinated Entry "Policies & Procedures" Document

COORDINATED ENTRY SYSTEM

Purpose

The following policy outlines the roles and responsibilities of the coordinated entry system. The Fayetteville / Cumberland County Continuum of Care (CoC) on Homelessness provides entry into housing via multiple access points for individuals and families experiencing homelessness with a goal of providing participants with their choice of housing, shelter or services.

Scope

This policy applies to all providers and individuals who provides services through the Fayetteville / Cumberland County Continuum of Care (CoC) on Homelessness system, including the CoC, Lead Agency, CoC Board of Directors, CoC Committees, and CoC and/or ESG funded agencies.

Policy

The U.S. Department of Housing and Urban Development (HUD) requires that Continuums of Care (CoCs) establish and operate a coordinated entry process. Most recently, HUD's Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System (CPD-17-01) established new requirements for coordinated entry that CoCs and projects funded by either the CoC Program or the Emergency Solutions Grants (ESG) Program must meet. The rule defines coordinated entry as a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. Such

a system covers the CoC's geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. (24 CFR part 578.3).

Overview

The Fayetteville / Cumberland County Continuum of Care on Homelessness uses a coordinated entry system that focuses on housing and service coordination to connect homeless consumers to the most appropriate housing solution based on their needs. This system is established in accordance to the provisions and requirements set out in HUD's Notice CPD-17-01.

Coordinated entry allows the community to determine on one or two central prioritizing principles by which the community can make decisions on how to utilize its resources most effectively. The coordinated entry process focuses on prioritizing people who are most likely to need assistance because of physical or behavioral health issues, vulnerability to death or victimization while homeless, or the circumstances of their homelessness. These prioritization approaches ensure that across all subpopulations and people with various types of disabilities, those most vulnerable, at highest risk of continued homelessness, or with the most severe service needs will be prioritized for assistance. The coordinated entry process can prioritize who will receive assistance based on need. Long waiting lists through the coordinated entry process should be discouraged.

The local CoC will adjust prioritization standards to differentiate and identify resources for those persons with the greatest needs and highest vulnerability especially when more people are assessed as needing a particular intervention than there are openings for that intervention. The main question to ask is what housing and service assistance strategy among all available is best for this household?

Geographic Coverage

This coordinated entry system covers the entire geographic area of Fayetteville and Cumberland County. Individuals and families who are homeless or at-risk of homelessness can present for services at any participating housing and service provider in the county at the designated access points.

Participation Expectations

All projects funded through the local Continuum of Care (CoC) and Emergency Solutions Grant (ESG) Programs are required to participate in the local CE. The CoC still aims to have all homeless assistance projects participating in its CE process and will work with all local projects and funders in its geographic area to facilitate their participation in the CE.

As part of the annual CoC and ESG application processes, each project must submit a report that identifies the number of participants its project referred, accepted, rejected, and/or served from the CE process.

CoC and ESG Coordination

The CoC is committed to aligning and coordinating CE policies and procedures governing assessment, eligibility determinations, and prioritization with its written standards for administering CoC and ESG Programs funds. A copy of the CoC and ESG written standards are included in the CoC's Policies and Procedures document.

The CoC will include at least one representative from the local ESG recipient in its membership of the HMIS/CE Committee. Additionally, at least annually, representatives from the CoC and the ESG recipient agencies will identify any changes to their written standards and share those with the CoC's HMIS/CE Committee so that the changes may be reflected in the CE P&P section.

Guiding Principles

The CoC establishes the following guiding principles for its CE:

- 1. The CE will operate with a person-centered approach, and with person-centered outcomes.
- 2. The CE will ensure that participants quickly receive access to the most appropriate services and housing resources available.
- 3. The CE will reduce the stress of the experience of being homeless by limiting assessments and interviews to only the most pertinent information necessary to resolve the participant's immediate housing crisis.
- 4. The CE will incorporate cultural and linguistic competencies in all engagement, assessment, and referral coordination activities.
- 5. The CE will implement standard assessment tools and practices, and will capture only the limited information necessary to determine the severity of the participant's needs and the best referral strategy for him or her.
- 6. The CE will integrate mainstream service providers into the system, including local Public Housing Authorities and VA medical centers.
- 7. The CE will utilize HMIS for the purposes of managing participant information and facilitating quick access to available CoC resources.
- 8. The CE will ensure that participants do not wait on the prioritization waiting list for periods in excess of 60 days.
- 9. The CE will be transparent, with expectations and outcomes communicated regularly to all stakeholders, including housing service providers and clients.

Roles and Expectations

The CE system will have entities involved in administering, managing, evaluating, and policy oversight. The managing entity will have the responsibility to implement the day-to-day workflow of the process. Another entity will have the responsibility to assess the performance of the system and create a feedback loop to the policy oversight entity. An entity(ies) will have the responsibility to establish and review policies and procedures.

<u>Access Point(s)</u>: Access points include designated service providers, shelters, drop-in centers, and other locations for initial screening and referral into CE.

<u>Cumberland HealthNET (CE Operator)</u>: This agency operates the CE system with duties including, but not limited to, the following:

- Providing the staffing needed to operate the CE system;
- Coordinating case conferences to review and resolve rejection decision by receiving programs and refusals by participants to engage in coordinated entry or accept housing referrals in;
- Ensuring eligible individuals/families are added to the By-Name List;
- Providing reports regularly to the HMIS/CE Committee, CoC Board, and any other CoC related groups;
- Ensuring assessment of individuals/families and work with local providers to coordinate referrals; and
- Work with case managers and housing navigators with collecting necessary documents in order for households to access housing and services.

<u>Cumberland County Community Development (management entity) / HMIS Administrator</u>: This agency is serves as the CoC's Lead Agency and Collaborative Applicant and is responsible for CE planning and project management to include but not limited to:

- Establishing day-to-day management structures;
- Establishing clear, accessible communicated plan;
- Promoting standardized screening and assessment processes;
- Developing and delivering training; and
- Conducting monitoring.

<u>Emergency Services</u>: Emergency services include emergency shelters, certain transitional housing, and drop-in centers. These may operate as access points for CE, and participants may access emergency services at these sites during the hours CE is not in operation. Access to homeless dedicated beds is made through the Street Outreach Staff, designated access points, CE's vanity line (910-479-4663), and NC 2-1-1 unless there are safety concerns.

HMIS/CE Committee and Other Designated CoC Groups (Evaluation / Policy Oversight): These entities are responsible for:

- Planning annual CE evaluation;
- Evaluating CE implementation process for effectiveness and efficiency;
- Identifying policy and process improvements;
- Establishing participation expectations;
- Determining local data collection and data quality expectations;
- Defining data sharing protocols; and
- Selecting a Data System for CE.

Homeless Management Information System (HMIS): HMIS is the centralized data system in the CoC. All participating agencies making or accepting referrals through the CE system are required to utilize the HMIS system. All CE By Names Lists are maintained in HMIS, and all referrals are made through HMIS. Agencies that are exempt from using the shared HMIS system are those Domestic Violence (DV) / Victim Service Provider (VSP) agencies. However, DV / VSP agencies must meet the same reporting requirements, using a comparable database, that generates electronic reports including, but not limited to, the Consolidated Annual Performance Evaluation Report (CAPER), as well as other data request for all State and Federal reporting and evaluations.

<u>Homeless Prevention Services</u>: The CE system will ensure that all potentially eligible HP participants will be screened for homelessness prevention assistance, regardless of the access point at which they initially seek assistance.

<u>Housing / Service Navigators</u>: When available, Housing / Service Navigators can be employed by the CE operator and/or partnering agencies to offer participants support with housing search as well as initial service navigation. Service Navigators assist with diversion, assessment using the standardized screening tool, and referrals to cooperating agencies. Housing navigators assist with housing search and placement.

<u>Participants</u>: Individuals and families experiencing homelessness or at imminent risk of literal homelessness according to the federal definition of homelessness to 24 CFR Parts 92, 582, and 583, the Homelessness Emergency and Rapid Transition to Housing (HEARTH) Act Final Rule Defining "Homeless," and in need of permanent housing or emergency services. Participants must be located within the geography of Cumberland County, with the exception of households fleeing domestic violence.

Participating Providers: Housing and shelter providers who are required to or wish to participate in CE.

Nondiscrimination

The CE system must adhere to all jurisdictionally relevant civil rights and fair housing laws and regulations. All Coordinated Entry system participating agencies shall market to and serve all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, marital status, immigration status, limited English proficiency, or who are least likely to apply in the absence of special outreach or accommodation to promote every individual's full and complete participation in Coordinated Entry system. All Coordinated Entry system participating agencies shall also comply with all State of North Carolina and Federal statutes relating to nondiscrimination.

- Fair Housing Act prohibits discriminatory housing practices based on race, color, religion, sex, national origin, disability, or familial status.
- Section 504 of the Rehabilitation Act prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance.
- Title II of the Americans with Disabilities Act prohibits public entities, which includes State and local governments, and special purpose districts, from discriminating against individuals with disabilities in all their services, programs, and activities, which include housing, and housing-related services such as housing search and referral assistance.
- Title III of the Americans with Disabilities Act prohibits private entities that own, lease, and operate places of public accommodation, which include shelters, social service establishments, and other public accommodations providing housing, from discriminating on the basis of disability.
- Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin under any program or activity receiving Federal financial assistance.

The Coordinated Entry system will not use data collected from the assessment process to discriminate or prioritize households for housing and services on a protected basis, such as race, color, religion, national origin, sex age, familial status, disability, actual or perceived sexual orientation, gender identify or marital status resource or designated access points for CoC resources, services, and housing

Affirmative Marketing and Outreach

The Coordinated Entry process and associated housing and supportive services are affirmatively marketed to and available to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, marital status, immigration status, limited English proficiency, or who are least likely to apply in the absence of specialized outreach in order to promote every individual's full and complete participation in system. Marketing materials are placed at each organization within the Continuum of Care's geographic boundaries that regularly encounter people who are homeless, or that periodically encounter people in hard-to-reach homeless subpopulations, such as people who are service-resistant. Marketing information include a list of access points, their locations and phone numbers.

The CoC will also issue a mass email periodically and press release to update the community on the Coordinated Entry process and its achievements. CoC member agencies are also encouraged to place information about the Coordinated Entry process on their websites. The Coordinated Entry process is also placed on the CoC's website and access through the vanity line (910-479-4663) and NC 2-1-1 systems.

All access/assessment sites and housing providers must ensure fair and equal access to the Coordinated Entry system for all persons regardless of actual or perceived race, color, religion, national origin, spoken language, age, gender

identity, pregnancy, citizenship, familial status, household composition, disability, Veteran status, sexual orientation, or domestic violence status.

To ensure fair access by individuals with disabilities, physical and communication accessibility barriers must be addressed by appropriate accommodation within the Coordinated Entry system. If an individual's self- identified gender or household composition creates challenging dynamics among residents within a facility, the host program should make every effort to accommodate the individual or assist in locating alternative accommodation that is appropriate and responsive to the individual's needs. All subpopulations including chronically homeless individuals and families, Veterans, youth, persons and households fleeing domestic violence, transgender persons, and refugees and new immigrants must be provided equal access to crisis response services regardless of the characteristics and attributes of their specific subpopulations.

All promotional materials (both printed materials and digital media) describing CES services, processes, and rules shall include clear and concise language directly describing how CES processes are available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity, marital status, immigration status, limited English proficiency, or who are least likely to apply in the absence of special outreach or accommodation.

All Coordinated Entry system participating agencies shall retain copies of marketing materials with evidence of affirmatively furthering fair and equal access to all Coordinated Entry process. Copies of marketing materials shall be provided upon request by funders, partners, and participants in Coordinated Entry services.

Low Barrier Policy/Housing First

Access/Assessment points and housing providers are prohibited from screening people out of the coordinated entry process due to perceived barriers to housing or services, including, but not limited to, too little or no income, active or a history of substance abuse, domestic violence history, resistance to receiving services, the type or extent of a disability-related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal record. The coordinated entry process incorporates a system-wide Housing First approach. Housing First, operate with few barriers and a focus on quickly rehousing individuals and families experiencing homelessness. Providers that receive HUD funding are required to abide by Housing First principles including low barrier and harm reduction strategies.

Safety Planning for Victims of Domestic Violence

All persons who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking shall have immediate and confidential access to available crisis services within the defined CE geographic area. The CoC providers shall incorporate a safety risk assessment as part of initial CE triage and intake procedures, evaluating, to the greatest extent possible, the physical safety and well-being of participants and prospective participants.

The CE process allows emergency services, including all domestic violence and emergency services hotlines, drop-in service programs, and emergency shelters, including domestic violence shelters and other short-term crisis residential programs, to operate with as few barriers to entry as possible. People are able to access emergency services, such as emergency shelter, independent of the operating hours of the coordinated entry system's intake and assessment processes. The coordinated entry process must not jeopardize the safety of the individuals and families seeking assistance including those needing assistance through street outreach.

Emergency interventions, e.g., county and mental health crisis services and after-hours hotel/motel vouchers through the police department, will not be prioritized based on severity of service need or vulnerability, such as entry to emergency shelter, allowing for an immediate crisis response. Services like permanent supportive housing, rapid rehousing, and transitional housing will be prioritized.

The household should be processed in accordance with the following protocol:

- 1. If during the initial engagement, concerns are identified about the household's immediate safety, the client should be referred to local law enforcement (911) and to a domestic violence shelter, through access to the 24-hour crisis line at 910-677-2532 / email: 039@ccdssnc.com.
- 2. Victims of domestic violence can also file for a civil domestic violence protective order lawsuit (50-B) and process the emergency request at the Clerk of Courts Office (Safe Link Office) at the Cumberland County Courthouse, 117 Dick Street, Room 340. The telephone is 910-475-3000. The protective order can be filed without going to the courthouse. The protective order can be filed electronically at the following locations in Cumberland County and Fort Bragg:
 - i. Rape Crisis of Cumberland County, 519 Ramsey Street, Fayetteville, 910-485-7273;
 - ii. Fayetteville Police Department Cross Creek Substation, 6147 Raeford Road, Fayetteville, 910-433-1885:
 - iii. Hope Mills Town Hall, 5770 Rockfish Road, Hope Mills, 910-424-4555; and
 - iv. Army Community Services, 2843 Normandy Drive (third floor), Fort Bragg, 910-396-5521.
- 3. If during the assessment, it is determined that the client presents an immediate safety risk to themselves or others, the individual performing the assessment should immediately contact 911 to assist in determining the appropriate course of action to ensure the safety of the clients and those around the client.

Privacy and Data Protections

The Coordinated Entry system operations and staff must abide by all State of North Carolina-defined privacy protections as defined by the Data Management Committee. Person consent protocols, data use agreements, data disclosure policies, and any other privacy protections offered to program participants as a result of each person's participation in HMIS will be the same as Coordinated Entry system.

Participants completing the Coordinated Entry system assessment process cannot be required to disclose of specific disabilities or diagnosis. Specific diagnosis or disability information may only be obtained for purposes of determining program eligibility to make appropriate referrals. Additionally, the Coordinated Entry system will operate using a person-centered approach, and must allow participants to refuse to answer assessment questions and/or refuse referrals.

The CoC Coordinated Entry system prohibits denying services to participants if the participant refuses to allow their data to be shared unless Federal statute requires collection, use, storage, and reporting of a participant's personally identifiable information (PII) as a condition of program participation.

Coordinated Entry System Training

All Access, Assessment, and Housing Programs must complete the CoC's Coordinated Entry system training. The CoC will host Coordinated Entry system training in person or via webinar/online and the Evaluation Analyst/Coordinated Entry Specialist will schedule these trainings. However, if staff is not able to attend the scheduled trainings, then staff may request training from the DEA/CES at any time that is convenient. Coordinated Entry system training will include but is not limited to; Coordinated Entry policies and procedures, trauma informed practices, cultural competency, etc. Access/assessment sites are strongly encouraged to attend any additional cultural and linguistic competency trainings.

Coordinated Entry Core Components

The goal of this program is to have a person housed within 60 days of entering Coordinated Entry. The four core components of Coordinated Entry are: Access, Assessment, Prioritization, and Referral.

Access

People experiencing a housing crisis need to be able to quickly access resources available in the community. The first contact that most people experiencing a housing crisis should have with the crisis response system is through a CE access point. The local CoC uses a multisite centralized access CE model that also involves using a telephone hotline. Depending on availability of resources, the CoC may use an internet-based assessment. Access point(s) must be easily accessible by households seeking homeless or homelessness prevention services. Access points, if physical locations, are sited in proximity to public transportation and other services to facilitate participant access. Access points are required to offer some variation to the process, e.g., a different access point, as a reasonable accommodation for a person with disabilities. For example, a person with a mobility impairment may request a reasonable accommodation in order to complete the coordinated entry process at a different location or over the phone.

Access points must provide connections to mainstream and community-based emergency assistance services such as supplemental food assistance programs and applications for income assistance.

Participants may also seek housing and services through the CE system by contacting the vanity line at (910) 479-HOME (4663). The CoC currently uses the following Access Points:

Agency	Address	Office Telephone	Days / Hours
Cumberland HealthN	et 225 Green Street Fayetteville, NC 28301	910-483-6869	Mon – Thurs, 9 am – 2 pm
Salvation Army Shelter	245 Alexander Street Fayetteville, NC 28301	910-483-8119	Mon – Thurs, 4 pm – 5 pm
First Baptist Church	201 Anderson Street Fayetteville, NC 28301	910-483-0477	Thurs, 1 pm – 2 pm

HUD's Coordinated Entry Notice allows for separately designated access points for only certain subpopulations and only after the CoC has carefully considered the benefits of establishing and maintaining separate access for those subpopulations. Separate access points can be designated for the following subpopulations:

- Single adults
- Adults with children
- Unaccompanied youth
- Persons accessing homelessness prevention assistance, and
- Domestic violence survivors

All access points must be approved by the appropriate CoC decision-making body.

The CoC will put forth great efforts to also ensure suburban and rural communities have access to the CE system by working with available providers in those communities and by applying other special outreach efforts.

Street Outreach

Persons unlikely to reach the access point(s) or call for assistance on their own can be assisted by Street Outreach Staff from Cumberland Healthnet, the Fayetteville Police Department Homeless Liaison, and other agencies. The Outreach Team is not an access point but will be available to provide HUD-required affirmative marketing to persons who are least likely to apply in the absence of these type of outreach efforts. Persons encountered by Street Outreach Staff are provided the same standardized assessment process as persons who access coordinated entry through the access points. In addition, Street Outreach Staff will offer necessary and appropriate engagement, including referrals to prevention and division services, case management, emergency health and mental health, and transportation services as needed to ensure persons are connected to the coordinated entry system. Street Outreach Staff also follow the same non-discriminatory practices, data security protection measures, crisis response procedures and safety planning protocols as assessors staffed at the access points. Street Outreach Staff will enter client information in the HMIS system in order for eligible persons to be referred to the community queue.

Assessment

The purpose of the assessment is to identify a person's overall needs and preferences and appropriately triage the person by asking about immediate needs. The CE staff should accurately evaluate the person's vulnerability and barriers to housing, and provide information to support accurate referrals.

The CoC's CE process will use a comprehensive and standardized process to assess all CE participants, ensuring uniform decision-making and coordination of care for persons experiencing a housing crisis. A link to the assessment training and the training form(s) will be accessible on the CoC's website at www.fayettevillecumberlandcountycoc.org and / or by contacting the Lead Agency / Collaborative Applicant. All assessors, CE staff, or partnering agencies using the assessment tool must complete the training and sign the required assessment training form(s) and return to the Data and Evaluation Analyst.

All persons served by CE will be assessed using an approved standardized assessment tool such as the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) and / or similar approved assessment tools. All access points must use these tools to ensure that all persons served are assessed in a consistent manner, using the same process. The assessments document a set of participant conditions, attributes, need level, and vulnerability, allowing the access point and/or assessment staff to identify a service strategy to the CE staffer who manages the CoC's prioritization list.

The assessment process <u>cannot</u> require disclosure of specific disabilities or diagnosis. Specific diagnosis or disability information may only be obtained for purposes of determining program eligibility to make appropriate referrals. CoC's coordinated assessment participants are freely allowed to decide what information they provide during the assessment process, to refuse to answer assessment questions and to refuse housing and service options without retribution or limiting their access to other forms of assistance. Written policies and procedures specify the conditions for participants to maintain their place in coordinated entry prioritization lists when the participant rejects options.

The COC's are prohibited from screening people out of the coordinated entry process due to perceived barriers to housing or services, including, but not limited to, too little or no income, active or a history of substance abuse, domestic violence history, resistance to receiving services, the type or extent of a disability- related services or supports that are needed, history of evictions or poor credit, lease violations or history of not being a leaseholder, or criminal record.

The Initial Assessment will be conducted by the CE specialists with access to HMIS. Emergency access point service providers could include all types of emergency services such as, domestic violence and emergency services hotlines, drop-in service programs, emergency shelters, and other short-term crisis residential programs. Persons must be able to access emergency services independent of the operating hours of the CoC's coordinated entry process for intake and assessment.

This entry will have two parts, prescreening and, which will be used as the Community Queue or Prioritization List. The person will need to acknowledge that information collected during the Coordinated Entry process will be collected in HMIS. The person consent to enter their information into HMIS will be attained by verbal acknowledgement. Contact information will also be collected to aid agencies in the follow-up of the person when housing becomes available. Upon verbal acknowledgement, the persons will be advised by CE that they will have an Acknowledgement Form presented to them by the Coordinated Entry Specialist or at the agency to which they will be referred. Each agency may maintain their own Acknowledgement Form to complete person files. If the person is in immediate need of all services, they will be referred to the appropriate provider for program enrollment.

The CE specialist will ask the person a few questions to help identify the **most pertinent needs** of the person including housing. They will explain that CE does not guarantee a shelter bed.

Phases of the Assessment

All projects participating in CE will follow the assessment and triage protocols of the CE system. The assessment process will progressively collect only enough participant information to prioritize and refer participants to available CoC housing and support services.

The CoC has adopted the following phased approach to engage and appropriately serve persons seeking assistance through the CE system:

- 1. *Initial Triage (Immediately):* This first phase will focus on identifying the immediate housing crisis, and clarifying that the CoC crisis response system is the appropriate system to address the potential participant's immediate needs;
- 2. Diversion or Prevention Screening (Immediately): The second phase of assessment can also happen immediately upon engaging with a participant. During this phase, CE staff will examine existing CoC and participant resources and options that could be used to avoid the participant entering the homeless system of care;
- 3. *Intake (Immediately):* The third phase should also happen immediately, as it is intended to collect all information necessary to enroll the participant in a crisis response project such as emergency shelter or other homeless assistance project;
- 4. *Initial Assessment (Within 10 business days):* During the fourth phase, CE staff, assessors, or partnering agencies will collect information to identify a participant's housing and service needs with the intent to resolve that participant's immediate housing crisis:
- 5. Potential Eligibility Assessment (Within 15 business days after initial assessment): The fifth phase is the eligibility screening (predetermination) phase where the CE staff, assessor, or partnering agency considers the potential participant's likelihood of being eligible for admission to a project based on its specific eligibility requirements and the CoC's written standards for prioritizing assistance. The participant is placed on the prioritization list for no more than 90 days.
- 6. Comprehensive Assessment (Within 30 business days after the potential eligibility assessment): In the sixth phase, the CE staff, assessors, or partnering agencies will seek information necessary to refine, clarify, and verify a participant's housing and homeless history, barriers, goals, and preferences. Assessment information supports the evaluation of the participant's vulnerability and prioritization for assistance; and
- 7. Next Step / Move On Assessment (Ongoing): The final phase will collect information revealed or known after an Initial Assessment is conducted when that new information might suggest a revised referral strategy. Or it will re-evaluate participants who have been stably housed for some time and who might be ready for less-intensive housing and service strategies.

The CE process may collect and document participants' membership in Civil Rights protected classes but will not consider membership in a protected class as justification for restricting, limiting, or steering participants to particular referral options.

Disclosure of Disability or Diagnostic Information

Throughout the assessment process, participants must not be pressured or forced to provide CE staff with information that they do not wish to disclose, including specific disability or medical diagnosis information.

Updating the Assessment

Participant assessment information should be updated at least once a year, if the participant is served by CE for more than 12 months. Additionally, staff may update participant records with new information as new or updated information becomes known by staff.

Individuals who choose not to participate in data collection upon initial assessment or project entry may later decide that their information can be collected and entered into HMIS. Participant data in HMIS can be updated after an initial CE data collection period and throughout project enrollment to reflect emergence of new information, corrections to previously collected information, or additions of previously unanswered questions. CoCs should continuously work to improve participant engagement strategies to achieve completion rates of required HMIS data elements that are as high as possible.

Privacy Protections

CE participating agencies are required to notify and obtain participant consent for the collection, use, and disclosure of participants' personally identifiable information (PII). All participant information collected, stored, or shared in the operation of CE functions, regardless of whether or not those data are stored in HMIS, shall be considered personal and sensitive information worthy of the full force of protection and security associated with data collected, stored, or shared in HMIS.

A participant's request for housing crisis response assistance initiated through phone or email communication will be considered notification of intent and inferred to be client consent to collect, use, and disclose that PII collected via phone or email. CE participating agencies shall obtain written client consent from the participant when he or she comes in and additional data are collected during an in-person assessment.

The CoC must protect all participants' personally identifiable information (PII), as required by HUD's HMIS Data and Technical Standards, regardless of whether or not PII is stored in HMIS. All CE participating projects will ensure participants' PII will only be collected, managed, reported, and potentially shared if those data are able to be secured in compliance with the HUD established HMIS privacy and security requirements.

Prioritization

When resources are scarce, the coordinated entry process can prioritize who will receive assistance based on the participant's need. Coordinated entry should not result in prolonged stays on waiting lists for housing assistance. When many more people are assessed as needing a particular intervention than there are openings for that intervention, the CoC will adjust prioritization standards to differentiate and identify resources for those persons with the greatest needs and highest vulnerability more precisely. CoC will use data collected through the CE process to prioritize homeless persons within the CoC's geography.

The CoC approved assessment tool will be the ONLY tool used to assess acuity for individuals and families at the point of entry will be used prior to entry as part of the prevention/diversion process and to determine literal homelessness). The scores obtained from the assessment tool will be used to sort individuals into the category of the most appropriate housing intervention.

Permanent Supportive Housing (PSH):

The prioritization for PSH is consistent with HUD's Prioritization/PSH Notice. Persons eligible for PSH will be prioritized for available units based on the criteria below.

For individuals that score 8 or above on the assessment score (Families that score a 9 or above), which indicates a need for permanent supportive housing, the following criteria (only going to the next level as needed) will be used to break a tie between two or more individuals or families:

- 1. Chronic Homelessness Documentation of the HUD Definition of Chronic Homelessness
- 2. Veteran Status Documented Veteran Status
- 3. Score on the Wellness section of the assessment.
- 4. Score on Risks of the assessment
- 5. Score on Socialization of the assessment
- 6. Date of assessment: The final tie breaker will be the date of the individual's assessment, giving priority to the earliest date of assessment.

Rapid Rehousing (RRH) and Transitional Housing (TH):

For individuals scoring 4-7 and families scoring 4-8 on the assessment, the following process will be used to prioritize for rapid rehousing placement (ESG, CoC, and Other RRH). Based on the quantity of available case management, rapid rehousing clients will be referred based on the acuity score and the same priorities of the PSH. Clients scoring in the PSH range may select the lower intervention of RRH.

Emergency Services

In accordance with HUD Coordinated Entry Notice: Section II.B.7 entry to emergency shelter will not be prioritized through CE, allowing for an immediate crisis response for individuals and families seeking emergency services.

Prioritization List / BNL

The CoC has established a community-wide list of all known homeless persons who are seeking or may need CoC housing and services to resolve their housing crisis. This list is the CoC's Prioritization List (or By Name List). Each Federally funded agency will be required to participate in the CE. This includes but is not limited to accepting referrals for the most vulnerable person or family eligible for the agency's housing opportunity, closing "side door" entry to programs, and participating in case conferencing sessions. The CE's By Name List (BNL) will be maintained through HMIS. The CE reports will be ran at least monthly (or more frequently if needed) from the HMIS system. A referral will be sent to providers based on capacity and program eligibility. Any CE participant that is not accepted into a program will be returned to the BNL and will be referred again once capacity has been identified. Because the CoC manages prioritization order using a priority list, CoC extends the same HMIS data privacy and security protections prescribed by HUD for HMIS practices in the HMIS Data and Technical Standards.

The BNL will be organized according to participant need, vulnerability, and risk. The BNL provides an effective way to manage an accountable and transparent prioritization process.

The CoC's BNL will be managed by the Lead Agency / Collaborative Applicant and the CE coordinating entity. New participants will be added to the BNL and existing participants' rank order on the BNL will be managed according to the prioritization principles as established by the CoC's written policies and procedures governing CE operations and decision-making. Participating agencies are required to provide the following information about participants: assessment score, participant preferences for housing type and location, and any additional special housing needs such as physically accessible units or other accommodation needs.

Case Conferencing / BNL Meetings

The following entities / individuals should attend the case conferencing / BNL meetings:

- Representatives from housing providers (HUD-funded providers are mandated to attend);
- Direct service providers that can assist with case conferencing;
- Street outreach staff:
- Representatives from other agencies that can provide additional client information when the assessment score does not reflect the client need;

The CE staff will prepare for each case conferencing meeting by:

- Generating BNL from HMIS and organizing information by categories (family composition, assessment score, homeless history, tiered system, and additional info;
- Emailing agencies in advance of upcoming meetings and brief info on clients (no PII included) that will be discussed

The main topics of discussion that should take place at the case conferencing meeting will include:

- Current status of participants;
- Updates on potential units and other resources available;
- Barriers and possible resolutions;
- Safety plan especially for those unsheltered; and
- Next steps including client information that needs to be updated, action items, team roles, and timelines to complete.

Referral

Notifications of Vacancies

All CE participating providers will enroll new participants only from the CoC's CE referral process. To facilitate prompt referrals and to reduce vacancy rates, participating providers must notify the CE coordinating entity of any known and anticipated upcoming vacancies.

When a TH, RRH, or PSH vacancy occurs or is expected to occur in the immediate future, the provider agency with the vacancy must alert the CE Coordinator via email within ten (10) business days of the vacancy. The notification must include specific details of the vacancy, including the project name, unit size, location, and any funder-defined eligibility requirements. The CE Coordinator will provide vacancy information to the CE Governing Committee, which will work to identify a prioritized household to fill the vacancy during the next regularly scheduled housing referral coordination meeting.

<u>Participant – Declined Referrals</u>

One of the guiding principles of CE is participant choice. This principle must be evident throughout the CE process, including the referral phase. Participants in CE are allowed to reject service strategies and housing options offered to them, without repercussion.

Individuals and families will be given information about the programs available to them and provided choices whenever feasible based on assessment information, vulnerability and need scores, preliminary eligibility pre-determinations, and available resources. Of the options available, participants will be afforded their choice of which project to be referred to. If an individual or family declines a referral to a housing program, they remain on the *prioritization list* until the next housing opportunity is available.

Provider-Declined Referrals

There may be instances when agencies decide not to accept a referral from the CE system. When a provider agency declines to accept a referred prioritized household into its project, the agency must notify the CE Coordinator of the denial and the reason for the denial.

Refusals by projects are acceptable only in certain situations, including these:

- The person does not meet the project's eligibility criteria.
- The person would be a danger to self or others if allowed to stay at this particular project.
- The services available through the project are not sufficient to address the intensity and scope of participant need.
- The project is at capacity and is not available to accept referrals at this time.
- Other justifications as specified by the "referred to" project.

The agency must communicate the refusal to the CE Coordinator within fifteen (15) business days of making the refusal. The agency must notify the CE Coordinator why the referral was rejected, how the referred participant was informed, what alternative resources were made available to the participant, and whether the project staff foresee additional, similar refusals occurring in the future. This information will then be shared by the CE Coordinator with the CE Committee, which will discuss and decide on the most appropriate next steps for both the project and the participant.

Data Systems

CE process partners and all participating agencies contributing data to CE must ensure participants' data are secured regardless of the systems or locations where participant data are collected, stored, or shared, whether on paper or electronically. Additionally, participants must be informed how their data are being collected, stored, managed, and potentially shared, with whom, and for what purpose. Data must not be collected without the consent of participants, according to the defined privacy policies adopted by the CoC.

Participants must receive and acknowledge a "Participant Consent" form prior to the collection of data for CE. The form identifies what data will be collected, where those data will be stored/managed, how those data will be used for the purposes of helping the participant obtain housing and assistance and for other administrative purposes, and what data will be shared with others (if the participant consents to such data sharing).

As part of the assessment process, participants will be provided with a written copy of the CoC's "Participant Consent" form, which identifies what data will be collected, what data will be shared, which agencies data will be shared with, and what the purpose of the data sharing is. Participants will have the option to decline sharing data; doing so does not make them ineligible for CE.

Ongoing Planning, Evaluation, and Stakeholder Consultation

Regular and ongoing evaluation of the CE system will be conducted to ensure that improvement opportunities are identified, that results are shared and understood, and that the CE system is held accountable.

The CE will be evaluated using HMIS data on a quarterly basis. Results will be published on the public CoC website, after they have been reviewed by the HMIS/CE Committee. The HMIS/CE Committee has selected the following as key outcomes for CE:

- Reduction in the length of time homeless (system and project level);
- Reduction in the number of persons experiencing first-time homelessness (system and project level); and
- Increase in the number of placements into permanent housing (system and project level).

The Coordinated Entry system will include a comprehensive evaluation of participant outcome and performance (program, agency, and system) to increase effective use of resources (both staff and fiscal), improve quality of service to homeless individuals and families, and to identify and plan services. The Coordinated Entry system, should at least on an annual basis, set, promote, and review system-wide performance standards. Additionally, a review of system tools and process will be conducted with feedback from participants, service providers, and collaborative partners. Some of the tools may include:

- Surveys designed to reach either the entire population or a representative sample of participating providers and households:
- Focus groups of five or more participants that approximate the diversity of the participating providers and households;
- Individual interviews with participating providers and enough participants to approximate the diversity of participating households

Role of Participating Agencies in CE Evaluation

Participating agencies play a crucial role in the evaluation of CE. Participating agencies will collect accurate and meaningful data on persons served by CE. In addition, participating agencies will review evaluation results and offer insights about potential improvements to CE processes and operations.

At least one representative from each participating agency will be sent the draft results of the CE System evaluation, prior to its distribution to the CE Committee. Representatives will have the opportunity to review and provide feedback on the results. While reviewing the data, agency representatives are encouraged to communicate directly with the CE coordinating entity about any concerns or questions that they have, and to be detailed in their suggestions to the CE coordinating entity about how best to interpret and use the evaluation results.

Participant Autonomy

It is crucial that persons served by the CoC's CE system have the autonomy to identify whether they are uncomfortable or unable to answer any questions during the assessment process, or to refuse a referral that has been made to them. In both instances, the refusal of the participant to respond to assessment questions or to accept a referral shall not adversely affect his or her position on the CE's prioritization list.

[Note that some funders require collection and documentation of a participant's disability or other characteristics or attributes as a condition for determining eligibility. Participants who choose not to provide information in these instances could be limiting potential referral options.]

Grievance / Appeal Process

If an individual wish to file a grievance or complaint related to the Coordinated Entry process, they may contact the CoC Lead Agency, in writing at: Cumberland County Community Development, 707 Executive Place, Fayetteville, NC 28305 or by calling 910-323-6112

The CoC is committed to ensuring that no information is used to discriminate or prioritize households for housing and services on a protected basis such as race, color, religion, national origin, sex, age, familial status, disability, actual or perceived sexual orientation, gender identify, or marital status.

The CE participant information packet must include a form that details who the point of contact is for filing and addressing any nondiscrimination complaints, which can be filed by participants if they believe the nondiscrimination policy has been violated in their case during the CE process.

Additionally, this form will describe and provide contact information on how to access the appeal process if they are not satisfied with or have any questions regarding how their complaints are handled. This form must be reviewed at the access point by CE staff, and must be signed by each participant.

Amendments and Updates

In the event, Unrealistic expectations for coordinated entry should be managed throughout the CoC's planning and implementation of a coordinated entry process. That is, increasing the effectiveness of referrals in the crisis response system alone will not increase housing, services, or other resources, nor will it reduce the challenges of serving households who have multiple barriers to obtaining and maintaining housing.

Coordinated entry is an evolving practice. New research, models, and assessment tools are continually being created. A CoC's coordinated entry process must be flexible and responsive to new information about more effective approaches. It must incorporate the changes and improvements recommended through its annual evaluation and consider additional guidance from public and private funders.

VI. COC PLANNING

CoC Strategic Plan

The Collaborative Applicant will be responsible for drafting an annual Continuum of Care Strategic Plan to be reviewed and approved by the Continuum of Care Board. The plan will contain at minimum:

HUD Goals

Continuum of Care Goals

- a. HUD Objectives;
- b. Continuum of Care Local Objectives;
- c. Action Items that identify who and what steps will be taken to address the objectives and achieve the goals; and
- d. Performance measures.

B. System Wide Performance Measurements

The Collaborative Applicant will be charged with collecting and reporting Continuum of Care System Performance Measures. These measures will include at minimum:

- a. Length of time persons remain homeless;
- b. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
- c. Number of homeless persons;
- d. Jobs and income growth for homeless persons in CoC Program-funded projects;
- e. Number of persons who become homeless for the first time;
- f. Homelessness prevention and housing placement of persons defined by Category 3 of HUD's homeless definition in CoC Program-funded projects; and
- g. Successful housing placement.

The purpose of these measures is to provide a more complete picture of how well our community is preventing and ending homelessness. The number of homeless persons measure directly assesses the CoC's progress toward eliminating homelessness by counting the number of people experiencing homelessness both at a point in time and over the course of a year. The six other measures help the CoC to understand how well they are reducing the number of people who become homeless and helping people become quickly and stably housed.

Reductions in the number of people becoming homeless are assessed by measuring the number of persons who experience homelessness for the first time (#5), the number who experience subsequent episodes of homelessness (#2), and homelessness prevention and housing placement for people who are unstably housed (Category 3 of HUD's homelessness definition) (#6). Achievement of quick and stable housing is assessed by measuring length of time homeless (#1), employment and income growth (#4), and placement when people exit the homelessness system (#7).

The performance measures are interrelated and, when analyzed relative to each other, provide a more complete picture of system performance. Data Quality and Standards are addressed in the HMIS policies and procedures.

C. Needs and Gaps Analysis

The Collaborative Applicant is responsible for conducting and reporting to the Continuum of Care Board an

annual gaps and needs analysis of housing and services in the homeless system of care. The Collaborative Applicant may use HMIS data, performance data, point in time surveys, and agency surveys for data collection.

D. Point in time Count

Regulatory Citation:

HUD Guidance Documents and Resources: Notice CPD-13-011: 2014 HIC and PIT of Homeless Persons Data Collection Guidance https://www.onecpd.info/resources/documents/Notice-CPD-2014-HIC-and-PIT-Data-Collection-Notice.pdf

The Continuum of Care Collaborative Applicant will lead the Continuum of Care in conducting an annual point in time count of the homeless in compliance with HUD standards. The count date will be scheduled in consultation with the CoC in order to coordinate the count with Continuum of Cares statewide.

The sheltered count will be conducted using the HMIS system and its equivalent for non-contributing HMIS organizations. The unsheltered count will be conducted using a comprehensive geographical blitz strategy.

The CoC will conduct only a basic point in time count during even numbered years and an enhanced point in time count and homeless needs survey during odd numbered years.

The Collaborative Applicant will report the results of the point in time count at a public meeting and forum during the first quarter of the year known as the State of the Homeless Address.

The Collaborative Applicant is responsible for reporting the point in time findings to HUD accurately and on time through the Homeless Data Exchange system (HDX). The Collaborative Applicant is the recognized administrator and manager of the CoC's HDX account.

E. Housing Inventory Chart (HIC)

Regulatory Citation

HUD Guidance Documents and Resources: Notice CPD-13-011: 2014 HIC and PIT of Homeless Persons Data Collection Guidance https://www.onecpd.info/resources/documents/Notice-CPD-13-011-2014-HIC-and-PIT-Data-Collection-Notice.pdf

In consultation with each of the CoC's Program project applicants the Collaborative Applicant is responsible to assure the timely submission and accuracy of the Housing Inventory Chart (HIC) The HIC represents the official inventory of housing available within the CoC for emergency shelter, safe haven, transitional, permanent supportive, permanent, and other permanent housing exclusively for persons experiencing homelessness. The HIC is used to calculate the CoC's unmet need for housing, calculating beds dedicated and prioritized for the chronically homeless.

VII. EMERGENCY SOLUTIONS GRANT

Domestic Violence, Dating Violence, Human Trafficking, Sexual Assault, and Stalking Victims

The Consolidated Appropriations Act of 2022, which includes the Violence Against Women Act Reauthorization Act of 2022, reauthorizes, amends, and strengthens, VAWA. For purposes of VAWA grants, VAWA 2022 revises the definition of "domestic violence" and adds the definitions of "economic abuse" and "technological abuse."

"DOMESTIC VIOLENCE. – This term includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who –

- (A) is a current or former spouse or intimate partner of the victim, or person similarly situation to a spouse of the victim;
- (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- (C) shares a child in common with the victim; or
- (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction."¹

"ECONOMIC ABUSE. – This term 'economic abuse;, in the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, us, or maintain economic resources to which they are entitle, including using coercion, fraud, or manipulation to –(A) restrict a person's access to money, assets, credit, or financial information; (B) unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; of (C) exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty."²

"TECHNOLOGICAL ABUSE. – This term 'technological abuse' means an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces, and platforms, computer, mobile devices, cameras and imaging program, apps, location tracking devices or communication technologies, or any other emerging technologies."

VAWA 2022 adds HUDS' Section 202 Direct Loan and Housing Trust Fund⁴ programs to the list of HUD's housing programs covered by VAWA and applies to the following HUD housing programs⁵:

Public Housing;

Housing Choice Voucher;

Project-based Section 8 and Section 8 Moderate Rehabilitation Single Room Occupancy;

Section 202 Supportive Housing for the Elderly, including Section 202 Direct Loan;

Section 811 Supportive Housing for Persons with Disabilities;

Housing Opportunities for Persons with AIDS (HOPWA);

HOME investment Partnerships (HOME);

Emergency Solutions Grants and Continuum of Care program;

Multifamily rental housing under Section 221(d)(3) of the National Housing Act with a below-market interest rate (BMIR) pursuant to Section 221(d)(5);

Multifamily rental housing under Section 236 of the National Housing Act; and Housing Trust Fund program.

VAWA 2022 add a new section to VAWA, which provides that it is illegal for A PHA or owner or manager of covered housing to coerce, intimidate, threaten interfere with, or retaliate against any person who exercise or assists or encourages a person to exercise any rights or protections under VAWA's housing provisions.

Right to Report Crime and Emergencies

VAWA 2022 adds a new section to VAWA, which provides that landlords, homeowners, tenants, residents, occupant, and guests of, and applicants for, housing shall have the right to seek law enforcement or emergency assistance on their own behalf or on behalf of another person in need of assistance. This section also prohibits penalizing or threatening to penalize⁸ persons because they requested assistance or report criminal activity of which they are a victim or otherwise not at fault under the laws or policies adopted or enforce by "covered governmental entities."

Changes to the McKinney-Vento Homeless Assistance Act Definition of Homelessness

For the purposes of programs such as the Emergency Solutions Grants and Continuum of Care Program, VAWA 2022 amended Section 103(b) of the McKinney-Vento Homeless Assistance Act to require HUD to consider homeless any individual or family who-

- (1) is experiencing trauma or a lack of safety related to, or fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, including where the health and safety of children are jeopardized.
- (2) has no other safe residence; and
- (3) lacks the resources to obtain other safe permanent housing.

CoC Program Eligible Activities

VAWA 2022 amends section 423(a) of the McKinney-Vento Homeless Assistance Act to add the following expressly eligible CoC Program activity: "(13) Facilitating and coordinating activities to ensure compliance with [the emergency transfer plan requirement in 34 U.S.C. 12491(e)] and monitoring compliance with the confidentiality protections of [the confidentiality requirement in 34 U.S.C. 12491(e)(4)]."

¹ 34 U.S.C. 12291(a)(12).

² 34 U.S.C. 12291(a)(13).

³ 34 U.S.C. 12991(a)(40).

⁴ When HUD issued regulations in 2016 to implement the 2013 VAWA reauthorization, HUD included the Housing Trust Fund in its regulatory definition of "covered housing program" by using its general rulemaking authority.

⁵ 34 U.S.C. 12291(a)(3).

⁸ Penalties prohibited include (1) actual or threatened assessment of monetary or criminal penalties, fines, or fees; (2) actual or threatened eviction; (3) actual or threatened refusal to rent or renew tenancy; (4) actual or threatened refusal to issue an occupancy permit or landlord permit; and (5) actual or threatened closure of the property, or designation of the property as a nuisance or a similarly negative designation. 34 U.S.C. 12495(b)(2).

⁹ This means any municipal, county or State government that receives funding under section 106 of the Housing and Community Development Act of 1974.

The CoC prohibits all victim service providers from using HMIS. The CoC hopes that these provisions shall protect the safety and maintain the confidentiality of victims.

Emergency Transfer Plan

In accordance with the Violence Against Women Act (VAWA), CoC-Funded or ESG-funded projects shall allow tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of the COC-Funded or ESG-funded project to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether the CoC-Funded or ESG-funded project has another dwelling unit, that is available and that the tenant feels is safe, to offer the tenant for temporary or more permanent occupancy. This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security.

ESG-funded projects must ensure that the Notice of Occupancy Rights and the Certification Form is provided to tenants any time a household or individual is:

- Accepted into the housing program;
- Denied entry to the housing program;
- Receives an eviction notice; and/or
- Notified their assistance is being terminated.

Eligibility for Emergency Transfers

A tenant in a CoC-Funded or ESG-funded project is eligible for an emergency transfer if the tenant:

- Is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L; and
- Expressly requests the transfer due to either of the following:
 - The tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit; or
 - o If the tenant is a victim of sexual assault, the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall submit an emergency transfer request directly to the housing provider. Reasonable accommodations to this policy for individuals with disabilities will be provided. The tenant's written request for an emergency transfer should include either:

- 1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under the ESG-funded program; OR
- 2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

The CoC-Funded or ESG-funded projects must retain records of all emergency transfer requests and their outcomes for a period of 5 years following the grant year of the program in which the household was a participant and report them to HUD annually.

Confidentiality

All CoC-Funded or ESG-funded projects will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives the housing provider written permission to release the information on a time limited basis, or disclosure of the information is required by law, or required for use in an eviction proceeding against the abuser or perpetrator, or hearing regarding termination of the abuser's or perpetrator's assistance under the program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant.

Emergency Transfer Timing and Availability

The CoC-Funded or ESG-funded project cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. The CoC-Funded or ESG-funded project will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. The CoC-Funded or ESG-funded project may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If the CoC-Funded or ESG-funded project has no safe and available units for which a tenant who needs an emergency is eligible, the CoC-Funded or ESG-funded project will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. Local housing providers may enter into a Memorandum of Understanding (MOU) detailing collaboration specifically regarding domestic violence emergency transfer requests. Also, when a PSH unit becomes available and enters the Case Conference process according to the CoC's Coordinated Entry Policies and Procedures, individuals who have an emergency transfer request pending will have priority for the available unit.

At the tenant's request, the CoC-Funded or ESG-funded project will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe. Tenants who are or have been victims of domestic violence are encouraged to utilize the national and local resources found on the CoC's website and in other materials.

Non-Discrimination Provisions

Pursuant to civil rights laws, including, but not limited to the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Title II and III of the Americans with Disabilities Act, all CoC and ESG- funded projects must comply with federal nondiscrimination provisions.

This also includes HUD's final rule, "Equal Access in Accordance with an Individual's Gender Identity," which states that agencies must ensure equal access to HUD programs regardless of gender identity. The rule is particularly pertinent to projects serving one sex or projects separating dormitories by sex, whereby agencies must provide all individuals, including transgender and other individuals who do not identify with the sex they were assigned at birth, with access to projects, benefits, services, and accommodations in accordance with their gender identity without being subject to intrusive questioning or being asked to provide documentation.

Equal Access and Gender Identity

Pursuant to 24 CFR Part 5: Equal Access in Accordance with an Individual's Gender Identify in Community Planning and Development Programs, the CoC ensures equal access to individuals in accordance with their gender identity. More specifically, the CoC shall strive to uphold the following general provisions stated within the Final Rule:

- All CoC and ESG funded projects must recognize that a difference may exist between an individual's gender identity and their sex assigned at birth;
- All CoC and ESG funded projects must recognize that a difference may exist between an individual's actual gender identify and perceived gender identity;
- All CoC and ESG funded projects may not deny access to a single-sex emergency shelter or facility because the provider possesses identity documents indicating a sex different from the gender with which the resident or potential person identifies;
- All CoC and ESG funded projects may not consider the resident or potential resident ineligible for an emergency shelter or other facility because their appearance or behavior does not conform to gender stereotypes; and
- All CoC and ESG funded projects may not ask questions or otherwise seek information or documentation concerning a person's anatomy or medical history related to their gender identity or expression.

In addition, the CoC shall expect that all CoC and ESG funded agencies complete the following in order to ensure compliance with the Final Rule:

- Develop written policies and procedures ensuring compliance with the rule;
- Update staff, volunteer, and contractor trainings to comply with the written policies and procedures;
- Educate persons on the agency's/project's commitment to comply with the Equal Access Final Rule; and
- Make the agency's/project's policies and procedures readily available to the persons.

VIII. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

A. Homeless Management Information System Overview: A Homeless Management Information System (HMIS) is a computerized data management and sharing system often implemented across an entire Continuum of Care (CoC). There are two primary purposes of a HMIS. First, to increase effectiveness and efficiency of service delivery within a CoC facilitating collaboration among service providers. Second, to provide data to the HMIS stakeholders regarding the state of homelessness and program effectiveness. The HMIS is composed of the data generated by all programs and agencies who provide services to homeless households. Most federally funded programs that serve these populations must record participant data in HMIS.

B. HMIS Terminology

- i. Participation Intake A point in an agency's workflow when a participant is added to the HMIS.
- ii. Continuum of Care (CoC) an integrated collection of agencies serving the homeless.
- iii. Contributing HMIS Organization (CHO) an organization who enters data into the HMIS.
- iv. Data Quality data accuracy and completeness.
- v. Data Standards Department of Housing and Urban Development publishes technical and data standards.
- vi. De-identification data where all personal identifying information has been removed.
- vii. Encryption the process of encrypting data for the purposes of safe storage or transmission.
- viii. End-User an HMIS End-User is an individual with access to the HMIS.
- ix. HMIS Participation Notice posted notice explaining HMIS purpose and benefits.
- x. Inferred Consent consent inferred by End-User as to a participant's desire to participate in the HMIS.
- xi. Informed Consent consent given by a participant after demonstrating the purpose and benefits of participation.
- xii. Metadata information describing data, e.g., the date an assessment was modified.
- xiii. Personal identifying information any information which may be used to identify a participant, whether directly or indirectly.
- xiv. Program-specific Data Elements data elements required to be collected for specific programs in HMIS.
- xv. Scan Cards barcoded identification cards provided to participants for ease of data collection and entry into services.
- xvi. Unduplicated Count a count of participants where no two records represent the same participant.
- xvii. Universal Data Elements data elements required to be gathered by all participating HMIS agencies.
- xviii. Written Consent a written and signed consent.

C. Roles and Responsibilities

- i. HMIS Software Provider: The current HMIS software provider (HSP) will be required to meet the HUD Approved Goals and Objectives for the CoC Homeless Assistance Grant HMIS project, comply with rules outlined in HMIS Data Manual and ESG Program HMIS Manual, provide required data elements in a format specified in the HMIS Data Standards Dictionary, and meet recommended security and privacy standards stated in HUD Data and Technical Standards. The HSP will develop and maintain the HMIS reports outlined in the HMIS Data Standards Manual and HMIS Standard Reporting Terminology Glossary.
- ii. HMIS Lead Agency: The HMIS Lead Agency will manage the system-wide implementation of the HMIS on behalf of the Continuum of Care. It is the HMIS Lead Agency's responsibility to act as an agent for the CoC in regards to the day-to-day operations of the HMIS. The HMIS Lead Agency will work collaboratively with the HMIS Governance Committee to make recommendations to the CoC Board regarding the planning, participation, coordination of resources, coordination of data integration, security and privacy features, and determination of policies and procedures. The HMIS Lead Agency is responsible for

Homeless Management Information System (HMIS)

- managing the HMIS Software Provider contract. The HMIS Lead Agency will manage the HMIS budget and the application for funding through the Continuum of Care Program Competition. The HMIS data will be aggregated by the HMIS Lead Agency to keep the CoC apprised as to the local state of homelessness.
- iii. Mandatory Contributing HMIS Organization: A Mandatory Contributing HMIS organization (MCHO) is any organization contributing data to HMIS and is required to do so by its funding source. These projects must collect all Universal Data Elements and Program Specific Elements respective to the type of the program. On an annual basis MCHOs will be required to execute a HMIS Cumberland County Continuum of Care NC 511 Homeless Management Information System Participation Agreement.
- iv. Voluntary Contributing HMIS Organization: A Voluntary Contributing HMIS Organization (VCHO) is any organization not required by its funding source to enter data into HMIS, however, the agency is participating in the HMIS as a contributing agency. The participant requirements for a VCHO are the same as an MCHO.
- v. Non-Contributing HMIS Organization: A Non-Contributing HMIS Organization (NCHO) is any agency that has been approved by the CoC Board of Directors to have "read-only" access to the HMIS. An NCHO is not required to enter any data into HMIS. An NCHO will not enter any data into HMIS.
- vi. HMIS Governance Committee: HMIS Governance Committee is responsible for making final recommendations to the CoC Board on the planning, participation, implementation, and ongoing oversight of the single HMIS and the HMIS Lead Agency. The HMIS Governance Committee is established in accordance with the Fayetteville Cumberland Count Continuum of Care NC511.
- vii. HMIS End-User: An HMIS End-User is an individual with access to the HMIS. An End-User must act in accordance with the requirements placed about contributing HMIS agencies. Annually each End- User will be required to execute the CoC HMIS End User Security and Privacy Agreement.

D. Privacy Plan

The Privacy plan will be articulated in the Cumberland County Continuum of Care NC 511 Homeless Management Information System Participation Agreement and the CoC HMIS End User Security and Privacy Agreement.

E. Security Plan

The Security Plan will be articulated in the Cumberland County Continuum of Care NC 511 Homeless Management Information System Participation Agreement and the CoC HMIS End User Security and Privacy Agreement.

F. Data Quality Plan

The Data Quality Plan will be articulated in the Cumberland County Continuum of Care NC 511 Homeless Management Information System Participation Agreement and the CoC HMIS End User Security and Privacy Agreement.

III. Education Access Policy

The NC-511 Continuum of Care does not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Homeless Assistance Act as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and/or other laws pertaining to the provision of educational and related services to individuals and families experiencing homelessness.

CoC and ESG funding recipients are required to inform families and unaccompanied youth of all rights as stated in the McKinney-Vento Act. Furthermore, programs shall collaborate with local school district homeless liaison(s) to allow for a smooth transition to continued service and support for educational needs.

Project sponsors of CoC- and ESG-funded programs that provide housing or services to families will designate a

Homeless Management Information System (HMIS)

staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under the HEARTH Act.

The Collaborative Applicant will take the educational needs of children into account when families are placed in emergency or transitional shelter and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education.

FAYETTEVILLE/ CUMBERLAND COUNTY CONTINUUM OF CARE ON HOMELESSNESS BYLAWS

As Amended and approved by the Cumberland County Continuum of Care on Homelessness

ARTICLE I Organization

Section 1. Name

The name of the organization is the Fayetteville/Cumberland County Continuum of Care on Homelessness, with the HUD designation as COC NC-511 (hereinafter referred to as "CoC"). The CoC shall be a 501(c)3 nonprofit organization incorporated under the laws of the State of North Carolina and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Section 2. Geographic Area

The geographic area served by the CoC includes all of Cumberland County, its cities, towns, and unincorporated areas, unless changed by a majority vote of the CoC.

Section 3. Address

The principal address of the CoC shall be at the office of Cumberland County Community Development at 707 Executive Place, Fayetteville, North Carolina 28305, unless changed by the CoC.

The organization may at its pleasure by a vote of the Board of Directors, change its name, geographic area, and principal address.

Section 4. Fiscal Year

The Fiscal Year of the CoC shall be October 1 to September 30, or such other period as shall be adopted by majority vote of the Board of Directors.

ARTICLE II Mission / Purpose

Section 1. Mission

The Mission of the CoC is to facilitate the coordination of the community's human services agencies and the community-at-large in order to adequately set strategies for addressing the needs of Cumberland County's vulnerable populations to include homeless persons and those persons at-risk of becoming homeless through the Continuum of Care System.

Section 2. Purpose

The purpose of the CoC is to serve the main priorities of the US Department of Housing & Urban Development. These include operating a functional CoC, implementing a coordinated entry system, managing the Homeless Management Information System (HMIS), and strategically planning for the CoC, and preparation of the annual application for funds.

The CoC was established in response to a mandate from the U.S. Department of Housing and Urban Development (HUD) for local coordination in addressing homelessness. These bylaws outline the governance for the CoC, its Board, and its Committees as mandated by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, which codifies in law the Continuum of Care planning process (Section 1504) and the Continuum of Care Interim Rule, 24 CFR Part 578.

The CoC is a non-profit organization 501 (c)(3) of the Internal Revenue Code of 1986. Its responsibilities are to adopt such rules and operating procedures as it deems necessary to carry out its duties under Local, State and Federal legislation. The CoC shall have the power, directly or indirectly, alone or in conjunction, or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which it is organized. And to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

Section 3. Objectives

The objectives of the CoC are strategically aligned with HUD's stated purpose of the CoC Program to:

- 1. Promote community-wide commitment to the goal of ending homelessness by providing for the basic needs of homeless individuals and families, regardless of race, color, ethnic origin, primary language, sex, or religious creed. The CoC will provide a comprehensive response that ensures homelessness is prevented or abbreviated whenever possible with the understanding that individuals have the right to self-determination.
- 2. Provide funding for efforts to increase the re-housing of individuals and families who are homeless, and decrease the trauma and dislocation caused by homelessness;
- 3. Establish community-wide systems' approach with interagency coordination to alleviate poverty;

- 4. Promote access to and the effective use of mainstream programs; and
- 5. Optimize self-sufficiency among individuals and families experiencing homelessness.

Section 4. Governance By-Laws

These By-Laws will serve as the CoC Governance By-Laws and will be reviewed by the CoC at minimum of 5 years to stay updated, and preferably reviewed bi-annually. Any proposed changes to the By-Laws will be, as recommended by the by-law committee, brought for a vote during a CoC Board of Directors meeting and the "Amendments" report recorded in the minutes of the BOD meeting in which the vote was held.

ARTICLE III Structure and Responsibilities

Section 1. Structure

The CoC will be governed by its elected members as the Board of Directors, which shall exercise all powers of the CoC unless herein otherwise indicated. The CoC will have standing committees and ad hoc committees, from time to time, led by a committee chairperson. The CoC Board of Directors will be led by the elected Chairperson of the Board of Directors. The Standing Committees along with the Ad Hoc committees that are formed, will steer the vision and recommend the direction of the Board of Directors, ensuring that the CoC as a whole will continually move forward in the endeavor of making homelessness, rare, brief and non-recurring.

Section 2. Powers of CoC

Solely for the above purpose, the CoC is empowered to exercise all rights and powers conferred by the laws of the State of North Carolina upon non-profit corporations, including but not limited to the right and power to receive gifts, devises, bequest and contributions in any form, and to use, apply invest and reinvest the principal and/or income there from or distribute the same for the above purposes.

Section 3. Responsibilities of the CoC. 24CFR § 578.7 HUD

The primary purpose of the CoC is to carry out the responsibilities of a Continuum of Care as defined by the US Department of Housing and Urban Development (HUD) which are: operating the CoC, designating an HMIS for the CoC, and planning for the CoC. It is the responsibility of the CoC to adopt such rules and operating procedures as it deems necessary to carry out its responsibilities under local, State and Federal legislation.

The CoC plans and coordinates a comprehensive housing and services delivery system consisting of emergency, transitional, and permanent housing, and services that address the various needs of homeless persons and persons at risk of being homeless.

Specific responsibilities include but are not limited to the following:

1. Operating the CoC

- a. Hold meetings of the full membership with published agendas, making invitations for new members to join publicly available within the Cumberland County geographic area.
- b. Adopt and follow a written process to select a board to act on behalf of the CoC which is to be reviewed, updated, and approved by the CoC at least once every 5 years.
- c. To establish and oversee a coordinated entry system (CES) that provides an initial, comprehensive assessment of the needs of at-risk and homeless individuals and families for housing and services.
 - i. Develop written policies and procedures for coordinated entry that are approved by the CoC before implementation of CES. A CoC approved CES Policy and Procedures Manual must be in place before implementation pursuit to 24CFR § 578.7(a)8.
 - ii. As required under 24 CFR 576.400(d) and 578.7(a)(8), each CoC and each ESG recipient operating within the CoC's geographic area must also work together to ensure the CoC's coordinated entry process allows for coordinated screening, assessment and referrals for ESG projects consistent with the written standards for administering ESG assistance established under 24 CFR 576.400(e). Once the CoC establishes or updates its coordinated entry process to meet the requirements established by HUD and 24 CFR 578.7(a)(8), all CoC program recipients and subrecipients must begin using that process as required under 24 CFR 578.23(c)(9) and (11). However, as provided in section 578.23(c)(9), a victim service provider may choose not to use the CoC's coordinated entry process, if victim service providers in the area use a coordinated entry process that meets HUD's requirements and the victim service provider uses that system instead.
 - iii. The HMIS/CE Committee will annually review and recommend the performance of the Coordinated Entry System process.
- d. To prepare and oversee an application for federal funds targeted to homelessness which includes:
 - i. Establishing priorities for funding projects within the geographic area(s);
 - ii. Determining which applications can be received for consideration;
 - iii. Selecting the applications being submitted for funding.
 - iv. Designating an eligible applicant to serve as the Collaborative Applicant (CA) or Unified Funding Agency (UFA) to submit applications on behalf of the CoC;
 - v. The Governance/Nominating Committee will annually review the performance of the Collaborative Applicant or Unified Funding Agency.

- e. To ensure homeless resources are invested efficiently and effectively in programs that meet the needs of the community, ensuring they are high performing. Action may be taken to eliminate providers with low performances.
- f. To monitor program and system performance using performance measures established by the US Department of Housing and Urban Development (HUD) and report the outcomes of ESG and CoC projects to HUD and other funders as required.
- g. In consultation with recipients of Emergency Solutions Grants (ESG) & CoC program funds within the geographic area, establish, and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - i. Policies and procedures for evaluating individuals' and families' eligibility for assistance;
 - ii. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - iii. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - iv. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance; and
 - v. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.

2. Designation of a CoC Homeless Management Information System (HMIS)

- a. Designate an eligible applicant to manage the HMIS;
- b. Ensure consistent participation of recipients and subrecipients in the HMIS and ensuring the HMIS is administered in compliance with requirements prescribed by HUD; and
- c. The HMIS/CE Committee of the CoC will provide oversight for HMIS issues. The HMIS/CE Committee will review the performance of the HMIS Lead Agency and HMIS Manager annually.

3. Planning for the CoC

- a. To coordinate and implement a system to meet the needs of the homeless population and subpopulations within the geographic area, including:
 - i. Planning for and conducting point-in-time counts of homeless persons within the geographic area;
 - ii. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

- iii. Consulting with state and local government Emergency Solutions Grants program recipients within the CoC on the plan for allocating Emergency Solutions Grants program funds; and
- iv. Reporting on and evaluating the performance of Emergency Solutions Grants and Continuum of Care funding program recipients and sub-recipients.

Section 4. Distribution Upon Dissolution.

In the event of a dissolution of the CoC, assets lawfully available for distribution shall be reallocated to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of CoC hereunder shall be selected at the discretion of a majority of the managing Body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the CoC by one (1) or more of its managing Body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of North Carolina.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the CoC then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of North Carolina to be added to the general fund.

ARTICLE IV CoC Membership

Section 1. General Membership

To the extent feasible, the membership of the CoC shall represent the diverse population residing in the geographic service areas of the CoC.

Membership is open to interested individuals and relevant organizations, including, but not limited to:

- Nonprofit homeless assistance providers
- Victim service providers
- Faith-based organizations

- Hospitals/health systems
- Affordable housing developers

- Governments
- Businesses
- Advocates
- Public housing agencies
- Educational institutions
- Social service providers
- Mental health agencies

- Homeless and formerly homeless individual(s)
- Corrections
- Emergency responders
- Indigent legal defense/legal aid
- Youth advocates
- Street outreach teams,
- Law enforcement
- Organizations that serve veterans

Participation in the CoC is open to any organization or individual who wishes to dedicate their time to accomplish the mission of the CoC. Anyone who attends any meeting(s) will be considered a "participant," unless they have *completed the steps to become a member as defined below.*

Participant- Individual who attends meetings but has not submitted an application for membership and has no voting rights.

Member- Individual or agency representative who has submitted the membership packet and been reviewed and presented as a member via notice to the BOD.

Active Member- Individual or agency representative who has submitted the membership packet and been reviewed and presented as a member via notice to the BOD. An Active Member has voting rights after attending two BOD, Member, or Committee meetings. To maintain Active Member status, the individual or agency representative must have attended at least 40% of the regularly scheduled Member meetings in the previous 12 months.

Board Officers- Individuals who hold one of the following offices through election or appointment as defined in Article VI: Chairperson, Vice Chairperson, Secretary, Treasure, Lead Agency *Ex-Officio*, or City *Ex-Officio*.

Board Members-at-Large-Individuals who have been elected to the BOD as defined in Article VI, consisting of the Members-at-Large.

Lead Agency Ex-Officio- Individual representing the Lead Agency (Cumberland County Community Development Department). This is an appointed position.

City Ex-Officio- Individual representing the City of Fayetteville's Community and Economic Development Department. This is an appointed position.

Section 2. Member/Active Member Duties

A. The Members shall be responsible for the following:

- Attending Members Meetings on a regular basis.
- Participating in standing committees, working groups, and/or special initiatives as appropriate.
- Adhering to the CoC's Code of Conduct, Recusal Process, and Conflict of Interest Policy contained herein.
- B. Active Members shall also have these additional responsibilities:
 - Approving minutes or Members Meetings.
 - Voting in general elections and at such other times as required. Members may add items to the agenda upon approval by the appropriate Committee.
 - There shall be only one vote per organization/agency.

ARTICLE V Board of Directors

Section 1. Board of Directors (BOD) Role, Size and Compensation

The Board of Directors is responsible for the overall policy and direction of the organization and it delegates responsibility of day-to-day operations to the officers and committees.

The Board of Directors (BOD) shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Lead Agency Ex-officio (this is not an elected position), City Ex-officio (this is not an elected position), and up to 10 additional Board Members. The total number of the BOD cannot exceed 16 members and must have at least six (6) members. All Board Members shall be individuals supportive of the purposes stated in Article II of the By-Laws. The Board Members must declare their interests, properties, employment, board positions etc. that might relate to CoC business.

The BOD will include at least one homeless or formerly homeless individual and consist of representatives from active CoC provider agencies including, but not limited to: emergency shelters, transitional housing providers, permanent supportive housing providers, domestic violence shelters, local homeless service providers, and community-based social service organizations, and other members from the general public including, but not limited to: as for mentioned homeless or formerly homeless persons and family members, faith-based organizations, private business, advocates and local government. No more than one member of the Board may be from the same agency. The CoC Lead Agency shall have one position on the Board of Directors, *ex-officio*. This is not an elected position. *No Board Officer or Member-at-Large shall receive funding from NC-511 ESG or NC-511 CoC during their tenure.*

Section 2. Conflict of Interest

- a. *Procurement:* For the procurement of property (goods, supplies, or equipment) and services, the recipient and its sub-recipients must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).
- b. *Funding Decisions*: No CoC 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.
- c. Organizational Conflict: An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance, or when a covered persons, as described in the next section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a Board Member of an applicant participates in decision of the CoC concerning the endorsement of or award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when and if an employee of a recipient or sub-recipient participates in making rent reasonableness determinations under §578.49(b)(2) and §578.51(g) and housing quality inspections of property under §578.75(b) that the recipient, sub-recipient, or related entity owns.
- d. Other conflicts. For all other transactions and activities, the following restrictions apply: No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its sub-recipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.
- e. *Exceptions*. Upon the written request of the CoC or member thereof, HUD may grant an exception to applicable federal requirements on a case-by-case basis, according to criteria and a process set forth further in federal regulations (see: 24 CFR § 578.95 Conflicts of interest).
- f. Each of the Board of Directors will be responsible for updating their Conflict of Interest form annually throughout their term on the Board. This form will be given to the Board of Directors Secretary for recording purposes and then given to the Lead Agency to house.

Section 3. Code of Conduct

Each of the BOD will be responsible for updating their Code of Conduct annually throughout their term on the Board. This form will be given to the Board of Directors Secretary for recording purposes and then given to the Lead Agency to house.

Section 4. Duties of the Board of Directors

Board of Directors responsibilities include, but are not limited to:

- 1. Recruit and Nominate individuals to serve on the BOD;
- 2. Attend Board of Directors' meetings;
- 3. Vote on the minutes, treasurer's report, and meeting adjournment, along with all other matters considered during a board meeting. These votes will be decided by 50% + 1 vote.
- 4. Oversee HUD's programs' application process;
- 5. Review and comment on local homeless legislation;
- 6. Monitor the implementation of the CoC Action Plan and any other CoC strategic plans;
- 7. Research and report community input on homelessness;
- 8. Develop an annual plan with specific goals and objectives for the CoC and for each committee;
- 9. Establish and operate a centralized or coordinated assessment system in consultation with recipients of HUD funding; and
- 10. Members may also be responsible for other duties that may arise from time to time to include duties that fall outside of the realm of Member Agency voting responsibility.

Section 5. Other BOD Duties

The BOD shall select a lead agency for the CoC. The lead agency will designate personnel to act as a CoC Coordinator to advise and assist in carrying out the following duties:

- 1. Establish format for conducting meetings;
- 2. Develop meeting agendas, protocol, and conflict resolution procedures;
- 3. Define roles and responsibilities;
- 4. Maintain group process;
- 5. Prepare grant applications annually with the assistance of grant applicants and Lead Agency;
- 6. Work closely with other regional CoC Coordinators;

- 7. Assist the Program Evaluation and Data Performance Committee in assessing CoC provider performance and act on those assessments;
- 8. Assist with strategic planning efforts;
- 9. Assist the Executive Committee in establishing goals, objectives, and action steps;
- 10. Delegate responsibilities; and
- 11. Fulfill all other duties as set forth in their job description.

ARTICLE VI Board Officers

Section 1. Board Officers

The Board Officers shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Lead Agency Ex-officio, and City Ex-officio. These Board Officers shall have all the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors, except for the power to amend the Bylaws and Policy and Procedures. *The Board Officers shall be subject to the direction and control of the full Board*.

Section 2. Duties of the Chairperson, Vice Chairperson, Secretary, Treasurer, Exofficios, and Board Members

- 1. The Chairperson shall:
 - a. Preside at all regular CoC meetings and BOD meetings and shall have such other powers and duties consistent with these bylaws as may be assigned from time to time by the BOD
 - b. Coordinate activities of the CoC and work closely with appropriate CoC provider agencies;
 - c. Set the agenda and preside at CoC meetings;
 - d. Serve as a liaison between the CoC and other groups and organizations;
 - e. Communicate with and regularly report to the CoC;
 - f. Perform other miscellaneous functions, as developed, or designated by the CoC;
 - g. Sign approved reports, agreements and government required filings on behalf of the CoC;
 - h. Votes only when there is a tie to break the impasse; and
 - Appoint interim chairs for the ad hoc committees giving prior notice to the BOD of the designated Ad Hoc Chairperson.
- 2. The Vice Chairperson shall:
 - a. Assume the Chairperson's duties if the Chairperson is unable to do so;

- b. In the case of permanent inability of the Chairperson, act temporarily as Chairperson until the BOD elects a new Chairperson;
- Coordinates and communicates regularly with committees to encourage compliance;
- d. Supports new membership engagement; and
- e. Serve as special projects liaison.

3. The Secretary shall:

- a. Ensure that all minutes of meetings, membership records, and records of the CoC business are compiled and preserved and maintained by the CoC Lead Agency;
- b. Distribute minutes of meetings to the members;
- c. Maintain a list of currently active agencies and their representatives;
- d. Perform other duties, as designated by the CoC;
- e. Send all legal notices and distribution of documents; and
- f. Utilize approved letterhead for correspondence.

4. The Treasurer shall:

- a. Manage the finances of the CoC and ensure that accurate financial records are kept;
- b. Open and maintain a bank account and deposits funds in that account and manage the signers on the account. There shall be two (2) signers chosen from members of the CoC Board;
- c. Prepare and present a Treasurer's Report for approval at regularly scheduled CoC meetings; and
- d. Perform other duties, as designated by the CoC.

5. The Board Members shall:

- a. Ensure the mission and responsibilities of the CoC are followed.
- b. Facilitate Coordinated Entry as appropriate for their scope of work.

6. Lead Agency Ex-officio:

- a. Promote community-wide commitment to the goal of ending homelessness;
- Maintain CoC Board of Director and CoC Committee meeting agendas and minutes.
 Meeting agendas will be posted to the Fayetteville/Cumberland County Continuum of Care website in a timely fashion, and no less than 72 hours prior to the meeting times; and
- c. Keep the CoC Board of Directors up to date on relevant changes in HUD rules and regulations;
- d. Conduct the HUD CoC Program Grant process;
- e. Produce Annual Reports including:

- i. State of the Homeless Address report on homeless services needs and gaps
- ii. Point in Time Count (PIT)
- iii. Housing Inventory Chart (HIC)
- iv. Annual Homeless Assessment Report (AHAR)
- v. CoC Program Grant Score Debrief and Improvement Report
- f. Develop CoC performance targets appropriate for each population and program type based on HUD; performance standards identified in HUD guidance, NOFAs, and notices;
- g. Conduct Performance Monitoring, Evaluation and Reporting of all CoC Program and ESG Program Recipients and Subrecipients;
- h. Serve as the HMIS Administrator, operating the HMIS compliant with the HUD HMIS CoC Program Grant and data collection and reporting standards; and
- i. Coordinate and facilitate collaboration, training, and technical assistance among agencies to ensure successful planning and partnerships in the Continuum of Care geographic area.

7. City Ex-officio:

a. Assist the Lead Agency in the duties listed above and act in an advisory capacity to the BOD.

Section 3. Elections and Voting for Board Members and Board Officers

The current BOD will establish the new process going forward from the date of adoption. The initial year of **2018-2019** began with staggered terms so that the positions are on a three-year rotation. The staggered terms will be as follows: two (2) Board Officers and three (3) Board Members will serve for a one (1) year term; one (1) Board Officer and four (4) Board Members will serve for a two (2) year term; and one (1) Board Officer and (3) Board Members will serve a three (3) year term.

Thereafter, Board Members and Board Officers shall be elected for a three- year term. Board Officers shall be limited to two (2) two consecutive terms in the same position or any combination of officer positions. After an absence of one (1) year from that last position, they become eligible for nomination to an officer position. However, retiring officers continue to serve on the CoC BOD, if elected, by nature of Board Members being eligible to serve three consecutive terms. Being required to step away from the Board Officer position because of limitation on the number of years of service does not void or negate the by-laws which allow Board Members to be eligible to serve up to three terms on the BOD before being required to step away for one (1) year. The loss of the knowledge and experience of the retiring Board Officer would be an unnecessary void for the CoC.

The term limits for Board Members will consist of up to 3 consecutive 3-year terms (e.g., 1 term equals 3 years, making the total limit of terms 9 years), after which they must wait one (1) year before being eligible for selection to a Board Member position.

All Active Members are eligible to vote during elections. Voting will be conducted by secret ballot. The candidate with a 50% + 1 vote, with a quorum present as defined in Article IX, Section 2, will become the new Board Member or Board Officer. In the case of the Chair having completed all consecutive terms, the Vice Chair is automatically nominated for the Chair position.

The process to select the CoC Board Members will be transparent, inclusive, and democratic in nature. The CoC Board Member selection process will include consideration of geographic balance, representation of homeless subpopulations, and knowledge of the issues pertaining to the Continuum of Care and/or persons experiencing homelessness in the region.

To solicit new Board Members, an invitation will be extended by the Governance/Nominating Committee to the CoC, Stakeholders, and Community by requesting potential members to submit a resume and complete a brief application. The Governance/Nominating Committee will prepare a list of people who submitted applications with the category(s) they represent and having reviewed the list, resumes, applications, and prepare a ballot for voting on by the Active Members. The Governance/Nominating Committee will take into consideration a diverse representation on the Board in compliance with the Interim Rule and local priorities. Board officers and Members-at-Large are elected by the <u>CoC Active Members</u> in the Fall of each year.

The following calendar is designed to serve as a comprehensive listing of election-related dates set forth, unless there is a recorded vote of approval by a majority of the BOD changing the voting timeline process. Elections are held annually (with the exceptions listed in Article VI: Section(s) 6 & 7). The timeline to be used for elections is as follows:

July	Governance/Nominating Committee plans election process timeline			
	and notifies the CoC			
September	Elections held			
	 a. Vetting and presentation of nominees by the Governance/Nominating Committee; b. Ballots presented to BOD and Active Members, followed by voting; c. Announcement of voting outcomes 			
October	Board Officer(s) and/or Board Member(s) sworn in			

^{**}Elections will be held at a Members' Meeting where 20% of Active Members shall constitute quorum.

Section 4. Nominations

The Governance/Nominating Committee will share the election timeline with the CoC during the month of July. The Governance/Nominating Committee is responsible to recommend members for nomination to the BOD. Only *Active Members* will be considered for the BOD nomination.

Other qualifications the Governance/Nominating Committee should consider:

- 1. Length of CoC Membership;
- 2. Experience serving on a board or they have completed a community leadership program such as Citizen Academy or United Way's Leadership Program;
- 3. Prioritizing those who have experience with CoC committees, Ad Hoc Committees, or CoC BOD;
- 4. Understands the mission to end homelessness in Cumberland County;
- 5. Sign and abide by the Code of Conduct;
- 6. Understands they must recuse themselves when conflict of interest exists, and that any perceived conflict of interest must be addressed through a transparent disclosure process; and
- 7. Be willing to submit to a background and/or credit check if they are signatories on the CoC accounts and/ or if they are responsible for the CoC finances.

The Governance/Nominating Committee will present their recommendations to the BOD and Active Members for discussion prior to election voting.

Section 5. Resignation of Board Members of Board Officers

Any Board Member or Board Officer may resign at any time by delivering a written resignation to the CoC Chairperson or Vice Chairperson who is serving as Chairperson. The resignation will be sent to the BOD Secretary for recording purposes.

Section 6. Removal of a Board Member or Board Officer

- 1. Any Board Member or Board Officer may be removed from office for Absence or "Just Cause" by 50% + 1 vote of the BOD in a duly held meeting of the BOD. A quorum must be present at this meeting (50% + 1).
- 2. "Just Cause" reasons for removal include:
 - a. Board Member or Board Officer dies while in office;
 - b. Board Member or Board Officer who is serving on the Board as a representative of a Member Agency as provided for in *Article IV, Section 1*, terminates his/her employment with said Member Agency or is terminated by that Member Agency (EXCEPTION: the member can continue to serve as long they are considered an individual or representative of another agency. They are to contact the BOD Secretary in writing on the status change and update their member packet before the next scheduled BOD meeting. The Secretary will notify the BOD of said notice upon receipt of the notice);
 - c. Board Member fails to attend regularly scheduled Board meetings and is otherwise inactive for one fiscal year and is removed by majority for:
 - i. Three (3) Consecutive scheduled Board meetings in which you are a member;

- ii. Failure to use alternative methods for attendance (e.g., Conference call, video conference);
- iii. Missed 50% or more of the scheduled meetings in a fiscal year;
- iv. Failure to sign Code of Conduct and/or Violation of Code of Conduct, including but not limited to:
 - 1. Fraud
 - 2. Conflict of Interest
 - 3. Personal Conduct
 - 4. Failure to Perform Duties
- 3. Procedure for Removal excluding death:

For a Board Member or Board Officer to be removed, the procedure set forth below must be followed:

- a. The Board Member/Officer shall be given fifteen (15) days proper notice by email and/or US mail of the proposed removal;
- b. The Board Member/Officer shall be given the opportunity to be heard, either orally or in writing, at least fifteen (15) days before the effective date of the proposed removal. The hearing shall be held, or the written statement considered, by the Executive Committee to determine whether to recommend removal;
- c. The Board of Directors shall determine through formal vote whether the Member should be removed. A quorum must be present to proceed with the vote. The decision of the majority (50% +1) of the Board of Directors shall be final.

Section 7. Vacancies

When a vacancy occurs on the BOD, that vacancy shall be filled as follows:

- a. If the Chairperson position is made vacant, the Vice Chairperson will become the Chairperson and will assume all duties and responsibilities of this position acting as Chairperson and will assume all duties and responsibilities of the position until the BOD elects a new Chairperson;
- b. If the Vice Chairperson position is vacated, it will remain unfilled until the next election or the Chairperson can call for a special nomination and election of a new Vice Chairperson to complete the current term;
- c. If the Secretary or Treasurer positions are made vacant, the Chairperson will appoint another member of the BOD to assume these roles until the Chairperson can call for a special nomination and election of a new Secretary or Treasurer to complete the current term;

- d. If a Board Member's position is made vacant, it will remain unfilled until the next election or until the Chairperson can call for the special nomination and election of a new Board Member to complete the current term.
- e. If at any time the BOD has fewer than six (6) Board Members, including Board Officers, the Board shall immediately call, schedule, and hold an election to fill the vacant seat(s).

Section 8. Compensation

Board Officers shall not be entitled to any form of compensation as a result of their service in this capacity to the CoC.

ARTICLE VII Standing & Ad Hoc Committees

Section 1. Committee Composition

The Board of Directors may form, or dissolve committees as needed, including standing or ad-hoc committees. Committees will be open, and the participation of non-Board Members will be encouraged. Efforts shall be made to balance all committees with individuals from the diverse groups represented by the CoC, including public and private organizations, consumers, and family members, if appropriate. Committees will develop policies and procedures specific to the committee's functions. Such policies and procedures will be subject to Board approval.

Section 2. Standing Committees

The standing committees of the CoC shall be the Executive Committee, Planning and Development Committee, HMIS/CE Committee, Governance/Nominating Committee, Performance Evaluation & Grants Review Committee and Finance Committee.

The Executive Committee will be chaired by the BOD Elected Chairperson. Each Standing Committee should be chaired by an Active Member (interested individual or relevant organization) and shall consist of at least three members of the CoC and/or the BOD. The Chairperson of each Standing Committee will be assigned by the BOD Chairperson's recommendation to the BOD and voted upon by the BOD. In the event there is a vacancy, the BOD Chair shall designate an interim Chairperson until one is voted upon by the BOD. Each standing committee chairperson can select individual members to a committee.

Section 3. Ad Hoc Committees

The BOD Chairperson may create Ad-Hoc committees as necessary to fulfill the tasks of the CoC. The BOD Chairperson shall appoint interim chairs from the CoC to serve as the Committee Chairperson on each Ad-Hoc Committee, giving prior notice to the BOD of the designated Ad Hoc Chairperson. The Ad-Hoc Committee Chairperson will recruit additional individuals taking in consideration the advisement of the BOD.

Section 4. Rules and Limitations of Committees

No such committee shall have the authority of the Board of Directors in reference to amending, altering, or repealing the By-laws; electing, appointing, or removing any member of any such committee or any Board of Director or BOD Officer; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the voluntary dissolution of the CoC or revoking proceeding therefore; adopting a plan for the distribution of the assets of the CoC; or amending, altering or repealing any resolution of the Board of Directors which by terms provides that it shall not be amended, altered, or repealed by such committee. The designation and appointment of any committee and the delegation thereto of authority shall not operate to relieve the Board of Director, or any individual director or any responsibility imposed on it or him/her by law.

All Standing and Ad-Hoc committees will provide a written report following each meeting to the BOD. The chairperson of the standing and/or ad hoc committee can deliver this written report at the next BOD meeting. The BOD must approve all recommendations of the Standing and Ad-Hoc Committees before action can be taken. Members only can serve on both the standing and Ad-Hoc committees unless otherwise mentioned. Whereas, any participant, member, or interested community party may serve on an Ad-Hoc committee with the approval of the Ad-Hoc chairperson. Outside involvement on Ad-Hoc Committees is encouraged. However, all members and participants are strongly encouraged to take an active role in the CoC, and specifically in standing committees or Ad-Hoc committees. All helpful voices are encouraged during the discussion portions of the Board of Directors meetings.

ARTICLE VIII Meetings

Section 1. Meetings

There will be four (4) types of meetings: BOD meetings, Members meetings, Special meetings, and Standing/Ad-Hoc Committee meetings. CoC Members must attend at least 40% of the regularly scheduled Member meetings in a 12-month period to remain Active Members, and CoC Board Members must attend 50% of the regularly scheduled BOD meetings in a 12-month period to remain on the BOD. Although not standard practice, participation by members may be via conference calls or electronic communication, if necessary.

- i. **BOD (Board of Directors)** Meetings are to take place at least (4) times per fiscal year, requiring a minimum of ten (10) calendar days' notice via website posting and may be called by the Chair or at the request of 1/3 of the Board Members.
- ii. **Members** Meetings are to take place at least (4) times per fiscal year, requiring a minimum of ten (10) calendar days' notice via website posting and may be called by the Chair or at the request of 1/3 of the members.
- iii. **Special-** Meetings are for urgent decision making and "timing of the essence" business matters <u>only</u> which have been stated in the call to meet. There shall be a minimum of forty-eight (48) hours' notice either electronically, by phone, or email, and shall be called by the Chair or 1/3 of the vote of the Board or Members, as applicable.
- iv. **Standing/Ad-Hoc Committee** Meetings are to take place as needed and at such time and place as designated by the Chairperson of the Committee, requiring a minimum of ten days (10) days' notice either electronically, by phone, or email.

The CoC shall comply and conform to the North Carolina's Open Meetings Law and the Public Records Law. The CoC Lead Agency shall be the official repository of CoC records, unless changed by the CoC.

Section 2. Reports

Except as otherwise provided by the CoC, all committees shall maintain written agendas and/or minutes which shall be provided to the CoC Secretary and be made available to the BOD. Each committee chairperson shall report its activities to the BOD as previously indicated.

ARTICLE IX Voting Rights

Section 1. Voting

Voting rights for Active Members will be granted when the member has attended two (2) scheduled BOD or Member in the previous 12 months. Voting rights for agencies with more than one member will be delineated on the membership form which member is the primary and secondary voting member, with only one vote per agency allowed. An individual member not representing an agency shall have one vote. At the discretion of the Chairperson, and only in limited circumstances, a vote by video conference, phone or e-mail may be taken and recorded for all BOD and Members meetings. It is important to note that a preapproved proxy cannot vote in another's stead in a BOD meeting.

Voting Rights are as follows:

- a. BOD (Board of Directors, including Lead Agency Ex-Officio & City Ex-Officio)- Only one vote per agency, preapproved proxy <u>cannot</u> vote in your stead, Chairperson votes only when there is a tie. Voting will be recorded and in limited circumstances, can be taken via video conference, phone, or email.
- b. Active Member (during Members Meetings)- Only one vote per agency, pre-approved proxies <u>can</u> vote in your stead, and Chairperson can vote. Voting will be recorded, and in limited circumstances, can be conducted via video conference, phone, or email.
- c. Standing /Ad-Hoc- Only one vote per agency, pre-approved proxies <u>can</u> vote in your stead, and Chairperson can vote. Voting can be conducted in person, or via video conference, phone, or email.
- d. Special Meeting- Voting is conducted as outlined above for the appropriate Board or Members Meeting.

Section 2. Quorum

In order to take action during a Board or Members Meeting, the presence of a certain percentage of the Board or Member, as applicable, shall constitute a quorum. If the number of Board Members or Active Members, as applicable, is reduced below a quorum, the meeting may continue but **no vote may be taken**. A quorum is needed to approve any matter put to a vote. Attendance will be recorded and calculated to ensure quorum is met.

- a. BOD (Board of Directors) Meeting- 50% + 1 of the Board Members must be present to constitute a quorum. The Chairperson may vote only when there is a tie.
- b. Members Meeting- 20% of the Active Member must be present to constitute a quorum. The BOD Chairperson may vote during a Members Meeting.
- c. Special Meeting- Quorum is determined as outlined above for the appropriate Board of Directors or Members Meeting.

ARTICLE X Fiscal Agent

In the event one is necessary, the BOD Chairperson, upon voting approval of the BOD, may appoint a fiscal agent who will handle funds in accordance with applicable rules of the funding source.

ARTICLE XI Contracts, Checks, Deposits & Funds

Section 1. Contracts

The BOD may authorize any officer or officers, or agent or agents of CoC in addition to the officers so authorized by these by-laws; to enter into any contract or execute and deliver an instrument in the name of and on behalf of the CoC, and such authority may be general or confined to specific instance and must be approved by majority vote of a quorum of the BOD prior to execution of the said contract(s).

Section 2. Checks, Drafts, etc.

All checks, drafts or orders for payment of money, notes or other evidence of indebtedness issued in the name of CoC or designated Agency shall be signed by a minimum of two (2) such officers, or agent or agents of the CoC, and in such a manner as shall from time to time be determined by majority vote of the BOD. All checks, drafts, or orders of payment of money, notes or other evidence of indebtedness shall be authorized by a majority vote of a quorum of the BOD or Active Members, as applicable. A quorum of the Voting members may pre-authorize any expense at their discretion. Such pre-authorization must include a maximum amount and set a timeframe when the expenses may be made. Emergency funding requests may be approved by a majority vote of the BOD. Such requests will be reported to the CoC members at the next meeting.

Section 3. Deposits

All funds of CoC shall be deposited within ten (10) business days to the credit of the CoC in such banks, trust companies, or other depositories as the BOD may select. All deposits will be reported in the Treasurer's Report provided to the CoC members.

Section 4. Treasurer's Report

The Treasurer shall provide a written report of all transactions (expenditures and deposits) including the beginning and ending bank balance at each BOD Meeting.

Section 5. Gifts

The BOD/Executive Committee may accept on behalf of the CoC any contributions, gifts, bequests, or devise for general purposes or for any special purpose of CoC. No gift shall be accepted which may create a conflict of interest, or the appearance thereof, between the CoC, any Federal, State, or Local government and or the donor.

ARTICLE XII Applicability

If there is any conflict between applicable Federal and/or State statutes, rules or regulations and these bylaws, such statute, rule, or regulation will prevail. If any provision of these bylaws is held invalid, the remainder of the bylaws will not be affected thereby.

ARTICLE XIII Mediation

The Fayetteville/Cumberland County Human Relations Commission will act as mediator for unresolved differences within the CoC.

ARTICLE XIV Nondiscrimination

The members, officers, and persons served by the CoC shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, ethnicity, religion, disability, and national origin in accordance with all state and federal regulations.

ARTICLE XV General Provisions

Section 1. Employees

The CoC may have such agents and employees as shall be determined from time to time by the BOD.

ARTICLE XVI

Parliamentary Authority

Robert's Rules of Order shall generally cover any procedures not governed by these By-Laws, unless otherwise determined by majority vote of the BOD.

ARTICLE XVII Amendments

Section 1. Amendments

These Bylaws may be revised, amended, and repealed by majority vote of CoC Active Members, which includes the BOD, provided that the changes were distributed in written form to the Bylaws Committee within a reasonable time prior to the vote. Reasonable time would constitute no less than two weeks.

The Bylaws were accepted by voted on	June 27, 2023
Chairperson	
Convotoriu	
Secretary	
Adopted 2012	
Revised 2018	
Revised 2023	

POLICY ON RESPONSIBILITIES AND CONDUCT OF MEMBERS OF THE BOARD OF DIRECTORS

The Fayetteville Cumberland County Continuum of Care on Homelessness, Inc has adopted the following Code of Conduct that all Board members, agree to adhere to by signing below:

1.) Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with the Cumberland County Continuum of Care. Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of Cumberland County Continuum of Care and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- b) It is every Board member's obligation, in accordance with this policy, to ensure that decisions made by the Board reflect independent thinking. Consequently, in the event that any Board member receives compensation from Cumberland County Continuum of Care such compensation will be determined by and approved by the full Board in advance.
- c) Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board members to disclose conflicts of interest.
- d) Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- e) All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board member with a conflict abstained from the vote [and was not present for
- f) any discussion, as applicable] and was not included in the count for the quorum for that meeting.
- g) Any new Board member will be advised of this policy during board orientation and all Board members will be reminded of the Board Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.
- h) This policy shall also apply to any Board member's immediate family or any person acting on his or her behalf.

2. Prohibition Against Harassment

The Fayetteville Cumberland County Continuum of Care on Homelessness Inc. strives to maintain an environment that is free from illegal discrimination and harassment. All forms of harassment are prohibited. Any board member who engages in discriminatory or harassing conduct is subject to removal from the Board. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible by a task force of the Board appointed by the lead agency.

3. Confidentiality

Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or persons/consumers may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

4. Active Participation

Board members are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

Making attendance at all meetings of the board a high priority. Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
Cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
Putting the interests of the CoC above personal interests.
Representing the organization in a positive and supportive manner at all times and in all places.
Showing respect and courteous conduct in all board and committee meetings.
Refraining from intruding on administrative issues that are the responsibility of the lead agency
Observing established lines of communication and directing requests for information or assistance to the Chair and or Co-Chair.
I,
Signature Date

Fayetteville/Cumberland County Continuum of Care on Homelessness Membership Application

☐ New Membe	ership				
The Fayetteville/Cumberland County Continuum of Care (CoC) on Homelessness consist of a coalition of individuals and agencies that coordinate the local continuum of care for homeless persons and persons who are at-risk of being homeless. In addition, the CoC establishes provider accountability and support programming to ensure that the homeless community obtains housing, economic stability, and enhanced quality of life through comprehensive services. We provide advocacy and education related to homelessness. The ultimate goal of the CoC is to end homelessness and to prevent homelessness in our community.					
	will mean your dedication to commitment and time. To become pership, please complete this form and submit to the contact listed				
Name:	Email:				
	Job Title:				
Mailing Address: Telephone No:	Alt. Telephone No:				
Fax No: Web A	Address:				
Name of Executive Director:	Telephone:				
Please list a representative and alternate person au	uthorized to vote on CoC matters on behalf of your agency?				
Representative:	Telephone:				
Alternate:	Telephone:				
Alternate: email:					

Indicate the type of organization you represent or if you do not represent an organization, please select the "individual" category and indicate if you ever been homeless:						
Pi	Faith-based organizations Funder advocacy groups Hospitals/medical representatives Non-profit organizations	[] [] []	Local governr Local workfor Public Housin School systen State governr	nent/corrections ment agencies rce investment act boards g Agencies ns or universities ment agencies	6	Individual Homeless Formerly Homeless Non-Homeless Other:
If the a	gency is a nonprofit, does the agency	have	e a 501(c)(3) st	atus? □ Yes □ No □	□ Pe	nding
Does y	our organization provide direct servic	es to	homeless pers	sons? 🗆 Yes 🗖 No		
Indicat	e the subpopulations that your organiz	zatio	n serves (check	k all that apply):		
	Seriously Mentally		Veterans			Domestic Violence
			HIV/AIDS			Youth (Ages 17 and under)
	Disabled (Physical)		Other (Specify):			
Indicat	e the type of service(s) your organizat	ion p	provides to hor	meless persons (check	k all	that apply):
	Alcohol/Drug Abuse		Healthcare			Mortgage assistance
	`		HIV/AIDS			Rental assistance
	Child care		Law enforcement	į		Street outreach
	Counseling/Advocacy		Legal assistance			Transportation
	Education		Life skills			Utilities assistance
	Employment		Mental health			Soup Kitchen/Food Pantry
	Furniture/Household Goods		Mobile clinic			Prescription assistance Other
Indicate how you would like to dedicate your time in helping the CoC. Please make your selection(s) below:						
	Planning & Development Governance/Nominating HMIS/CE Finance Performance Evaluation & Grant Revie	ew	_ _ _	Point-in Time Homele Planning Homeless St. Volunteer (assisting v. Donations Other Activities:	and I ariou	Down Events

Do you give the CoC permission to list your organization/affiliation or name as a member in our CoC publications (e.g., brochures, website, etc.)?				
☐ Yes ☐ No				
Homelessness. I will land with the media in	be positive and supportive when re- a order to promote and support the	ission of the Fayetteville/Cumberland Cou eferencing my peer coalition members and net CoC's mission. I acknowledge that for the legates must meet the CoC By-Laws definit	member agencies in public e above organization to be	
Member Signature		Date		
If you have any que	stions or changes to your me		1	
	Please submit co.	mpleted membership form to:		
	CoC	BOD Secretary at		
	fccc	oc1@gmail.com	J	
Revised Version: Augus	t 2019 (Pi	lease complete both pages of the form)	Page 2 of 2	

NORTH CAROLINA NC-511 CUMBERLAND COUNTY/FAYETTEVILLE NC HMIS CLIENT RELEASE OF INFORMATION & SHARING PLAN

Many North Carolina shelters and helping programs use the North Carolina Homeless Management Information System (NC HMIS) to keep information about the people that they help. We collect personal information from you that we need to help us, help you. We have strict rules about sharing your information.

Why do we collect information about you?

- Work with other agencies to help you.
- Help case managers work together for you.
- Connect you with other helping agencies. You may be eligible for other benefits.
- Reduce the number of times you tell your story.
- Allow us to be paid for our work with you and to help us apply for additional dollars that can be used to help you.
- Help us meet our legal obligations.

We need additional identifying information so that you are not confused with someone else. We also need to learn more about your situation to make sure you are eligible for services.

SECTION 1 – Basic Identifying Information

So that agencies that use our NC HMIS system can find your record, agencies can see the following basic identifying information about you:

- Your name
- Your gender
- The last four digits of your Social Security Number
- Your year of birth
- Your veteran status

We use this information to select the correct record and to better coordinate services for you. All persons using NC HMIS are trained and certified in privacy.

If you have a specific reason why other NC HMIS agencies shouldn't be able to find your record in NC HMIS, you can ask to have this basic identifying information secured so that only our agency can see it.

PLEASE NOTE: If you have received services from other agencies who use NC HMIS we may not be able to secure this information. PLEASE TALK WITH YOUR CASE MANAGER for more information. A separate document has been attached).

I have reviewed the attached document named	"Securing Basic Identifying Information."

I understand the implications and I am asking that my client profile be secured.

Do not initial here unless you have discussed this with your case manager

Please initial here to secure this basic identifying information ______

SECTION 2 – Acknowledgement of Rights

Many agencies also use the system to improve services delivered to you. The following are your rights concerning your data. Please review and initial in the box next to each right to show that you understand it. If you have questions, please discuss them with your case manager.

- - -	I have received a copy of the Agency's Privacy Notice/script that explains NC HMIS and my rights and responsibilities. It explains how information is kept and shared through this system.
- - - -	I understand that the confidentiality of my records is protected by law. I understand that this agency will never give information about me to anyone outside the agency without my specific written consent through a Coordination of Care Sharing Plan or as required by law, including the Federal Law of Confidentiality for Alcohol and Drug Abuse Patients, (42 CFR, Part 2), the Health Insurance Portability and Accountability Act of 1996 (HIPAA, 45 CFR, Parts 160 & 164 as revised by the Health Information Technology for Economic and Clinical Health Act of 2009 aka the HITECH Act), and certain North Carolina laws.
- - - -	I can withdraw my consent to share at any time, but any information already shared with another agency cannot be taken back. If sharing information on the system poses an imminent health or safety risk, I will talk with my case manager.
- - - -	I understand that I have the right to see my information, request changes, and to get a copy of my information by written request. An agency can refuse to change my record but must provide a written explanation of why they refuse the change within 60 days. Agencies may charge for reproducing a record.
_ _ _	I understand that agencies included in my Sharing Plan must follow strict privacy guidelines.
- - - -	I understand that my written consent allows the information listed in Section 3 - Coordination of Care Sharing Plan to be shared among the agencies listed in the sharing plan. All sharing agencies where I am receiving services will update that information as I provide new or additional information. The purpose of sharing my information is to better coordinate care for me and my family.
- - - -	I understand that I will not be denied services (emergency assistance, outreach, shelter, housing assistance, etc.) if I refuse to share information in this system.
	I understand that my name and other identifying information may be used to match records through a trusted partner for academic research purposes.
- - -	Prior to academic research being done, my identifying information will be removed, before data analysis takes place.

SECTION 3 – Coordination of Care Sharing Plan

The information (listed below) can be seen by the following agencies to help coordinate your care. These agencies can share your information with each other.

- Safe Haven: Salvation Army "The Haven" Emergency Shelter*
- Connections of Cumberland County*
- Robin's Meadow/Safe Homes/CoC Planning: Cumberland County Community Development/Homeless Initiative*
- Rental Assistance and Supportive Services: Fayetteville Urban Ministries*
- CARE Family Violence Center: Department of Social Services*
- Leath Commons/Family Promise: Cumberland Interfaith Hospitality Network*
- Supportive Services of Veteran Families: Volunteers of America*
- Bonanza Permanent Supportive Housing/Reveille Retreat: Endeavors*
- HUD/VASH: Fayetteville Metropolitan Housing Authority*
- Cumberland HealthNet: Coordinated Entry*
- ABCCM Asheville Buncombe County Christian Ministry (PATH)*
- Veterans Empowering Veterans CDBG*
- Kingdom Global Impact CDBG*
- Kingdom Community Development CDBG*
- Cumberland County Communicare (PATH)*
- Dogwood Healthcare Network*
- Marius Maximus Foundation for Mental Health Inc.*

In addition to the Basic Identifying Information listed in Section 1 above, additional shared information also includes:

Date of birth	Race and ethnicity	Additional assessment responses	
Household members and	Housing status, homeless history and	Current Living Situation and	
relationships	move-in date	General Location	
Physical, developmental,	HIV/AIDS including T-cell and viral	Type of health insurance and/or	
and/or mental disability	load counts	medical assistance	
Household income and benefits	Chronic health conditions	Alcohol and/or drug abuse	
Military service information	Employment	Education level	
Domestic violence history	Project exit and destination	Exit housing assessment	
Services and financial	Referrals and service connections	Location (city, county) and last	
assistance with dates	Referrals and service connections	permanent address	
Eviction/loss of subsidy	Registered sex offender	Contact information	
HUD-VASH Voucher tracking	HUD-VASH exit reason	VI SPDAT/Housing Screening	
HOD-VASH VOUCHER tracking	HOD-VASH EXIL TERSOII	Tools	
Case plans, goals and notes	Eligibility documentation	General health status	

(*) Includes Agencies listed and all subordinate project pages of services provided by each agency.

Instructions: Check the box next to the statement that you understand and agree to:

а.	\square Yes, I agree to share according to the Coordination of Care Sharing Plan. \square No, I do not agree to the Coordination of Care Sharing Plan (only our agency will able to see all your detailed information.

I agree to have my information visible to all of the helping agencies listed above.

SECTION 4 – Outreach Sharing Plan

We partner with North Carolina community programs to see if you might qualify for housing or income supports. **Please read each statement below and circle your response.**

1. **Veteran Affairs:** If you have served in the military, the VA Medical Center may contact you about potential housing. With your permission, they may use the information you give this agency to contact you.

<u>Information that will be shared includes</u>: Name, date of birth, homeless status, veteran status, military service information, housing history, contact information, chronically homeless status

Yes - I agree to share my NC HMIS data for the Veteran's Project: (circle response): Yes/No/NA

2. **Income and Benefits:** Income and benefits are important to staying housed. Some programs may assist with obtaining Social Security Income and/or other state benefits, if you qualify. (For example, through the SOAR program.) With your permission, they may use the information you give this agency to contact you, if you are eligible for benefits.

<u>Information that will be shared includes</u>: Name, date of birth, coordinated assessment information, homeless status, housing history, contact information, chronically homeless status

Yes - I agree to share my NC HMIS data for the Social Security or other state benefits: (circle response): Yes/No/NA

3. **Housing Review Committee/Housing Prioritization:** If you are homeless, you may be eligible for housing in our community. We have a housing review committee made up of representatives from our service providers. To participate in this process, these providers may need to see your information. With your permission, an agency may contact you if your information shows that you may be eligible for local housing services.

A list of service providers involved in this process is available on request.

<u>Information that may be shared includes</u>: Name, coordinated assessment information, homeless status, chronically homeless status, veteran status, disability and any additional information that may be used to connect you with appropriate housing options.

Yes - I agree to share my information with the housing review committee: (circle response): Yes/No/NA

SECTION 4 – Outreach Sharing Plan (continued)

Sharing Plan to improve outreach to individuals who may qualify for benefits

4. **Homeless history:** We may need to document your homeless history throughout the state of North Carolina to see if you are eligible for specific community programs. Your case manager may contact the Michigan Coalition Against Homelessness (MCAH, the NC HMIS lead agency) to view data recorded in NC HMIS to complete a housing history document. With your permission, MCAH will complete the document and give it to your case manager. This document may be uploaded to your client record and shared according to the coordination of care sharing plan.

<u>Information that will be shared includes</u>: NC HMIS number, name, and a 3-year statewide homeless history that includes service provider names and dates of service

Yes - I agree that MCAH may share data with my Case Manager: (circle response): Yes/No/NA

This Release is active for one year effective the date of Signature.	
Client signature (head of household):	, Date:/
Adult Household Member signature:	Date: / /
Addit Household Welfiser Signature.	, butc
Adult Household Member signature:	, Date:/
Adult Household Member signature:	. Date: / /
Signature of guardian or authorized-representative (when required):
Relationship to client: Date signed by guardia	an/authorized representative: