



**ARTICLE I**

**ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS**

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

**SECTION 2. PURPOSE.** The vision of the Orange County Partnership to End Homelessness is that homelessness in Orange County becomes rare, brief, and one-time. The Partnership is established by representatives of relevant organizations within Orange County, North Carolina to carry out the responsibilities set forth in the HUD CoC Program interim rule (24 CFR Part 578), specifically to administer:

- CoC Governance and Structure
- CoC System Operations and Planning
- Preparing an Annual Application to HUD for Funds, the CoC and ESG annual funding local competitions and community application preparation/submission
- Designating and Operating the Homeless Management Information System (hereinafter "HMIS"), the HUD-required database for all non-domestic violence agencies that receive HUD homeless funding
- Coordinated Entry, systemizing how people access homeless services and are assessed, prioritized and referred for program referrals

**SECTION 3. MEMBERSHIP.** Membership in the Partnership is open to any community member living and/or working in Orange County and is meant to ensure a community-wide commitment to ending and preventing homelessness. Members are meant to represent the four local government funders, homeless service organizations, people with lived experience of homelessness, and other stakeholders within Orange County.

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

**SECTION 5. FUNDING APPLICATIONS.** The Partnership is responsible for preparing and overseeing the CoC and Emergency Solutions Grant (ESG) funding applications. The Partnership, through the Project Review Committee and Leadership Team, establishes funding priorities, project application rating and ranking tools, and the local application process via a transparent and inclusive process for each funding opportunity. The Partnership encourages all eligible applicants to submit project applications. The CoC shall approve any substantial changes, including a change of recipient or addition of sub-recipient, to CoC and ESG grants.

- CONTINUUM OF CARE (CoC) FUNDING.** Orange County serves as the collaborative applicant for CoC funding for the Chapel Hill/Orange County CoC, NC-513. The Leadership Team, Homeless Programs Manager (hereinafter "Manager"), project applicants, and Project Review Committee work together to prepare and submit the CoC Application that consists of the community application, project applications, and project priority listing. Each year the application timeline is contingent on HUD as outlined in the annual CoC Notice of Funding Opportunity (NOFO) and follows the Funding Application process outlined below in Article IV Section 5, Funding Allocation Process.

**CoC Reallocation Process:** The CoC encourages reallocation of CoC funds as needed to best serve people experiencing homelessness in Orange County. The CoC solicits project applications for new and renewal projects from all qualified applicant agencies. The Project Review Committee evaluates each project application via community priorities contained in the Project Scorecard, including project performance data for renewal projects. Project scores and threshold evaluations are used to craft a CoC Project Priority Listing to best help Orange County end homelessness, including renewal projects, new projects, and projects that are reallocated into new or expanded renewal. Project applicants will be notified if they are approved, denied, or reallocated in part or in full in advance of deadlines determined by the annual CoC NOFA. All applicants will be notified in writing of the appeals process if they disagree with the CoC's funding recommendations.
- EMERGENCY SOLUTIONS GRANT (ESG) FUNDING.** The State of North Carolina, through the state Department of Health & Human Services, Division of Aging and Adult Services, Adult Services Section, determines the amount of ESG funding available for each CoC in North Carolina. The Partnership manages the ESG application process in conjunction with the Leadership Team, Manager, project applicants, and funding committees. All applicants will be notified in writing of the appeals process if they disagree with the CoC's funding recommendations.

**SECTION 6. MEETING OF FULL CoC MEMBERSHIP.** In compliance with the CoC Interim Rule (24 CFR Part 578), all meetings of the Partnership are open to the full membership of the CoC and to any member of the public. Partnership meetings are conducted as open, public meetings as outlined in Article 33C, Meetings of Public Bodies, in the North Carolina General statutes. Meeting agendas and meeting minutes are published online in advance of meetings on the Partnership web page: [ocpehnc.com/ocpeh-leadership-team](http://ocpehnc.com/ocpeh-leadership-team).

**SECTION 7. COORDINATED ENTRY & WRITTEN STANDARDS.** In compliance with the CoC Interim Rule (24 CFR Part 578), the Partnership has developed a comprehensive, community-based approach for how people access homeless services in Orange County, and how service providers assess and refer people to housing and service programs. This coordinated entry system is accessed through the Housing Helpline and includes a common assessment tool and coordinated referral process. Please refer to Coordinated Entry Written Standards and the Coordinated Entry Policies & Procedure documents (last updated December 2021) for full information.

**SECTION 8. SPONSORSHIPS & ENDORSEMENTS.** The Partnership does not sponsor or endorse particular activities, events, political campaigns, or bond referendums. The Partnership will send information about such things to constituent members, including members of the Leadership Team and homeless service providers, for distribution to their networks. The Manager can write Letters of Consistency with CoC activities for renewal

grants with partner agencies. Applications for Letters of Consistency that refer to new projects or partners will be brought to the Leadership Team for review. The CoC is approached with requests for Letters of Support in grant applications or other funding opportunities. CoC staff can write Letters of Support for participating organizations in the CoC when proposed activities enhance programs and supports available to people experiencing homelessness. New partners and requests that fall outside the scope of program enhancements will be brought to the Leadership Team for review.

## **ARTICLE II** **LEADERSHIP TEAM**

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

**SECTION 2. COMPOSITION.** The Leadership Team shall consist of a minimum of sixteen (16) and maximum of twenty-five (25) elected and appointed voting members. Members shall be one of four types, all are full voting members:

- Elected officials: Each of the elected bodies of the four (4) local governments (Orange County, Chapel Hill, Carrboro, and Hillsborough) shall appoint one of their members to the Leadership Team.
- Ex officio: The Directors of each of the following departments, or their official designee, shall serve on the Leadership Team:
  - Orange County Department of Social Services
  - Orange County Department of Housing & Community Development
  - Town of Chapel Hill Office for Housing & Community (inclusive of Chapel Hill Housing Department)
  - Orange County Criminal Justice Resource Department
- People with lived experience of homelessness.
- Community members: The balance of representatives are made up of homeless service providers, faith-based communities, local businesses, UNC-CH, UNC Hospitals, developers/homebuilders, funders, Chambers of Commerce, prison system, victim service providers, LGBTQ advocates and organizations, and other homelessness stakeholders.

OCPEH Staff shall serve as a non-voting members of the board.

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

**SECTION 4. APPLICATION FOR MEMBERSHIP.** An application for Leadership Team membership shall be available on the Partnership's website and from the Manager and shall be advertised to the public at least one time per year. Current Leadership Team members will be asked annually to recommend, and potentially to reach out to, potential new members. Applicants shall complete the application and submit them online. The Manager shall give them to the Board Development Committee or to the full Leadership Team for review.

**SECTION 5. BOARD SELECTION PROCESS.** At the September Leadership Team meeting each year the Chair shall appoint, subject to the concurrence of the Leadership Team, a Board Development Committee of at least three (3) members. The committee shall be

responsible for nominating a new Chair, Vice Chair, and new members of the Leadership Team. The Leadership Team will also revise and approve the Leadership team application at the September meeting. The Manager will publicly solicit applications for Leadership Team membership in September and October of each year. At the November Leadership Team meeting, the Board Development Committee shall send the names of all applicants to the Leadership Team so that members have the opportunity to evaluate potential new members using the prioritization strategy outlined in the Leadership Team Priorities (see Appendix 3: Leadership Team Priorities). The Board Development Committee will review the applications and input from the Leadership Team and make a recommendation for Chair, Vice Chair, and new members at the November Leadership Team meeting. The slate of proposed candidates will be approved with a majority vote.

In addition, the Leadership Team accepts applications year-round. Applications received outside of the annual process outlined above will be forwarded to the entire Leadership Team for review and potential approval on a quarterly basis, unless new applicants offer an opportunity to fulfill stated priorities or in the instance the Leadership Team falls below the minimum membership of 16.

This selection process shall be reviewed, updated, and approved by the CoC at least once every (5) five years, last update December 2019.

**SECTION 6. TERM & ATTENDANCE.** Leadership Team members' terms shall be staggered in order that approximately one-half of the voting members of the Leadership Team (with the exception of elected officials and ex officio members) are appointed annually to serve for two (2) years. Elected officials shall be appointed at the discretion of their appointing body. People with lived experience of homelessness and community members serving on the Leadership Team may serve no more than three (3) consecutive two-year terms and no more than six (6) consecutive years; terms of local government elected officials and ex officio members will not be limited. Following a year of not serving on the board, a member is again eligible for election to the board. The duties of the Leadership Team members shall begin January 1 following elections held in November each year.

Members of the Leadership Team are expected to attend meetings in person or by phone or let the Chair or Manager know in advance that they are unable to attend. Members unable to attend meetings are asked to review meeting materials and contact the Manager with questions and comments within a week of the meeting. Members who are absent from more than fifty percent (50%) of Leadership Team meetings in a calendar year will be contacted to discuss their continued service on the Leadership Team.

**SECTION 7. ON-BOARDING.** The Manager will provide a comprehensive on-boarding of new Leadership Team members, including conducting individual meetings with each new member, having community presentations on Homelessness 101 and Homelessness 201 orientation sessions available for Leadership Team member attendance, updating Leadership Team orientation packets each year, being available for feedback and questions.

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

**SECTION 9. MEETINGS.** The Leadership Team shall establish its meeting schedule each

year, but must meet no less than every other month. Meetings will be conducted in a hybrid format, at a physical location within the geographical confines of the CoC. Virtual attendance information and meeting materials will be publically posted on the CoC's website in advance of the meeting. At the direction of the Chair a regular meeting date may be changed by notifying members of the Leadership Team at least three (3) days prior to such meeting, provided that a majority of the members concur, by email or telephone poll or in a meeting of the whole, with the change. A special meeting of the Leadership Team may be called at any time by the Chair, or any two (2) members. Notice in writing or via email stating the purpose shall be sent to all members of the Leadership Team at least three (3) days prior to a specifically called meeting.

**SECTION 10. VOTING & QUORUM.** In any proceeding in which voting by members is called for, each eligible member attending in person or virtually shall be entitled to one vote. A majority of the voting members of the Leadership Team shall constitute a quorum, and a quorum must be present for each vote. If a quorum is not present at a regular Leadership Team meeting, the meeting shall proceed and matters under consideration may be tabled to vote on at a later meeting or voted upon via email, subject to the discretion of the Chair. The Chair can also call for Leadership Team votes by email provided the vote is published on the meeting agenda and is sufficiently worded to enable the public to understand what is being deliberated, voted, or acted upon. The CoC voting decision rule shall be simple majority.

**SECTION 11. AVOIDING CONFLICT OF INTEREST & RECUSAL.** 24 CFR 578.95(b) states "No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents." Leadership Team members will complete and sign Conflict of Interest Information Form (APPENDIX 2) each year with updated information about organizations that they represent as an employee, donor, volunteer, member, board member, trustee, or any other affiliation. Leadership Team members will recuse themselves from discussions or decisions that could violate conflict of interest policy. Leadership Team members who represent an agency that has a financial interest in the discussion concerning the award of a grant or other financial benefit may be requested to provide program information in advance of the funding deliberations. The Chair may request clarification from Leadership Team members under Robert's Rule in order to assist in the expediting of business.

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

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

**SECTION 14. COMPENSATION.** Leadership Team members are eligible for a stipend compensation, as Leadership Team activities contribute to CoC System Operations and Planning and compensation is an eligible expense for CoC Planning grant revenue. Leadership Team members who have lived experience of homelessness will be provided a

timesheet to document hours when meeting materials are made available. Members returning completed timesheets to OCPEH Staff will be compensated for their time no less frequently than once per quarter. Compensation will be reasonable according to OMB Circular 2 CFR 200, and will be not less than the Orange County Living Wage: [https://www.orangecountylivingwage.org/living\\_wage\\_calculation](https://www.orangecountylivingwage.org/living_wage_calculation).

### **ARTICLE III**

#### **LEADERSHIP TEAM: OFFICERS, MANAGEMENT TEAM, AND EXECUTIVE TEAM**

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

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

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

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

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

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

**SECTION 7. EXECUTIVE TEAM.** One elected appointee from each of the governments that fund the Partnership shall form the Executive Team. The Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, and Orange County shall each have one member of this group. The purpose, roles, and responsibilities of this group are outlined fully in APPENDIX

4: The Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness (hereinafter "MOU"). This group meets quarterly, sets the work plan for the Manager, and provides ongoing supervision of the Manager through the County Manager.

**ARTICLE IV**  
**STAFF ROLES**

**SECTION 1. GENERAL DUTIES OF THE HOMELESS PROGRAMS MANAGER.** The Manager shall function as the chief executive officer of the Partnership. The Manager shall perform all duties as may be incident to the office and all duties as delegated by the Leadership Team. The management of the staff of the Partnership shall be the sole responsibility of the Manager. It will be the duty of the Manager to act in an advisory capacity to the other officers, the Leadership Team, the Orange County Board of Commissioners, the Orange County Manager and the Committees in order to promote the projects and activities of the Partnership in accordance with the Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough and the Leadership Team. The Manager shall be an ex-officio, non-voting member of the Leadership Team, the Executive Committee, and all committees. The Manager shall also serve as the Secretary of the Partnership. The Manager will provide staff and scoring support to the Project Review Committee for the purposes of ESG and CoC funding competitions as well as program performance monitoring and oversight. Manager will not participate in any initial application for funding submitted by Orange County. The Manager shall support the HMIS implementation and complete all HUD-required data submissions, including PIT/HIC and system performance measures by annual deadlines established by HUD (see below, Article VI, Data Collection & Assessment). The Manager shall organize and staff workgroups as needed for time-limited projects. At the end of the period of employment, the Manager shall deliver to the Leadership Team all books, papers, and property of the Partnership.

**SECTION 2. GENERAL DUTIES OF THE HOMELESS PROGRAMS COORDINATOR**  
The Coordinator shall function as the clinical and task supervisor for the Partnership's direct service programs, including Homelessness Prevention and Housing Stabilization, Rapid Re-housing, and Street Outreach, Harm Reduction and Deflection Peer Support Specialists. Coordinator shall support the HMIS implementation and governance and provide support in HUD-required data submissions and funding competitions. The Coordinator will apply for ESG and CoC funding competitions with support and input from the Orange County Housing Department Director. Coordinator will not participate in any Project Review Committee project application review, scoring or recommendation.

**SECTION 3. HIRING & SUPERVISION.** The Executive Team (see above Article III. Section 7. EXECUTIVE TEAM, and see below APPENDIX 4: The Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness) participates in interviews and provides ongoing supervision of the Manager through the County Manager.

**SECTION 4. TECHNICAL SUPPORT.** The Manager shall provide technical support and capacity building for homeless project applicants in Orange County. The Manager shall support CoC and ESG grantees in program performance, HUD regulation compliance, and reporting.

**SECTION 5. COMMUNICATIONS.** It shall be the duty of the Manager to conduct the official correspondence; preserve all books, documents, and communications; and maintain accurate record of the proceedings of the Partnership, the Leadership Team, and all Committees (see below, Article V. COMMITTEES). The Manager shall manage the Partnership website, email lists, and other communications.

**SECTION 6. FUNDING APPLICATION PROCESS.** The Manager shall coordinate the CoC and ESG funding application processes, including:

- Preparation of annual CoC and ESG competition information, including local competition timeline and deadlines, information about serving on funding committees, and local project application instructions
- Preparation and validation of the Grant Inventory Worksheet and CoC registration
- Staffing of Funding Committees (see Article I. Section 5. FUNDING APPLICATIONS) for the development of scorecard(s), assisting in the scoring and ranking of project applications and development of funding recommendations
- Completion of community section of ESG and CoC applications, including the CoC Project Priority Listing using the CoC Reallocation Process outlined in Article I, Section 6. CoC Application Process above
- Assist new and renewal applicants in completing CoC project applications by providing technical assistance and feedback
- Prepare pre-application information and forms as needed

## **ARTICLE V** **COMMITTEES**

**SECTION 1. APPOINTMENT AND AUTHORITY.** Members of Committees are self-selected based on the work of the Committee. It shall be the function of the committees to make recommendations to the Leadership Team and carry out such activities as may be delegated to them by the Leadership Team.

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

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

**SECTION 4. HOME COMMITTEE.** Homeless service providers in the Partnership shall meet monthly for case conferencing of a by-name list of people experiencing homelessness in Orange County who are considerably vulnerable and connected with service providers or the court system. The goal of this Committee is to coordinate care for the most vulnerable



people in our community and to prioritize Permanent Supportive Housing and other housing opportunities.

**SECTION 5. DATA & GRANTS WORKGROUP.** CoC and ESG recipients in the Partnership shall meet monthly to work on coordinated entry, written standards, program performance improvement, and the CoC collaborative application. The Data & Grants Workgroup will review program performance data from each CoC and ESG funded project quarterly, in conjunction with the Project Review Committee.

**SECTION 6. VETERANS EXPERIENCING HOMELESSNESS WORKGROUP.** The Veterans Administration (VA) and other veterans service providers shall meet with homeless service providers each month to review a by-name list of veterans and to coordinate care for veterans experiencing or at-risk of homelessness in Orange County.

**SECTION 7. SOAR COLLABORATIVE.** Caseworkers working on Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) applications shall meet monthly with other community stakeholders to coordinate referrals and streamline processes to obtain medical records and other information needed to process applications for people with disabilities who are also experiencing or at risk of homelessness.

**SECTION 8. COORDINATED ENTRY PLANNING.** Coordinated Entry (CE) Planning group meets regularly to troubleshoot how people access homeless services, how service providers assess people for program referrals, and how program referrals are prioritized and conducted through the HOME Committee and OC Connect. The Coordinated Entry Planning Committee conducts an annual assessment of coordinated entry, including but not limited to, system demographics, feedback from people with lived experience of the CoC's coordinated entry in the previous year, service provider feedback, and outcome data by available demographic information.

**SECTION 9. PROJECT REVIEW COMMITTEE.** An application for Project Review Committee (PRC) membership shall be available on the Partnership's website and shall be advertised at least once per year. Applicants shall complete the application and submit them online. CoC staff will review and if selected, PRC members will complete a Conflict of Interest form that CoC staff will keep on file for no less than one year. PRC members will recuse themselves from scoring and discussing funding and ranking recommendations for any projects in which they or an immediate family member serve as officer, director, trustee, partner, employee, or agent which might give rise to a possible conflict of interest with the CoC. The PRC is responsible for:

- Quarterly data reviews of each CoC and ESG funded project, in conjunction with the Data & Grants Workgroup
- Establishing the rating and ranking tool for new and renewal projects, inclusive of community funding priorities, used for CoC and ESG annual applications
- Formulating proposed project priority listings – the list of projects to be funded – for each CoC and ESG annual application for Leadership Team final approval
- Monitoring participation in the cross-CoC Housing First evaluation
- Developing and monitoring corrective actions plans as needed to meet threshold measures

**SECTION 10. ADDITIONAL COMMITTEES.** The Leadership Team may create any additional committees as it deems advisable to handle the work of the Partnership. The

Leadership Team shall authorize and define the powers and duties of all committees, which shall report annually to the Leadership Team on their objectives, activities and accomplishments. Committee membership will vary depending on the particular needs of the group, but generally should represent the totality of the Partnership as feasible.

**SECTION 11. COMPENSATION.** Committee members are eligible for a stipend compensation, as Committee activities contribute to CoC System Operations and Planning and compensation is an eligible expense for CoC Planning grant revenue. Committee members who have lived experience of homelessness will be provided a timesheet to document hours when meeting materials are made available. Members returning completed timesheets to OCEPH Staff will be compensated for their time no less frequently than once per quarter. Compensation will be reasonable according to OMB Circular 2 CFR 200, and will be not less than the Orange County Living Wage:

[https://www.orangecountylivingwage.org/living\\_wage\\_calculation](https://www.orangecountylivingwage.org/living_wage_calculation).

## **ARTICLE VI DATA COLLECTION & ASSESSMENT**

**SECTION 1. HMIS.** The Partnership is responsible for the Homeless Management Information System (hereinafter "HMIS") and a member of the HMIS@NCCEH Regional HMIS system whose members are Chapel Hill/Orange County CoC, Durham County CoC, and the NC Balance of State CoC (79 counties in NC). As such, the Partnership has four primary responsibilities:

1. Designate an HMIS Lead Agency: The Leadership Team shall approve an HMIS Lead Agency to operate the local HMIS. This entity will be responsible for ensuring that all applicable federal partner regulations and notice requirements are met.
2. Designate an HMIS Grantee: The Leadership Team shall designate an HMIS Grantee who will be the single agency to manage the HMIS funding and ensure all local financial obligations are met. The HMIS Grantee will contract with the HMIS Lead Agency to operate HMIS in Orange County. The Contract and MOU will describe the exact responsibilities of the HMIS Lead Agency, HMIS Grantee, and Continuum of Care for meeting federal partner regulations and notice requirements.
3. Designate HMIS@NCCEH Advisory Committee Representatives: The Leadership Team shall designate two representatives from the Continuum of Care to the HMIS@NCCEH Advisory Committee.
4. Review HMIS@NCCEH Governance Charter: This document directs the governance of the regional HMIS system. The Partnership may approve or send suggestions to the HMIS@NCCEH Advisory Committee on amendments for adoption.

Role of Manager: The Manager, in partnership with the HMIS@NCCEH Advisory Committee, shall ensure the following:

- Consistent participation in HMIS for all federal partner funded programs and encourage the same for all other agencies
- For agencies that are exempt from participating in HMIS by federal statute (for example, domestic violence service providers) the Manager will support participation in a comparable database that meets the HUD standards for HMIS
- HMIS is administered within Orange County in compliance with requirements prescribed by HUD

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

**SECTION 2. POINT-IN-TIME COUNT & HOUSING INVENTORY COUNT.** The Partnership plans and conducts an annual Point-in-Time Count (PIT) that counts and collects data on people experiencing homelessness who are both unsheltered and sheltered within emergency shelters and transitional housing. The Partnership will provide training, forms, and instruction for agencies and individuals conducting this count. Normally, the PIT is held on the last Wednesday in January. The PIT will comply with any additional HUD requirements. The Partnership completes the annual Housing Inventory Chart (hereinafter "HIC"), which includes a bed inventory of all emergency shelters, transitional housing programs, rapid re-housing programs, and permanent supportive housing programs in the CoC. The PIT and HIC are submitted to HUD through the Homeless Data Exchange (hereinafter "HDX") in accordance with the deadline set by HUD.

**SECTION 3. SYSTEM PERFORMANCE MEASURES.** The Partnership completes the annual System Performance Measure data submission each spring. The seven system-level performance measures help communities gauge their progress towards preventing and ending homelessness:

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

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

**SECTION 4. LONGITUDINAL SYSTEMS ANALYSIS.** The Longitudinal Systems Analysis (LSA) report provides critical information about how people experiencing homelessness use homeless services and demographics about the people in the homeless system. The Partnership will submit the LSA report annually to HUD via the HDX 2.0 in advance of the annual deadline.

## **ARTICLE VII** **FINANCES**

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

**SECTION 2. FISCAL YEAR.** The fiscal year of the Partnership shall begin on the first day of

July and end on the last day of June.

**ARTICLE VIII**  
**PARLIAMENTARY AUTHORITY**

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

**ARTICLE IX**  
**GOVERNANCE CHARTER**

**SECTION 1. RATIFICATION.** The Orange County Partnership to End Homelessness governance charter (formerly referred to as bylaws) was formally adopted on November 5, 2008 and most recently amended on October 17, 2022.

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

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

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

## **APPENDIX 1: Abbreviations**

<u>Abbreviation</u>	<u>Full name</u>
CoC	Chapel Hill/Orange County Continuum of Care
Coordinator	Orange County Homeless Programs Coordinator
ESG	Emergency Solutions Grant
HIC	Housing Inventory Count
HMIS	Homeless Management Information System
HDX	Homeless Data Exchange
HUD	U.S. Department of Housing and Urban Development
Leadership Team	Orange County Partnership to End Homelessness Leadership Team
LSA	Longitudinal Systems Analysis
Manager	Orange County Homeless Programs Manager
MOU	Memo of Understanding
NCCEH	North Carolina Coalition to End Homelessness
NC HMIS	North Carolina Homeless Management Information System
NOFA	Notice of Funding Availability
Partnership	Orange County Partnership to End Homelessness
PIT	Point-in-Time Count
PRC	Project Review Committee
SOAR	SSI/SSDI Outreach, Access & Recovery
SSI	Supplemental Security Income
SSDI	Social Security Disability Insurance

**APPENDIX 2: Conflict of Interest Disclosure Form**



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

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

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

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

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

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



### **APPENDIX 3: Leadership Team Priorities**

*ADOPTED BY THE LEADERSHIP TEAM DECEMBER 16, 2019*

Within the parameters of the OCPEH Governance Charter, board members are recruited using the following weighted criteria:

- 1) African-Americans
- 2) People with lived experience of homelessness, with the goal of having multiple people with different experiences of housing insecurity on the board at any given time
- 3) People who meet the HUD recommended categories for board membership
- 4) Other community members

Elected officials are encouraged to use priorities stated above when choosing Leadership Team appointee, understanding that elected boards have their processes for designating board members.

Ex officio members are encouraged to designate a standing member, using the priorities stated above.

Once current barriers to Leadership Team membership are better understood, further revisions to the Leadership Team priorities and process for new members will be considered, previewed to be in 2020.

**APPENDIX 4: MOU between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness**

Attachment 1

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

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

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

Whereas, the parties to this Memorandum came together and revised this Memorandum of Understanding in 2015, and

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

Whereas, the role of the Partnership is to implement Orange County's Plan to End Homelessness and serve as the Continuum of Care for Orange County, and

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

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

Whereas, the parties to this Memorandum intend to continue funding the Partnership's Homeless Programs Manager and Housing Access Coordinator, and provide partial funding for the Homeless Programs Coordinator, all of whom have job responsibilities outlined in a Job Description (Attachment A), and

Whereas, in order to implement the Plan, the Partnership is providing direct service programs via pass-through funding from other sources, and

Whereas, the four elected appointees continue to recommend and serve on the OCPEH Executive Team, which shall consist of the four elected appointees, to ensure that the interests of all four funding jurisdictions are consistently represented;



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

A. The Executive Team will:

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

B. Towns and the County will:

1. Provide office space and supplies for the use of the Partnership staff as needed and available.
2. Provide staff assistance as needed to support the Executive Team and Leadership Team subject to Town Manager and County Manager direction.
3. Provide an annual appointment from the elected governing bodies to the Leadership/Executive Team.
4. Assist with the annual implementation efforts of the Plan.
5. Continue to support the Partnership.
6. Determine the amount of funding to be provided by each partner by utilizing a population-based formula based on the latest Census data.

Based upon the 2020 Census data, the percentage contributions, subject to each jurisdiction's approval, are as follows:

- Orange County 39.5%
- Town of Chapel Hill 39.7%
- Town of Carrboro 14.3%
- Town of Hillsborough 6.5%

7. Receive an annual report from the HPM.
8. Not be required or expected to continue funding Partnership staff should the funding not be available through any one or more of the other partners.
9. Not require or suggest the HPM perform work on goals that are not in her/his work plan for the Partnership.

C. The Plan is understood to be a living document that the Partnership will update over time to reflect its accomplishments and the evolution of policies, evidence-based practices, and funding.

D. This Memorandum supersedes the 2015 Memorandum of Understanding that supported the Orange County 10-Year Plan to End Chronic Homelessness. It will remain in effect for one year from the date of its adoption by all Parties. Memorandum will be renewed for up to five additional two-year terms if agreed upon by all parties. Revisions will be presented to the Executive Team for consideration no later than the final quarterly meeting of the Executive Team prior to expiration of the one year term. Any Party hereto may withdraw from the Memorandum by providing written notice to every other Party at least 6 months prior to the start of the fiscal year in which the Party wishes to withdraw.

[SIGNATURES TO FOLLOW]

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

ORANGE COUNTY

Laura Jensen  
ATTEST

Renee Price  
Renee Price, Chair



STATE OF NORTH CAROLINA  
ORANGE COUNTY

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

Witness my hand and official stamp or seal this 11<sup>th</sup> day of July, 2022.



Tara Danielle May  
Notary Public Tara Danielle May

My commission expires: 11/19/22



TOWN OF CHAPEL HILL

*Pam Hemminger*

Pam Hemminger, Mayor

*Amy T. Haney*  
ATTEST

STATE OF NORTH CAROLINA  
ORANGE COUNTY

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

Witness my hand and official stamp or seal this 29<sup>th</sup> day of July, 2022.



*Brenton A. Hodge*  
Notary Public Brenton Hodge

(Notary Seal)

My commission expires 2-28-27

*2022*



TOWN OF CARRBORO

*Damon Seils*

Damon Seils, Mayor

*[Signature]*  
ATTEST

STATE OF NORTH CAROLINA  
ORANGE COUNTY

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

Witness my hand and official stamp or seal this 25<sup>th</sup> day of JULY, 2022.

MARSHA PATE  
NOTARY PUBLIC  
ORANGE COUNTY, NC  
COMMISSION EXPIRES JUNE 20, 2024

*Marsha Pate*  
Notary Public MARSHA PATE

(Notary Seal)

My commission expires: 6/20/24



TOWN OF HILLSBOROUGH

*Jean Weaver*  
Jean Weaver, Mayor

*Sarah Kimrey*  
ATTEST

STATE OF NORTH CAROLINA  
ORANGE COUNTY

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

Witness my hand and official stamp or seal this 12 day of July, 2022.

*Lindsay A Rhew*  
Notary Public *Lindsay A Rhew*

(Notary Seal)

My commission expires: 4-29-2025