



Leadership Team

Orientation Manual

2019

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BACKGROUND

Orange County Partnership to End Homelessness

The Orange County Partnership to End Homelessness (OCPEH) is a coalition of local government officials, service providers, and community members formed to end homelessness in our community.

The Partnership is jointly funded by 4 local governments:



OCPEH serves as the Continuum of Care (CoC) for Orange County - this is a geographically defined group responsible for homeless services planning, system outcomes, compliance with federal requirements, coordinating grant funding, and best practice implementation

For detailed info on the Partnership, check out the OCPEH Governance Charter (Page 21).



<https://www.facebook.com/OrangeCountyPEH/>



<https://twitter.com/ocpehnc>



<http://www.ocpehnc.com>

HEARTH

Homeless Emergency Assistance & Rapid Transition to Housing

HEARTH Act

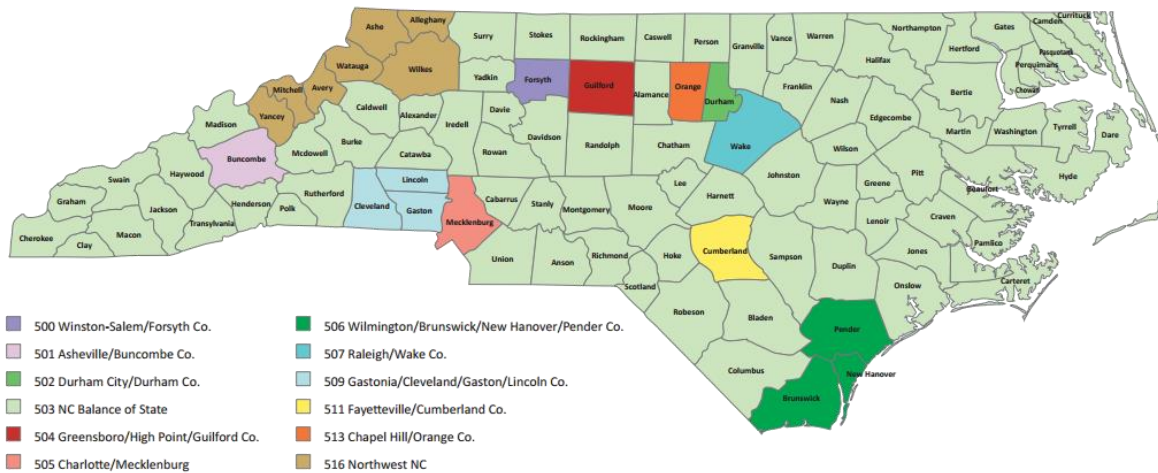
- Signed by President Obama in 2009; upholds and amends the McKinney-Vento Homeless Assistance Act
- Changes include:
 - A consolidation of HUD's competitive grant programs
 - The creation of a Rural Housing Stability Assistance Program
 - A change in HUD's definition of homelessness and chronic homelessness
 - A simplified match requirement
 - An increase in prevention resources
 - An increase in emphasis on performance
- Changes the focus from:
 - <https://www.hudexchange.info/homelessness-assistance/hearth-act/>
 - Outputs → Outcomes
 - Program level → Community level
 - Sheltering → Housing (BUT shelters are still important!)

STRUCTURE CONTINUUM OF CARE (COC)

Definition

- CoC = Planning area
- Geographically defined group responsible for homeless services planning and implementation
- Collaboration and input from:
 - Service providers, schools, law enforcement, employment agencies, prisons, veterans, DSS, elected officials and staff, hospitals, mental health service providers, affordable housing developers, substance use service orgs, public housing authorities, domestic violence agencies, people who have experienced homelessness
- 12 CoCs in North Carolina

North Carolina Continuum of Care (CoC) Primary Areas



Responsibilities

- CoC governance and structure
- System operations and planning
- Designate and operate Homeless Management Information System (HMIS)
- Design coordinated entry

HOME. TOGETHER

Federal Strategic Plan to Prevent and End Homelessness

The first federal strategic plan to prevent and end homelessness was created by U.S. Interagency Council on Homelessness (USICH) in 2005 and last updated in 2018.

The goal of the Plan is to end homelessness, in other words to make the experience of homelessness:

- Rare
- Brief
- One time

The Plan also sets population-specific goals to end homelessness and chronic homelessness among **veterans, people with disabilities, families with children, unaccompanied youth**, and all others.

Home, Together lays out eight objectives in four categories:

1. Ensure Homelessness is a Rare Experience

Objective 1.1: Collaboratively Build Lasting Systems that End Homelessness

Objective 1.2: Increase Capacity and Strengthen Practices to Prevent Housing Crises and Homelessness

2. Ensure Homelessness is a Brief Experience

Objective 2.1: Identify and Engage All People Experiencing Homelessness as Quickly as Possible

Objective 2.2: Provide Immediate Access to Low-Barrier Emergency Shelter or other Temporary Accommodations to All Who Need it

Objective 2.3: Implement Coordinated Entry to Standardize Assessment and Prioritization Processes and Streamline Connections to Housing and Services

Objective 2.4: Assist People to Move Swiftly into Permanent Housing with Appropriate and Person-Centered Services

3. Ensure Homelessness is a One-Time Experience

Objective 3.1: Prevent Returns to Homelessness through Connections to Adequate Services and Opportunities

4. Sustain an End to Homelessness

Objective 4.1: Sustain Practices and Systems at a Scale Necessary to Respond to Future Needs

Released July 19!



Home, Together:
THE FEDERAL STRATEGIC PLAN TO
PREVENT AND END HOMELESSNESS

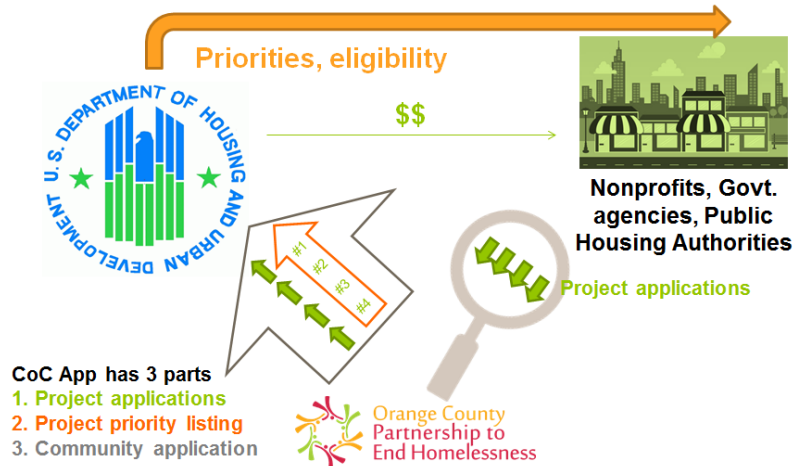


UNITED STATES INTERAGENCY COUNCIL ON HOMELESSNESS

FUNDING
CoC and ESG

Continuum of Care (CoC) Grant

- Grant directly from HUD that funds
 - Permanent Supportive Housing
 - Rapid Re-housing
 - Joint Rapid Re-housing/Transitional Housing
 - HMIS
 - Prevention
 - Coordinated Entry
 - CoC Planning



Emergency Solutions Grant (ESG)

- Block grant from HUD through some communities and the state that funds
 - Emergency Shelter
 - Rapid Re-housing
 - Street Outreach
 - Prevention
 - HMIS
- Orange County’s ESG grant process is run through the state

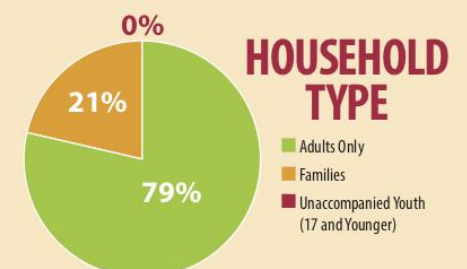
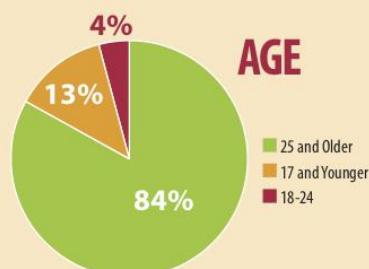
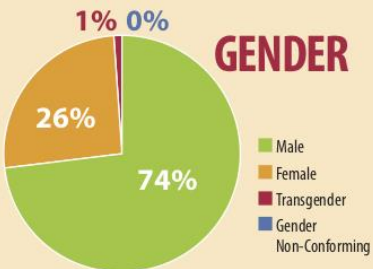
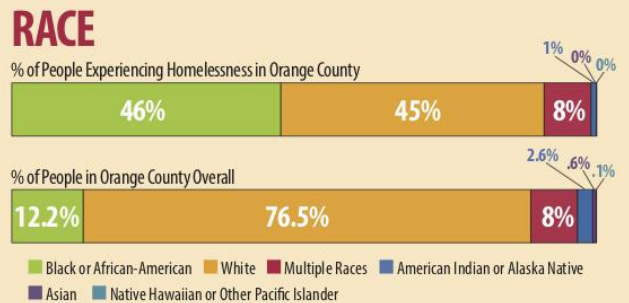
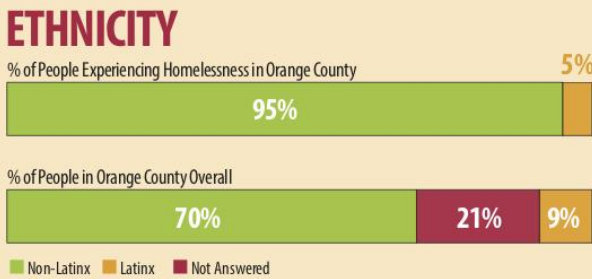
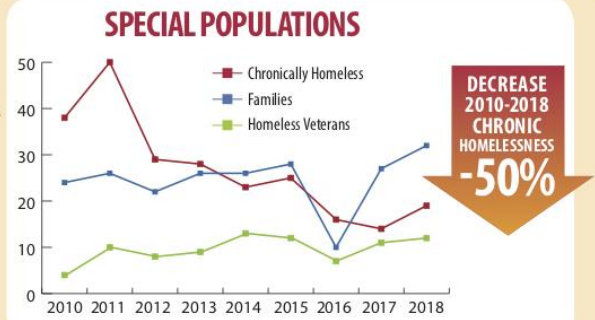
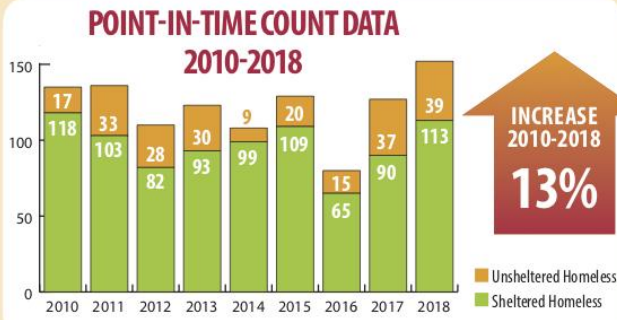


LOCAL MEETINGS

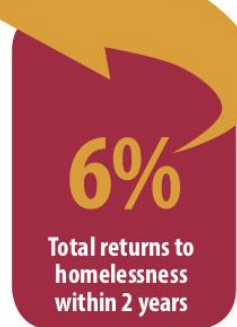
	Purpose	Meeting Time	Location
OCPEH Leadership Team	Governing body of the Orange County Partnership to End Homelessness that serves as the Chapel Hill/Orange County Continuum of Care (CoC), sets policy and priorities for ending homelessness in our community	Third Monday, 6:00-7:30pm	Chapel Hill-Carrboro Chamber of Commerce, 104 S Estes Dr, Chapel Hill
Data & Grants Workgroup	Works to improve data quality, sets performance standards for Orange County homeless programs	Third Monday, 3:00-4:30 p.m.	Southern Human Services, Room D, 2501 Homestead Rd, Chapel Hill
HMIS User Meeting	Meeting for Homeless Management Information System (HMIS) database users to improve data quality and reporting	Third Monday, 1:45-2:45 p.m.	Southern Human Services, Room D, 2501 Homestead Rd, Chapel Hill
Homeless Veterans Working Group	Care coordination for veterans experiencing homelessness	Third Friday, 9:30-10:30am	Southern Human Services, Room C or D, 2501 Homestead Rd, Chapel Hill
HOME Committee	Care coordination for the most vulnerable people experiencing homelessness in Orange County	Fourth Wednesday, 9:00 a.m.-noon	Southern Human Services, Board Room, 2501 Homestead Rd, Chapel Hill
SOAR Collaborative	Coordinate the SSI/SSDI Outreach and Access to Recovery (SOAR) work in Orange County, specifically to coordinate SOAR referrals, develop and monitor community goals for SOAR outcomes, trouble-shooting SOAR-related issues, and work towards SOAR Community Certification	Second Thursday of each month, 3:30-4:30 p.m.	Room C or D of the Southern Human Services Center, 2501 Homestead Road, Chapel Hill

2018 HOMELESSNESS IN ORANGE COUNTY

On one night...



How we are doing overall...



Data from the 2018 Point-in-Time Count and FY2017 System Performance Measures submitted by the Orange County Partnership to End Homelessness to the Dept. of Housing & Urban Development (HUD) in 2018. The Point-in-Time Count is conducted annually on the last Wednesday in January and provides a snapshot of homelessness on one night. System Performance Measures record homeless system outcome data over a 12-month period.

For more information about homelessness in Orange County, contact **Corey Root**, croot@orangecountyinc.gov, (919) 245-2496.

ORANGE COUNTY HOUSING & HOMELESSNESS RESOURCE GUIDE



START HERE!

If you need shelter... Go in person to either:

For emergency assistance and immediate needs:

ACCESS SITES:

Community Empowerment Fund-208 N. Columbia St., Ste. 100, Chapel Hill, **919-200-0233**; Accessible from most Chapel Hill Transit routes, **M-F 10am-3pm**



Orange County Department of Social Services-113 Mayo St., Hillsborough, **919-245-2800**; **Wed. 8am-4pm**

Inter-Faith Council for Social Service-Chapel Hill/Carrboro residents; 110 W. Main St., Carrboro, **919-929-6380**; **M-F 9am-5pm**, Chapel Hill Transit F and J routes



Orange Congregations in Mission (OCIM)-Orange County residents (excluding Chapel Hill/Carrboro residents); call **919-732-6194 x. 18** to make an appointment **M-F 10am-2pm**

Call Homeless Info Line **919-245-2655**, **1am-6am** to speak with a person. For information about cold weather cots available when the temperature is projected to be 39 degrees or below, **Press 2 for men and Press 3 for women**

HOUSING

ORANGE COUNTY:

EMERGENCY & TRANSITIONAL

IFC Community House-Transitional housing for men; 1315 MLK Jr. Blvd., Chapel Hill; For information about cold weather cots available when the temperature is projected to be 39 degrees or below, call **Homeless Info Line 919-245-2655**, press 2 for men and press 3 for women, 1am-6am

IFC Homestart- Emergency shelter for women and families; 2505 Homestead Rd., Chapel Hill; Call **Homeless Info Line 919-245-2655** for admission info. (Emergency cots when 39°F or below)

Freedom House Recovery Center-Residential, outpatient, & crisis mental health & substance abuse services for men, women, children, families; 104 New Stateside Dr., Chapel Hill; **919-942-2803**; **24 Hrs**

Oxford Houses-Clean & sober housing option for men, women in recovery from substance abuse; and women with children; call Paula Harrington, **919-616-3020**; M-F 8am-5pm

AFFORDABLE HOUSING

Chapel Hill Public Housing-Affordable rental housing, resident service programs, & transitional housing; 317 Caldwell St. Ext., Chapel Hill; **919-968-2850**; M-F 8:30am-5pm

NC Housing Search-Online tool www.nchousingsearch.com

EmPOWERment, Inc.-Low income homeownership & rental housing; 109 N. Graham St., Chapel Hill; **919-967-8779**; M-F 9am-5pm

Orange County Housing Authority-Section 8 rental assistance, housing discrimination help; 300 W. Tryon St., Hillsborough; **919-245-2490**; M-F 8am-5pm

CASA-Supportive housing for persons with disabilities, veterans; 624 W. Jones St.; **919-754-9960**; 8:30am-5pm

Adelaide Walters Apartments-Age 62+ or physically disabled; 603 MLK Jr. Blvd., Chapel Hill; **919-968-8018**

Carolina Spring Apartments-Age 55+; 600 West Poplar Ave., Carrboro; **919-942-9559**

Covenant Place Retirement Homes-Age 62+; **919-929-0061**; 103 Culbreth Rd., Chapel Hill

First Baptist Church-Manley Estates Apartments; age 62+; 805 S Merritt Mill Rd., Chapel Hill; **919-968-9778**

Gateway Village-400 Lakeside Dr., Hillsborough; **919-732-6701**

Coachwood-200 Cheshire Dr., Hillsborough; **919-732-9844**

Eno Haven-Age 55+; 811 Highway 70 E., Hillsborough; **919-245-0700**

Greenfield Place-200 Formosa Lane, Chapel Hill; **919-240-7337**. For appointments: greenfieldplaceapts.com

Hampton Pointe-350 Hampton Pointe Blvd., Hillsborough; **919-296-9003**

Dobbins Hill-1749 Dobbins Dr., Chapel Hill; **919-932-3100**

Elliott Woods/Chase Park-Interchurch Council Housing office; 106 Elliott Dr., Chapel Hill; **919-942-2197**, 103 Culbreth Rd., Carrboro; **919-929-0061**

Elmwood-616 E Oakwood St., Mebane; **919-563-2977**

Cedar Hill-275 S 11th St., Mebane; **919-563-3539**

DURHAM COUNTY:

EMERGENCY & TRANSITIONAL

Urban Ministries, Durham-Shelter; 410 Liberty St., Durham; **919-682-0538**; arrive Monday 9:15am for intake or ask for referral

Housing for New Hope-Emergency assistance, supportive housing, Rapid Re-Housing; 18 W. Colony Pl., #250, Durham; **919-489-6282**; M-F 9am-5pm

Durham Crisis Response Center-Domestic violence shelter; 206 N. Dillard St., Durham; **919-403-6562**; **24 hrs**

Durham Rescue Mission-Shelter; 507 E. Knox St., Durham; **919-688-9641**, ext 5034 (men) **5050** (women and children); 8am-10pm

Families Moving Forward-Family transitional housing; 300 N. Queen St., Durham; **919-683-5878**; M-F 9am-6pm

Durham County DSS Coordinated Intake- Families with minor children; for Durham Co. residents; 414 E. Main St., Durham; **919-560-8000**; M-F 8:30am-5:00pm

WAKE COUNTY:

wake.nc.networkofcare.org

VETERANS

Durham VA Health Care System Homeless Program Walk-In Clinic Services-Housing resources & supportive services to homeless veterans, medical, surgical and psychiatric inpatient services; Social Work Dept. B5013, 508 Fulton St., Durham; **877-424-3838**; Mon, Wed-Fri, 9am-11:30am, Mon-Fri 1:30-4pm

Stop Soldier Suicide-Mental health referrals, emergency financial aid, housing assistance, education/GI Bill (serves all military service members regardless of discharge status); **884-889-5610**; M-F 9am-5pm

Supportive Services for Veterans Families Program (SSVF)-Housing and supportive services for veterans; **919-530-1100**; M-F 9am-5pm. Referral required.

EMPLOYMENT & EDUCATION

Community Empowerment Fund-Savings opportunities, bank accounts, one-on-one employment assistance, financial education, connection to other needed services; 208 N. Columbia St., Ste. 100, Chapel Hill, **919-200-0233**; Accessible from most Chapel Hill Transit routes M-F 9am-5pm, Thursday 5pm-7pm

DSS Employment & Training-Job coaching, vocational training, job referrals for Orange County residents. 113 Mayo St., Hillsborough, **919-245-2800**

NCWorks Career Center of Orange County, Job Link-GED, education & training, job assistance, resumes, employment, career & business services, computer access; 503 W. Franklin St., Chapel Hill; **919-969-3032**; M-F 8am-5pm, 1206B W. Chapel Hill St., Durham; **919-797-9233**; M-F 7:30am-5:30pm

Durham Technical Community College, Orange Campus-Adult education, job skills, GED, adult HS diploma, Associate & 4-year degree programs; 525 College Park Rd., Hillsborough; **919-929-0061**; M,Th,F 8am-5pm, T,W 8am-6pm

El Centro Hispano-Education, health, employment, support services, & ESL resources for Spanish-speakers; 201 W. Weaver St., Carrboro; **919-945-0132**; M-Th 9am-5pm

Central Piedmont Community Action-Job placement & training, weatherization assistance; **919-245-4342** (referral required)

Durham Regional Financial Center-Financial education & counseling, consumer credit counseling services, rental and homeowner education & counseling, fair housing; 2634 Durham-Chapel Hill Blvd., Durham; **919-688-3381**; M-Th 9am-5pm

FOOD

IFC Community Kitchen-Lunch (11:15-12:30) every day & dinner M-F (6:15-7) for anyone; 100 W. Rosemary St., Chapel Hill; **919-967-0643**

IFC Food Pantry-Groceries; 110 W Main St. Carrboro; arrive by 9am or call for an appointment; **919-929-6380**; M-F 9am-5pm, after hours appointments available on select T, W

St. Joseph's Food Ministry-Heavenly Groceries; Monday-Friday, 4pm; 510 W. Rosemary St., Chapel Hill; **919-960-1670**

Food-For-All-Dinner Monday-Thursday, 6:15-6:30pm; Fairview Baptist Church, 600 Cornelius St., Hillsborough; **919-563-4224**

Orange Congregations in Mission-Food pantry (by DSS referral), emergency assistance, Meals on Wheels; 300 Millstone Dr., Hillsborough; **919-732-6194**

Meals on Wheels-Lunches for seniors & people with disabilities; 1712 Willow Rd., Chapel Hill; **919-942-2948**; M-F 9am-1pm

For more information on local services and updates, visit occonnect.info

Call Homeless Info Line 919-245-2655, 1am-6am to speak with a person. For information about cold weather cots available when the temperature is projected to be 39 degrees or below, Press 2 for men and Press 3 for women

PEOPLE WITH DISABILITIES

Disability Awareness Council-Disability advocacy/education to eliminate barriers to employment & services; 503 W Franklin St., Chapel Hill; 919-245-4337; Tu and F 10am-4pm
Orange Enterprises-Vocational evaluations, job training, skills development for people with disabilities; 348 Elizabeth Brady Rd., Hillsborough; 919-732-8124; M-F 8am-4:30pm
Vocational Rehabilitation-Employment services for people with disabilities; 548 Smith Level Rd., Carrboro; 919-969-7350; M-F 8am-5pm
ARC the Triangle-Services for those with developmental disabilities; 1709 Legion Rd., Suite 100, Chapel Hill; 919-942-5119; M-F 8:30am-5pm
Residential Services, Inc.-Group homes adults & children with intellectual/developmental disabilities; 111 Providence Rd., Chapel Hill; 919-942-7391; M-F 8am-5pm
EZ Rider-Door to door transportation for individuals with disabilities; 919-969-5544; M-F 8am-5pm

MOTHERS & FAMILIES

UNC Horizons-Residential & outpatient substance use & addiction recovery program for pregnant women & mothers & their children, employment & parenting services; 127 Kingston Dr., Chapel Hill; 919-966-9803; M-F 8am-5pm
Alcohol Drug Council of NC-Vacancy list for residential treatment programs for pregnant women & women with children; 600 E. Main St #202, Durham; 919-493-0003; M-F 12pm-6pm
Duke Family Care Program-Substance use treatment for women with children or pregnant women; 2213 Elba St., Durham; 919-681-5531; M-F 9am-5pm

FAMILY SERVICES:

Women, Infants and Children (WIC)-Nutrition and breastfeeding education/support, shopping card for free, healthy food, and community referrals for pregnant women and women with children under the age of 5; 300 W Tryon St., Hillsborough; 919-245-2422; M-F 8am-5pm; 301 Lloyd St., Carrboro; 919-942-8741; M 8am-8pm, T 9am-5pm, W 8am-5pm, Th 8am-6:30pm, F 8am-1pm
Child Care Services Association-Resources & referrals for child care for children birth-12; 829 E. Franklin St., Chapel Hill; 919-967-3272; M-F 8am-5pm

Child Support Services-Assists families in obtaining child support; 131 W. Margaret Ln., Hillsborough; 919-245-2175; 2501 Homestead Rd., Chapel Hill; 919-245-2175; M-F 8am-5pm

KidsCope-Mental health services & parent education for young children 0-5 & families; 500 N. Nash St., Hillsborough; 919-644-6590; M-F 8:30am-5:30pm

Second Family Foundation-Supportive services for teens facing risky situations; 104 S. Estes Dr., Chapel Hill; 919-967-9823; M-F 9am-5pm, referral required

VICTIM SERVICES:

Compass Center-Domestic Violence, services for victims of domestic abuse; 210 Henderson St.; 24 hr. hotline: 919-929-7122
Orange County Rape Crisis Center-Services to survivors of sexual violence; 1506 E. Franklin St. #302, Chapel Hill; 24-hr. hotline: 919-967-7273, 866-935-4783
Interact-Domestic violence shelter; 1012 Oberlin Rd., Raleigh; 919-828-7740; 24 Hrs

HEALTH & DENTAL CARE

Piedmont Health Services, Inc.-Medical, dental & pharmacy services, low-cost prescriptions; 301 Lloyd St., Carrboro; 919-942-8741; M, TH 8am-8pm, T,W,F 8am-5pm, Sat 8am-1pm; 322 Main Street, Prospect Hill; 336-562-3311; M-W,F 8am-5pm, TH-8am-8pm
Orange County Health Department-Health, dental & mental health services; 300 W Tryon St., Hillsborough; 2501 Homestead Rd., Chapel Hill; 919-245-2400 (medical) 919-245-2400 (dental) 919-945-2435; M-Th 8am-5pm, F 8am-12pm
Formerly Incarcerated Transition Program-Connects formerly incarcerated individuals with chronic illness to healthcare at community healthcare centers; 919-245-2397; M-F 9am-5pm
UNC Health Care Community Care Discount Program/Charity Care-Discounts/relief of patient obligations; Admitting Office, Memorial Hospital, 101 Manning Dr., Chapel Hill; 919-966-3425; M-F 8am-5pm
UNC Hospitals Emergency Room-Chapel Hill-medical attention for those with emergency needs; 101 Manning Dr., Chapel Hill; 919-966-4721; 919-966-4131; Hillsborough; 430 Waterstone Dr., Hillsborough; 984-215-2000; 24 Hrs
UNC Outpatient Pharmacy-Pharmacy assistance program available to UNC patients without income or insurance; UNC Cancer Center, 101 Manning Dr., Chapel Hill; 919-974-2374; M-F 7am-8pm Sat, Sun 8am-3pm
UNC Pharmacy Assistance Program-Reduces cost of medications with \$4 co-pay; 101 Manning Dr., Chapel Hill; 984-974-2374, option 1 then 1; M-F 9am-6pm
UNC School of Dentistry-Low-cost dental care; 385 S. Columbia St., Chapel Hill; 919-537-3737; M-F 8am-5pm
UNC Student Health Action Coalition (SHAC)-Free health & dental clinics Wednesday nights at 5:30pm; 301 Lloyd St., Carrboro; 919-843-6841; Wed nights at 5:30pm
Planned Parenthood-STD testing, treatment and vaccines, Men's Healthcare, LGBT Services, pregnancy services; M&W 11am-7pm, T 9am-5pm, Th 9am-3pm, F 8am-4pm, Sat 8am-1pm
Lincoln Community Health Center-Primary medical care, dental care, WIC; 1301 Fayetteville St., Durham; 919-956-4000; M-F 8am-8pm, Sat 8am-12pm

OTHER SERVICES

DISABILITY BENEFITS:

Social Security Administration-SSI/SSDI benefits; 3511 Shannon Rd., #200, Durham; 888-759-3908; M,T,TH,F 9am-4pm, W 9am-12pm

LEGAL:

Legal Aid of NC-Assistance in civil matters; 959 East Street, Suite A&B, Pittsboro; 919-542-0475; 9am-5pm
Compass Center for Women & Families-Services for victims of domestic abuse, financial & career advising, legal services; 210 Henderson St. Chapel Hill; M,T,TH,F 9am-5pm, W 9am-7pm; 919-968-4610

TRANSPORTATION:

Chapel Hill Transit-Free bus service throughout Chapel Hill and surrounding communities; 919-485-7433; M-F 7am-10pm, Sat-Sun 8am-8pm; EZ-Rider: 919-969-5544
Orange Public Transportation-919-245-2008; 8am-5pm

CELL PHONES:

Access Wireless-Free cell phones; 1-888-464-6010; M-F 8am-12am, Sat 10am-7pm, Sun 9am-12am

MENTAL HEALTH & SUBSTANCE USE

Cardinal Innovations Healthcare-Screening & referral services for mental illness, intellectual/developmental disabilities or substance use; 201 Sage Rd., Chapel Hill; 800-939-5911; 24 Hrs
Freedom House Recovery Center-Walk-in crisis & detox, residential & outpatient mental health, substance use treatment for adults & children; 104 New Stateside Dr., Chapel Hill; 919-967-8844; crisis 24 Hrs
Orange County Rape Crisis Center (OCRCC) Clinical Services-Free therapy for survivors of sexual violence and their loved ones in Spanish and English. Call help line at 866-WE LISTEN or 919-967-7273 to schedule intake appointment
Compass Center Access Mental Health Care Program-Up to 16 free individual therapy sessions for survivors of intimate partner and family violence in Spanish and English. Call 919-929-7122 to speak with an advocate.
Alcoholics Anonymous-Support for individuals dealing with & recovering from alcoholism; Alamance/Orange/Chatham; 866-640-0180; Chapel Hill, 919-933-3877; Hillsborough, 919-732-8214; 24 Hrs
Narcotics Anonymous Helpline-Support for individuals dealing with & recovering from drug addiction; 919-831-5321; 24 Hrs
Alcohol Drug Council of NC-Connect with resources for substance abuse education and prevention as well as recovery housing; 600 E. Main St., #202, Durham; 919-493-0003; M-F 12pm-6pm
Al-Anon/Alateen Family Groups-Support for individuals affected by a loved one's alcoholism & drug use; 919-713-1516; 24 Hrs
Behavioral Health Clinic at Lincoln-Treatment & support for mental health & substance use; 1301 Fayetteville St., Durham; 919-956-4068; M-F 8am-8pm, Sat 8am-12pm
Carolina Outreach-Services for people with severe mental illness; 2670 Durham-Chapel Hill Blvd., Durham; 919-251-9001; M-F 8am-5pm
El Futuro-Mental health/substance use treatment & services for Latinos; 136 E. Chapel Hill St., Durham; 919-688-7101 ext. 600; M,W-F 9am-5pm, Tu 9am-7pm
Lutheran Services Carolinas-ACT Team for people with severe & persistent mental illness; 891 Willow Dr., Ste. 2, Chapel Hill; 919-968-2552; M-F 9am-5pm
TROSA-Residential program for individuals with substance use disorders; 1820 James St., Durham; 919-419-1059; M-Sat 8am-5pm
UNC Center Excellence in Community Mental Health-Treatment & support services for severe mental illness, substance use & intellectual or developmental disabilities; STEP Clinic, 200 N. Greensboro St., Suite C-6 (2nd Floor) for appointments at all locations; 919-445-0350; M-F 8am-5pm
Josh's Hope Foundation-Employment & independent living skills for young adults age 18-26 with serious, persistent mental illness; 200 Cardinal Dr., Ste. B, Hillsborough; 919-245-0072; M-F 9am-4pm
Caramore Community-Support program for adults with mental illness, residential & employment programs, mental health treatment; 550 Smith Level Rd., Carrboro; 919-967-3402; M-F 8am-4pm
Healing Transitions-Substance use treatment; W: 3304 Glen Royal Rd., Raleigh; 919-838-9800; M: 1251 Goode St., Raleigh; 919-838-9800; M-F 8am-5pm

SENIORS

Orange County Department on Aging-Lunch program, activities, classes, medical equipment & services prioritized for 55 and older:
Jerry M. Passmore Center-103 Meadowlands Dr., Hillsborough; 919-245-2015; M-TH 8am-8pm, Fri 8am-5pm
Robert & Pearl Seymour Center-2551 Homestead Rd., Chapel Hill; 919-968-2070; M-TH 8am-9pm, Fri 8am-5pm, Sat 8:30am-5:30pm



Contact Corey Root 919-245-2496, croot@orangecountync.gov for more info. This **Orange County Housing & Homelessness Resource Guide** was updated January 2019.

HOMELESSNESS IN ORANGE COUNTY

2019 Leadership Team

Type	First	Last	Title	Agency	Email	Phone	Term	Expires
Member	Natasha	Adams	Public Defender	Orange Co. Public Defender's Office	natasha.a.adams@nccourts.org	919-643-4405	3rd	Dec 2020
Member	Nate	Broman-Fulks	Affordable Housing Manager	Office of Housing and Community, Town of Chapel Hill	nbfulks@townofchapelhill.org	919-969-5077	NA	NA
Member	Keith	Cook	Member	Orange County Affordable Housing Advisory Board	kdc52@aol.com	919-302-4177	1st	Dec. 2020
Member	Nancy	Coston	Director	Orange Co. Dept. of Social Services	ncoston@orangecountync.gov	919-245-2802	NA	NA
Member	Christy	Croft	Organizer	LGBTQ Center of Carrboro	christy.croft@gmail.com	919-904-3477	1st	Dec. 2020
Member	Caitlin	Fenhagen	Director	Criminal Justice Resource Dept., Orange Co.	cfenhagen@orangecountync.gov	919-423-4272	NA	NA
Member	Kathleen	Ferguson	Commissioner	Town of Hillsborough	Kathleen.Ferguson@hillsboroughnc.org	919-998-2153	NA	NA
Member	Sally	Greene	Commissioner	Orange County	sgreene@orangecountync.gov	919-260-4077	NA	NA
Member	Sherrill	Hampton	Director	Dept. of Housing & Community Development, Orange County	shampton@orangecountync.gov	919 245-2490	NA	NA
Member	Chinita	Howard	New Member Orientation Coordinator	Community Empowerment Fund	chmotivated@gmail.com	336-965-5792	1st	Dec 2019
Member	Jackie	Jenks	Executive Director	Inter-Faith Council for Social Service	jjenks@ifcmailbox.org	919-929-6380 ext 14	2nd	Dec. 2020
Member	Katie	Loovis	Vice President for External Affairs	Chapel Hill-Carrboro Chamber of Commerce	KLoovis@CarolinaChamber.org	919-696-0781	1st	Dec 2019
Member	Aidan	Malsbary	Teacher	Chapel Hill-Carrboro City Schools	amalsbary@gmail.com	919-945-4251	1st	Dec. 2020
Member	Nancy	Oates	Town Council Member	Town of Chapel Hill	noates@townofchapelhill.org	919-942-0964	NA	NA

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Type	First	Last	Title	Agency	Email	Phone	Term	Expires
Member	Aly	Peeler	Student	UNC Chapel Hill	alylp19@live.unc.edu	301-641-5015	1st	Dec. 2020
Member	Willie	Quick	Sergeant	Town of Carrboro Police Department	wquick@townofcarrboro.org	919-883-8382	1st	Dec. 2020
Member	Sharon	Reese	Community Member		cookieannreese@gmail.com	919-599-0753	1st	Dec. 2020
Member	Beth	Schehl	Community Member		bschehl@bellsouth.net	919-619-3159	1st	Dec. 2020
Member	Damon	Seils	Aldersperson	Town of Carrboro	dseils@townofcarrboro.org	919-960-5931	NA	NA
Member	Diiv	Sternman	Member Services Coordinator, Chapel Hill	Community Empowerment Fund	diivs@communityef.org	919 200-0233	2nd	Dec 2019
Member	Scott	Taylor	President	SBT Construction, Inc.	staylormd@gmail.com	443-699-6238	1st	Dec 2019
Member	Jerry	Villemain	Member	Governor's Traumatic Brain Injury Advisory Board	jvillemain@aol.com	919-302-2875	2nd	Dec 2019
Member	Eric	Wolak	Nursing Director for Medicine & Inpatient Oncology Services	UNC Medical Center	eswolak@gmail.com	919-824-1970	1st	Dec 2019
Member	Katie	Wright	Director of Programs	Carolina Outreach	katiwright@carolinaoutreach.com	919-260-2510	1st	Dec. 2020

GOVERNANCE CHARTER
Chapel Hill/Orange County
Continuum of Care/CoC

ARTICLE I

ORANGE COUNTY PARTNERSHIP TO END HOMELESSNESS

SECTION 1. NAME. The name of the organization is the Orange County Partnership to End Homelessness (hereinafter "Partnership") which serves as the Chapel Hill/Orange County Continuum of Care (hereinafter "CoC"), designated by the U.S. Department of Housing and Urban Development (hereinafter "HUD") as NC-513. The Partnership is a collaborative program created and supported by 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 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 HMIS (Homeless Management Information System – this is 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 Coordinator (hereinafter "Coordinator"), 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 Availability (NOFA) 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, including renewal projects, new projects, and projects that are reallocated into new or expanded renewal projects to best help Orange County end homelessness. 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
- **EMERGENCY SOLUTIONS GRANT (ESG) FUNDING.** The State of North Carolina, through the state Department of Health & Human Services, Division of Aging and Adult Services, Adult Services Section determines the amount of ESG funding available for each CoC in North Carolina. The Partnership manages the ESG application process in conjunction with the Leadership Team, Coordinator, project applicants, and funding committees.

SECTION 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

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 called OC Connect 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 January 2018) 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 Coordinator 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.

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, Human Rights, & 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.

The Coordinator shall serve as a non-voting member 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 Coordinator 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 Coordinator 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 Coordinator 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 make comments or recommendations. The Board Development Committee will review the applications and input from the Leadership Team and make a recommendation for Chair, Vice Chair, and new members at the November Leadership Team meeting; the slate of candidates will be approved with a majority vote.

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.

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

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 Coordinator know in advance that they are unable to attend. Members unable to attend meetings are asked to review meeting materials and contact the Coordinator 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 Coordinator 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. 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

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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 by phone 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.

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

SECTION 12. FUNDING APPLICATIONS. The Leadership Team reviews recommendations from 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 Coordinator. 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 with lived experience of homelessness are eligible for a stipend compensation, as Leadership Team activities contribute to CoC System Operations and Planning. The Coordinator will provide Leadership Team members a timesheet to document hours. 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.

ARTICLE III

LEADERSHIP TEAM: OFFICERS, MANAGEMENT TEAM, AND EXECUTIVE TEAM

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

SECTION 2. OFFICER SELECTION PROCESS. The Board Development Committee shall nominate the Chair and Vice Chair. Officers shall have served at least one (1) year as a member of the Leadership Team before taking office. The Leadership Team shall elect the officers prior to December 1 each year. All officers shall serve for a term of two (2) years

beginning January 1 or until their successor is elected and assumes the duties of the office. Officers shall be voting members of the Leadership Team.

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

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

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

SECTION 6. DUTIES OF THE SECRETARY. The Secretary shall: (a) keep the minutes of the meetings of the Leadership Team and of all committees in electronic and hard copy; (b) see that all notices are duly given in accordance with the provisions of 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 3: The Memorandum of Understanding between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough: Orange County Partnership to End Homelessness. This group meets quarterly, sets the work plan for the Coordinator, and provides ongoing supervision of the Coordinator through the County Manager.

ARTICLE IV **STAFF ROLES**

SECTION 1. GENERAL DUTIES OF THE HOMELESS PROGRAMS COORDINATOR. The Coordinator shall function as the chief executive officer of the Partnership. The Coordinator shall perform all duties as may be incident to the office and all duties as delegated by the Leadership Team. The management of the staff of the Partnership shall be the sole responsibility of the Coordinator. It will be the duty of the Coordinator to act in an advisory capacity to the other officers, the Leadership Team, the Orange County Board of Commissioners, the Orange County Manager and the Committees in order to promote the

projects and activities of the Partnership in accordance with the Memorandum of Understanding between Orange County, NC and the Towns of Chapel Hill, Carrboro, and Hillsborough and the Leadership Team. The Coordinator shall be an ex-officio, non-voting member of the Leadership Team, the Executive Committee, and all committees. The Coordinator shall also serve as the Secretary of the Partnership. The Coordinator shall support the NC HMIS implementation and complete all HUD-required data submissions, including PIT/HIC, AHAR, and system performance measures by annual deadlines established by HUD (see below, Article VI, Data Collection & Assessment). The Coordinator shall organize and staff workgroups as needed for time-limited projects. At the end of the period of employment, the Coordinator shall deliver to the Leadership Team all books, papers, and property of the Partnership.

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

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

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

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

- Preparation 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 Funding Committees (see below Article V. Section 6. FUNDING APPLICATION COMMITTEES) in the development of scorecard(s), assisting in the scoring and ranking of project applications and development of funding recommendations
- Completion of community section of ESG and CoC applications, including the CoC project priority listing 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, with the exception of the Project Review Committee, members of which are appointed each January by the Leadership Team. 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 EXPERINCING HOMELESSNESS WORKGROUP. The Veterans Administration (VA), and other veterans service providers will 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 for people with disabilities who are experiencing or at risk of homelessness meet monthly with other community stakeholders to coordinate referrals and streamline processes to obtain medical records and other information needed for disability applications.

SECTION 8. COORDINATED ENTRY PLANNING. Coordinated Entry (CE) Planning group meets regularly to troubleshoot how people access homeless services, as well as how service providers assess people for program referrals, and how program referrals are

prioritized and conducted through the HOME Committee and OC Connect.

SECTION 9. PROJECT REVIEW COMMITTEE. Each January, the Leadership Team will designate members of the standing Project Review Committee (PRC). 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
- PRC members cannot have ties to agencies applying for funding

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 with lived experience of homelessness are eligible for a stipend compensation, as Committee activities contribute to CoC System Operations and Planning. The Coordinator will provide Committee members a timesheet to document hours. 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.

ARTICLE VI **DATA COLLECTION & ASSESSMENT**

SECTION 1. HMIS. The Partnership responsible for Homeless Management Information System (hereinafter "HMIS") and a member of the HMIS@NCCEH Regional HMIS system with members being 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.
5. Role of Coordinator: The Coordinator, 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 Coordinator will support participation in a comparable database that meets the HUD standards for HMIS
 - HMIS is administered within Orange County in compliance with requirements prescribed by HUD
 - Oversight is provided by the 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. ANNUAL HOMELESS ASSESSMENT REPORT (AHAR). The Partnership completes the Annual Homeless Assessment Report (hereinafter "AHAR"), which includes both point-in-time and year-round HMIS data on homeless clients enrolled in the CoC's emergency shelter, transitional housing, and permanent supportive housing programs. The AHAR is submitted to HUD through HDX in accordance with the deadline set by HUD.

SECTION 4. 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. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of people experiencing homelessness;
4. Jobs and income growth for people experiencing homelessness in CoC Program-funded projects;
5. Number of persons who become homeless for the first time;

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6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD's homeless definition in CoC Program-funded projects; and
7. Successful housing placement.

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

SECTION 5. 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 Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the Governance Charter of the Partnership.

ARTICLE IX **GOVERNANCE CHARTER**

SECTION 1. RATIFICATION. The Orange County Partnership to End Homelessness governance charter (formerly referred to as bylaws) was formally adopted on November 5, 2008 and most recently amended on December 17, 2018.

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
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.

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

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

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

Signature

Date

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

PAF 1-22-2015
7a
2015-135

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

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

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

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

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

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

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

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

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

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

- A. The Executive Team will:
 - 1. Provide ongoing supervision of the Coordinator through the County Manager by:

HOMELESSNESS IN ORANGE COUNTY

- i. Conducting joint annual performance reviews of the Coordinator with the Manager, after gathering input from the Chair of the Leadership Team and others, as appropriate;
 - ii. Approving an annual work plan for the Coordinator based on the goals of the Plan, subject to final approval by the Manager;
 - iii. Meeting with and reviewing the work plan with the Coordinator and the Manager quarterly ;
 - iv. Participating in interviews for the hiring of the Coordinator;
 - v. Making recommendations to the Manager regarding performance concerns related to the Coordinator.
2. Operate its program on the same fiscal year as that operated by the Towns and County.
 3. Not have supervisory authority over any Town or County staff who may be assigned to provide assistance to the Leadership Team or Executive Team.
 4. Meet quarterly, with staff support, to review progress under the annual work plan.
- B. Towns and County will:
1. Provide office space and supplies for the use of the Coordinator.
 2. Provide staff assistance as needed to support the Executive Team and Leadership Team subject to Town Manager and County Manager direction.
 3. Provide an annual appointment from the elected governing bodies to the Leadership/Executive Team.
 4. Assist with the annual implementation efforts of the Plan.
 5. Continue to support the Partnership.
 6. The amount of funding to be provided by each partner will be determined by utilizing a population-based formula based on the latest Census data. Based upon the 2010 Census data, the percentage contributions are as follows:
 - Orange County 39%
 - Town of Chapel Hill 41%
 - Town of Carrboro 15%
 - Town of Hillsborough 5%
 7. Receive an annual report from the Coordinator.

HOMELESSNESS IN ORANGE COUNTY

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

[SIGNATURES TO FOLLOW]

HOMELESSNESS IN ORANGE COUNTY

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



ORANGE COUNTY

Earl McKee

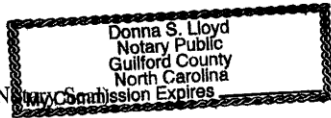
Earl McKee, Chair

Donna S. Baker
ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY
GUILFORD

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

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




Donna S. Lloyd
Notary Public Donna S. Lloyd

My commission expires: 10-10-2015

HOMELESSNESS IN ORANGE COUNTY



TOWN OF CHAPEL HILL

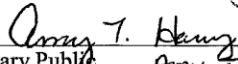

Mark Kleinschmidt, Mayor


ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

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

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


Notary Public Amy T Harvey

(Notary Seal)

My commission expires: May 15, 2015

HOMELESSNESS IN ORANGE COUNTY

TOWN OF CARRBORO

Lydia E. Lavelle
Lydia Lavelle, Mayor

[Signature]
ATTEST

STATE OF NORTH CAROLINA
ORANGE COUNTY

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

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



Sharmin E. Mirman
Notary Public Sharmin E. Mirman

My Commission Expires: 11-30-2018

HOMELESSNESS IN ORANGE COUNTY

TOWN OF HILLSBOROUGH

Tom Stevens

Tom Stevens, Mayor

Kathleen McAlthey
ATTEST 2/9/15

STATE OF NORTH CAROLINA
ORANGE COUNTY

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

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



Notary Public *Julia A. Laws*

My commission expires: 09/05/17



At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	An individual or family who: <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; AND (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR (B) Is living in the home of another because of economic hardship; OR (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR (F) Is exiting a publicly funded institution or system of care; OR (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.



Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



Homeless Definition

<p>ELIGIBILITY BY COMPONENT (Projects Funded in FY 2011 CoC Competition – SHP and S+C Programs)</p>	<p>Supportive Services Only</p>	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in SSO projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3* – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	<p>Safe Havens</p>	<p>Individuals defined as Homeless under the following categories are eligible for assistance in SH projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless <p>SH projects have the following additional NOFA limitations on eligibility within Category 1:</p> <ul style="list-style-type: none"> • Must serve individuals only • Individual must have a severe mental illness • Individual must be living on the streets and unwilling or unable to participate in supportive services
	<p>Transitional Housing</p>	<p>Individuals and Families defined as Homeless under the following categories are eligible for assistance in TH projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3* – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	<p>Permanent Supportive Housing</p>	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in PSH projects:</p> <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV <p>PSH projects have the following additional NOFA limitations on eligibility within Category 1:</p> <ul style="list-style-type: none"> • Individuals and Families coming from TH must have originally come from the streets or emergency shelter • Individuals and Families must also have an individual family member with a disability <p>Projects that are dedicated chronically homeless projects, including those that were originally funded as Samaritan Bonus Initiative Projects must continue to serve chronically homeless persons <u>exclusively</u></p>

* Projects must be located within a CoC that has received HUD approval to serve this category. For more information about receiving HUD approval, please read: [Notice on Limitation on Use of Funds to Serve Persons Defined as Homeless Under Other Federal Laws](#)



Homeless Definition

ELIGIBILITY BY COMPONENT (Emergency Solutions Grants Program)	Street Outreach	Individuals defined as Homeless under the following categories are eligible for assistance in SO: <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1) SO projects have the following additional limitations on eligibility within Category 1: <ul style="list-style-type: none"> • Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter
	Emergency Shelter	Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects: <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 2 – Imminent Risk of Homeless • Category 3 – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV
	Rapid Re-housing	Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects: <ul style="list-style-type: none"> • Category 1 – Literally Homeless • Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)
	Homelessness Prevention	Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects: <ul style="list-style-type: none"> • Category 2 – Imminent Risk of Homeless • Category 3 – Homeless Under Other Federal Statutes • Category 4 – Fleeing/Attempting to Flee DV Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects. HP projects have the following additional limitations on eligibility with homeless and at risk of homeless: <ul style="list-style-type: none"> • Must only serve individuals and families that have an annual income <u>below</u> 30% of AMI