

Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

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1A-1. CoC Name and Number: NY-602 - Newburgh, Middletown/Orange County CoC

1A-2. Collaborative Applicant Name: HONOR-ehg

1A-3. CoC Designation: CA

1A-4. HMIS Lead: CARES, INC.

1B. Continuum of Care (CoC) Engagement

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1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:

- 1. participated in CoC meetings;**
- 2. voted, including selecting CoC Board members; and**
- 3. participated in the CoC’s coordinated entry system.**

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	No
Local Jail(s)	Yes	No	No
Hospital(s)	Yes	No	Yes
EMS/Crisis Response Team(s)	Yes	No	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	Yes	Yes
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	No	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No	No
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
Legal Services	Yes	No	Yes
Faith Based Organizations	Yes	No	Yes
Veteran Organizations	Yes	No	Yes

1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
- 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
- 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
- 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)**

1) The CoC solicits and considers opinions from a broad array of organizations including all local homeless providers as well as local Department of Social Services and Office of Community Development and local organizations including Habitat for Humanity. The CoC is an inclusive and outcome orientated community-wide planning/execution body (prevent/end Homelessness for all with representation beyond 24 CFR 578.5(a). CoC structure, operations and decision- making is codified in written policies/standards which are informed and formulated by inclusive membership base. A survey is currently under development for distribution to community providers, local DSS, homeless population and general public to assess opinions on preventing homelessness and barriers to housing. 2) The CoC committees, sub- committees and work-groups are monthly conduit to solicit opinions/practices as respective members represent all who are most knowledgeable/involved (agencies/persons) in Homeless services; bi-monthly public CoC meetings are facilitated (Planning

Coordinator) for solicitation of opinions/ knowledge. The PC uses in person distribution, electronic mail and social media to distribute new informative materials to its members, local officials and private organizations. 3) The CoC does utilize information that is gathered in public meetings and forums that CoC PC, CoC Board and General Members attend to address new approaches to prevent and end homeless. The CA is a local emergency shelter provider and has access to trainings, legislative forums, etc. 4) The CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats such as electronic mail, web-site and social media. On-going input has resulted in transformation of CoC including a unified Coordinated Entry process, sub-populations focus and systematic response to HHs utilizing Trauma Informed Care as "Universal Precaution".

1B-2. Open Invitation for New Members.

Applicants must describe:

- 1. the invitation process;**
 - 2. how the CoC communicates the invitation process to solicit new members;**
 - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
 - 4. how often the CoC solicits new members; and**
 - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

1)The Board directs the CoC Planning Coordinator to ensure on-going public invitation process to recruit new members. The focus includes jurisdiction-wide stakeholders (public/private). 2) "Who" to outreach is informed by bi-annual evaluation of membership as it relates to membership gaps and expertise needed to support CoC policy priorities and strategies as well as acquiring non-CoC funding resources. The CoC Planning Coordinator extends invitation twice annually through: public postings; e-mail "blasts"; CoC Facebook; via phone; targeted visitations/talks. 3) The CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats such as electronic mail, web-site and social media. 4) The CoC Planning Coordinator extends invitation twice annually as described in the process above (i.e. public postings; e-mail "blasts"; CoC Facebook; via phone; targeted visitations/talks). 5) Special outreach to ensure Homeless representation (formerly, chronic, unsheltered) as members, on Board, committees, work groups, is accomplished through the Street Outreach Workers, shelter operators, CoC PSH providers, who solicit participation from respective homeless cohorts. Focus also includes sub-population representation (families, youth, LGBTQ, Vets and DV/fleeing/trafficking). Upon enrollment, new members are scheduled to present opinions and their experience to the full membership at CoC meetings.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
 - 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
 - 3. the date(s) the CoC publicly announced it was open to proposal;**
 - 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
 - 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
- (limit 2,000 characters)**

1) On July 3, 2019, the CoC Planning Coordinator (PC) notified all CoC members that HUD had opened the FY 2019 CoC Program Competition. The Board prepared a public notification letter, REQUESTS FOR PROPOSALS, containing the following: that the program competition is now open; that the Board encourages all stakeholders who have not previously received CoC funding to consider submitting an application for a new project; the amount of available new project funding; HUD allowable types of new projects; how to access full information (HUD EX); recourse for non- inclusion and the new project application with instructions on how to submit the application via electronic mail to the Planning Coordinator with her contact information should they have any questions. 2) The process that the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition is as follows: determining the need for the project, the experience of the applicant, and a scoring committee comprised of third party members who are not HUD funded. The committee then selects and notifies the project in writing if they have been accepted or rejected. 3) On August 14, 2019, the PC published the letter via: email "blast lists" (private/public) and CoC membership list (most are non-HUD funded Stakeholders. On August 22, 2019 the CA published the RFP via public postings to the Collaborative Applicant Facebook page and CoC Facebook Page (both of which are public pages). 4) The CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats. As a CoC we collaborate with partner organizations to assist individuals with disabilities (i.e. Vision impaired, hearing impaired, literacy issues). 5) Not applicable. The CoC accepts proposal from organization that have not previously received CoC Program funding.

1C. Continuum of Care (CoC) Coordination

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1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Yes
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
FEMA/HOME/CBDG/ESG/OASAS/OCFS/HHAP/OMH/UW/KAPLAN	Yes

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1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:

- 1. consulted with ESG Program recipients in planning and allocating ESG funds;**
 - 2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and**
 - 3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.**
- (limit 2,000 characters)**

1) The Office of Community Development (OCCD) administers the HUD funded Community Development Block grant and is an active member of the CoC. OCDD through ESG funding collaborates with CoC Members to provide Rapid Rehousing for those in need in Orange County. The CoC consults quarterly (phone/meet/reports) with the sub-recipients to support priorities, outcomes and allocations. 2) The CoC participates in the evaluating and reporting performance of ESG Program recipients and sub-recipients by providing CoC performance and outcome data for PSH, RRH through or HMIS; PIT, HIC & CoC System Performance data for Consolidated Plan development. Utilizing data from HMIS to identify mainstream resources and gaps; reduce duplication/increase continuity of purpose & focus resources on Full Service Provider goals. 3) Consolidated Plan local officials are CoC members. OCCD is on COC Board and participates in CoC planning. The CoC consults quarterly (phone/meet/reports) with the recipients to support priorities/outcomes/allocations. The sub-recipient’s compliance (rapidly exit HHs from homelessness; essential services; PH/ and income). Sub-recipients adhere to HMIS and Coordinated Entry System. The CoC has three Consolidated Plan jurisdictions. The Board conducts quarterly consultations (phone/face) with all three Consolidated Plan specifically to provide input on Action Plans/ CAPER; guide how CONs allocate HOME, CDGB, ESG, etc. resources to prevent, reduce and end homelessness. HONOR, the Collaborative Applicant has been awarded funds to implement RRH project through ESG funding in OC. The Local Government Unit (LGU) has a constant presence at all CoC meeting and an Agenda item on each monthly meeting.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Yes to both

Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Yes

Applicants must indicate whether the CoC

ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

Applicants must describe:

- 1. the CoC’s protocols, including protocols for coordinated entry and the CoC’s emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)**

1)CoC protocols are client centered by ensuring the wishes; safety and well-being of victims are prioritized. Victims can access the Coordinated Entry System (CES) and emergency services 24 hours a day. Safe Homes of Orange County provides assessment, risk and safety planning, and placement for individuals identifying as victims. Protocols are sensitive to the lived experience of all people presenting for services ensuring the COC is trauma informed and preventing re-victimization. If a victim while in placement identifies safety concerns, CoC partners follow the emergency transfer plan within the Orange County Coordinated Entry Policies and Procedures. CoC programs participate in a County-wide WELCOME Orange initiative that reinforces the importance of adopting a system of care that includes cultural competency, trauma-informed care, person-centered and warm hand-offs to meet the complex needs of individuals served. 2)CoC protocols ensure victims are provided the choice to access either Safe Homes of Orange County or the Homeless Resource Center; giving the victim control over the process and referrals. Regardless of the pathway the victim chooses they are provide a safe and confidential location for assessment, intake, and referrals. Throughout the process, safety and confidentiality are considered with each choice provided to the victim. Safety is assessed on an on-going basis, understanding that it can change at any moment. COC programs inform victims at intake that they have the right to refuse to disclose their information in HMIS and may refuse to allow the CoC to share their information among providers, and that Victim’s information is only shared with informed dated written consent. Providers are prohibited from denying assistance if the victim exercises these rights. Confidentiality is paramount when working with victims and protocol with all COC programs ensures that information shared is for the sole purpose of appropriate placement.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**

2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence. (limit 2,000 characters)

Safe Homes of Orange County (SHOC) is service provider for individuals impacted by domestic violence, teen dating violence, human trafficking, stalking, sexual violence, and other types of crime victimization. SHOC participates fully in the CoC. SHOC Director of Residential Services attends general meetings and the Executive Director sits on the Executive Board of the Housing Consortium. Several CoC projects have existing linkage agreements with SHOC that are renewed annually. SHOC, offers annual training to all CoC area projects and Coordinated Entry staff. Training covers dynamics of abuse and victimization, privacy and confidentiality, conducting thorough assessments around safety and risk, and safety planning, including how to handle crisis and emergencies. SHOC also offers training around asking questions in an appropriate manner in effort to avoid further victimization or traumatization. These trainings are conducted by SHOC staff as they are the only provider of these specialized services in the CoC service region with expertise in the areas of domestic violence, teen dating violence, human trafficking, stalking, sexual violence, and other types of crime human trafficking. The Coordinated Entry Coordinator will serve as the liaison between CoC area projects, CE staff, and SHOC to schedule trainings.

Trainings and information sharing include ongoing evaluation of intakes, policies, procedures and shelter screenings to ensure practices are trauma-informed, do not jeopardize safety, and allow victims to access all needed services. All members of the CoC have up-to-date information on how to refer to SHOC, services available, and programs within SHOC to support and enhance case management for those survivors finding placement outside of a domestic violence shelter. The number of trainings provided, number of individuals provided training, training topics covered, and policies and procedures created are tracked and reported annually to CoC.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

Safe Homes of Orange County is bound by Federal and State legislation to maintain the confidentiality of all victims who seek services. Additionally, they are prohibited from entering any client data into HMIS. SHOC does, however, maintain and utilize a comparable data management application, EmpowerDB. This data program is highly secure and is used to collect all client information and demographics, as similarly reported by other CoC agencies into HMIS. EmpowerDB also has the capability to generate the CoC APR and ESG CAPER CSV files in a zipped file for the purposes of ensuring consistency in reporting requirements and expectations for all CoC agencies. These reports do not include any personally identifying information. SHOC is permitted to share aggregate data, general trends, and hypothetical case studies, and also participates in the annual Point-In-Time Count. The CoC includes SHOC data in annual PIT count results and aggregates data from HMIS to assess the scope of community needs. This data has been used to provide SHOC with a letter of

support from the Housing Consortium to include in the submission of a RFP through HHAP. SHOC was awarded the grant in 2017, and the construction of the new facility has begun (Aug 2019).

***1C-4. PHAs within CoC. Attachments Required.**

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Newburgh PHA		Yes-Both	No
Middletown PHH		Yes-Both	No

1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.

Applicants must:

- 1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**
- 2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

During this past year the CoC Planning Coordinator has continued to cultivate successful relationships/partnerships with the two largest PHAs Middletown and Newburgh; both have a homeless admission preference (see attached Homeless Preference letters from PHAs).

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

Yes

If “Yes” is selected above, describe the type of provider, for example, multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs. (limit 1,000 characters)

The CoC's providers all have a moving on Strategy including Permanent Supportive/Supported Housing, OMH Supported, Low Income Tax Credit and Public Housing Authorities. Our CoC continues to support family reunification.

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)

The Steering Committee of the CoC requires all CoC members to have anti-discrimination policies within each agency and that member agencies shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, actual or perceived sexual orientation, or military status in any of its activities or operations. In addition, agencies must have written policies and procedures that are properly communicated to staff and clients on how one can file complaints alleging discrimination. Member agencies within the CoC receiving Federal, State, and Local dollars must have anti-discrimination policies and procedures in place. The CoC members partner with agencies within Orange County to provide access to ongoing training for all CoC/CES member agencies. Agencies included but are limited to: Cultural Equity Taskforce, WELCOME Orange, Independent Living, Safe Homes, YWCA, and Human Rights Commission of Orange County. Training topics include, but are not limited to: Cultural Awareness/Diversity; Explore and Recognize One’s Own Cultural worldview or cultural conditioning; Trauma Informed Care and/or practices; “Coming Out” Impact; Disability Training, LGBTQ, Domestic Violence Victim Services, Sexual Assault Victim Services; Undoing Racism; Sexism/Oppression; Family Support and Protective Factors/Self- advocacy. Trainings prioritize the 2016 HUD Equal Access Final Rule and ensure our Anti-discrimination Policy Statement that was published on 9/1/17 is current and reflects the actions required by our community to ensure equal access to HUD assisted or insured housing. Sections include: Compliance; Source; Policy; Definitions; Staff Guidance; and, Funded/non-funded agencies have revised respective non-discrimination policies incorporating EAR by 1/1/2018. All CoC members are committed to providing an inclusive and welcoming environment for everyone. See CoC adopted Policy.

***1C-5a. Anti-Discrimination Policy and Training.**

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

***1C-6. Criminalization of Homelessness.**

Applicants must select all that apply that describe the strategies the CoC

implemented to prevent the criminalization of homelessness in the CoC's geographic area.

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>
5. No strategies have been implemented:	<input type="checkbox"/>
6. Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
- 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
- 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)**

1)The COC (NY-602) is located in Orange County and covers 839 square miles of mostly rural landscape, including the City of Middletown, Newburgh and Port Jervis, which are designated as a Metropolitan Statistical Areas (MSA), and 23 rural towns and villages. The Coordinated Assessment System strategy covers the entire CoC geographic area. The Coordinated Entry (CE) System uses a decentralized (multiple access points) assessment and intake model. A Vulnerability Index tool is utilized to determine the most vulnerable. The Orange County Department of Social services, all housing and shelter providers, CDBG, HOME, and ESG programs, DV providers, mental health and substance abuse treatment providers, hospital, health, Veterans and disability organizations, are represented at Coordinated Entry (CE) committee meetings. Additionally four homeless liaisons from area school districts, early childhood providers, and local law enforcement refer and inform the committee. 2) The Coordinated Entry system relies on extensive street outreach to identify and provide services to youth, adults, and families living on the streets and utilizes a local 211 system to identify homeless in need of services. The call center is staffed with trauma

informed clinicians and provides direct entry to services for those in need. 3) The Coordinated Entry system utilizes a vulnerability index tool to ensure street and chronic homeless, ill and disabled, and homeless with safety concerns will be prioritized. This tool provides uniform decision criteria based upon vulnerability score. Marketing and Street outreach are Coordinated Entry components and persons encountered by outreach workers are offered the same standardized assessment process as person's assessed through site-based access points. The CoC is responsible to ensure the Coordinated Entry process is consistent with coordinated screening, assessments, and referrals.

1D. Continuum of Care (CoC) Discharge Planning

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1D-1. Discharge Planning Coordination.

Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

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

1E. Local CoC Competition

Instructions

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*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Did not reject or reduce any project
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

Applicants must describe:

- 1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**
 - 2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**
- (limit 2,000 characters)**

1) The CoC’s ranking and selection process prioritizes funding for projects serving these specific vulnerabilities: chronic homelessness, zero income, criminal history, active substance use, psychiatric/physical disability, and unsheltered homelessness. 2) The CoC took the following actions to ensure consideration of these vulnerabilities during the review, rating and ranking process. Projects were ranked and selected based on: applicant experience/capacity to serve chronically homeless, active substance users, people with criminal history and/or disabilities, unsheltered; a clear outreach & supportive services plan to engage and serve the most vulnerable populations using Housing First.

Evaluation standards for renewal projects differ for PSH from RRH given the higher need population in PSH (i.e, chronically homeless people with significant behavioral/physical health issues). Projects are scored objectively using these customized standards and ranking is based on evaluation scores.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:

- 1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**
- 2. check 6 if the CoC did not make public the review and ranking process; and**
- 3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or**
- 4. check 6 if the CoC did not make public the CoC Consolidated Application.**

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>
3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>

4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input checked="" type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 18%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:

- 1. describe the CoC written process for reallocation;**
 - 2. indicate whether the CoC approved the reallocation process;**
 - 3. describe how the CoC communicated to all applicants the reallocation process;**
 - 4. describe how the CoC identified projects that were low performing or for which there is less need; and**
 - 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**
- (limit 2,000 characters)**

1)The Orange County Housing Consortium utilizes objective and performance based criteria and outcome data to ensure that we are strategically allocating all federal, state and local resources within our jurisdiction to the most effective projects and interventions that are proving to reduce homelessness. Projects are monitored twice annually. Data sources reviewed are: Individual assessments; HMIS; Consumer Surveys; and APRs. The Planning Coordinator monitors all projects as per a schedule from the CoC Board. Programs that are not meeting the CoC goals of effectively servicing the needs of homeless in the community are provided with technical assistance, and when necessary corrective action plans. Any program unable to meet performance goals to assist the CoC in having a greater impact on homelessness may be subject to reallocation as per the CoC policy.

The Orange County Housing Consortium will consider involuntary reallocation if an agency has overestimated its ability to meet its outcomes even after guidance with a Corrective Action Plan; or an agency has overestimated project costs and is at risk of returning a portion of funding to HUD; or an agency receives a score of 70 or less as a result of the NOFA project renewal. A funded agency may voluntarily reallocate its funding if they submit to the board in writing that they are no longer receptive to receiving HUD funding and have worked out a plan to serve the participants in their project. That the new proposed project with reallocated funds is submitted to the Scoring/Ranking Committee as prescribed.

2) The CoC did approve the above process. The goal is to assist them in meeting the desired outcomes of HUD system performance measures.
3) As stated above, the CoC policy was emailed to all applicants. 4) & 5) The final reallocation decisions are made by the Board after considering the recommendation of the Scoring/Ranking Committee. The CoC did not reallocated funds this year.

DV Bonus

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

Resources:

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<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

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1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing: Yes

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	<input checked="" type="checkbox"/>
2. Joint TH/RRH	<input type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

Applicants must report the number of DV survivors in the CoC’s geographic area that:

Need Housing or Services	636.00
--------------------------	--------

the CoC is Currently Serving

144.00

1F-2a. Local Need for DV Projects.

Applicants must describe:

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
 - 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**
- (limit 500 characters)**

SHOC sheltered 92 ad. & 52 ch. homeless in 2018. The number served, tracked by SHOC, reflects the total sheltered (92+52=144).SHOC tracked 295 adults & 341 children unable to be sheltered by SHOC because there were no available beds. The number of individuals in need of housing is the total who could not be sheltered in 2018 (295+341= 636).These numbers don't include victims from OC who accessed safety outside County or within other CoC programs. SHOC uses an HMIS comparable database, EmpowerDB.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.

Applicant Name	DUNS Number
Safe Homes of Ora...	602305534

1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

DUNS Number:	602305534
Applicant Name:	Safe Homes of Orange County
Rate of Housing Placement of DV Survivors–Percentage:	75.00%
Rate of Housing Retention of DV Survivors–Percentage:	80.00%

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:

- 1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)**

SHOC sheltered 92 ad. & 52 ch. homeless in 2018. The number served, tracked by SHOC, reflects the total sheltered (92+52=144). SHOC tracked 295 adults & 341 children unable to be sheltered by SHOC because there were no available beds. The number of individuals in need of housing is the total who could not be sheltered in 2018 (295+341= 636). These numbers don't include victims from OC who accessed safety outside County or within other CoC programs. SHOC uses an HMIS comparable database, EmpowerDB.

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)

RRH candidates must be SHOC clients, enter the program voluntarily, and demonstrate a need for housing. The goal will be to find placement within 30 days, and/or maintain placement to ensure there is no interruption in housing. The Case Manager will work with the all partners and landlords to find suitable housing for the individual and children. The Case Manager will create with the client an Individualized Services Plan that will establish target goals to meet each family's specific needs. This plan will be reviewed weekly and adjusted if necessary. Case manager support services may include job training, GED completion, transportation access, language assistance, financial assistance, mental health or health services, etc. Every program participant will have the opportunity to participate in weekly Individualized Service Meetings, job training and/or educational opportunities, financial literacy management/workshops. Units will be identified by establishing and maintaining relationships with landlords. The case manager will be recruiting landlords, looking for RENT signs; soliciting references from partners; and collaborative approaches with local elected officials and government agencies. Policies and procedures will be created to determine type of housing, rent, amount of financial assistance, etc. Any victims identified in the nonresidential program facing homelessness will be

referred to the Case Manager. Case Manager will work to ensure strong linkages with landlords and rental property owners throughout Orange County in an effort to increase permanent housing opportunities for victims in risk of homelessness, homeless, and/or post shelter. Case management staff will utilize as a basis for creating goals and remaining on target as they work collaboratively with clients and other service providers toward achieving said goals. The Director of Residential Services, will provide oversight to case management staff.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:

1. ensured the safety of DV survivors experiencing homelessness by:

- (a) training staff on safety planning;**
- (b) adjusting intake space to better ensure a private conversation;**
- (c) conducting separate interviews/intake with each member of a couple;**
- (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;**
- (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;**
- (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and**

2. measured its ability to ensure the safety of DV survivors the project served.

(limit 2,000 characters)

SHOC places a heavy emphasis and strict requirement around training of staff prior to allowing them to work with any victims. This rigorous training process includes 5-days of a training followed by extensive shadowing and orientation throughout the various programs of the agency. Understanding the skills involved in providing strength-based and victim-led advocacy, crisis intervention, safety planning and counseling must be fully explored and incorporated into the work of all staff. SHOC has a strengths-based approach to client work. Confidentiality of a survivor and all of their information is our top priority. SHOC is bound by Federal and State law to maintain the confidentiality of our victims, which includes all identifying information. Every program evaluates how to ensure this with any service provided. SHOC only works with victims and their children and therefore only conduct interviews with the victim. Every service provided is centered on safety planning. Safety planning for the physical safety of the individual, emotional safety, and their environmental safety, which includes housing, are prioritized. All of the programs of SHOC are based on a philosophy of empowerment, autonomy, and self-determination. In order to enable survivors and their children to live free from domestic violence, it must be recognized that “success” is a process. Individuals do not simply walk away from their abuser and find themselves ‘free from domestic violence.’ There is a complex process of disentanglement from the abuser on many levels – emotional, psychological, physical, economic, and legal. In the domestic violence community, success is achieved each and every day a client in the shelter wakes up and makes the decision to stick with the process of leaving. It is achieved each time it is recognized that the abuse is not their fault. It is defined each time authority is reclaimed over their life.

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:

- 1. project applicant’s experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and**
 - 2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**
 - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;**
 - (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;**
 - (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;**
 - (d) placing emphasis on the participant’s strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;**
 - (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;**
 - (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and**
 - (g) offering support for parenting, e.g., parenting classes, childcare.**
- (limit 4,000 characters)**

All Safe Homes employees are trained to assess prospective clients for eligibility by assessing for the dynamics of power and control and determining whether the individual is a domestic violence victim. Any staff member who answers the telephone or meets prospective clients at an office location is skilled to make these determinations. Screenings for shelter and other services, and intakes, occur either on the telephone or in person. The process includes gathering information regarding the current domestic violence issues, relationship history, medical history, special needs, economic information and other needed services, such as mental health or substance abuse services. Supervisory staff are always available to discuss specific details with staff members in order to support them in making the best determination based on the available information. Once an individual is deemed to be a victim of domestic violence and an intake has been completed with them, they become eligible for any services available through the agency, including: advocacy, court accompaniment, case management, support group, counseling and support. Services primarily become available through the victim’s assigned advocate, but any advocate is equipt to respond to clients’ needs at any time.

Confidentiality is the top priority of Safe homes of Orange County. Those seeking services are informed of their rights and what confidentiality means when accessing services. All communication with outside providers must be done with informed written consent by the client. All client identifying information is protected in numerous ways: case records: Individuals case records are assembled for each client. They are secured in the FJC office in a locked cabinet. In addition, the office is locked when staff are not present. All staff, interns and volunteers sign a confidentiality agreement that spells out the SHOC confidentiality policy. No outside agencies or people are allowed in the

building, with the exception of police, fire, ambulance personnel and service contractors, unless prior approval is granted. Service contractors are also expected to sign a confidentiality agreement with the agency. Facility location: In addition to agreements with staff and residents, the confidentiality of the location is maintained by use of a PO Box. The public is not invited to the shelter for any reason and all who come into the building (see above) are asked to maintain confidentiality and sign a Confidentiality Agreement form. Confidentiality of the phone service is maintained by having the caller ID and *69 blocked on every phone line in the shelter. In addition, the telephone and fax numbers have "ghost" numbers attached to them, giving the appearance that they are in or near another area in the county (based on the first three digits). Safe Homes does not use a physical address for any mailings. All mail and communication is through our PO Box number.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

(limit 2,000 characters)

SHOC has been the only provider of comprehensive services to victims of domestic violence, teen dating violence, and human trafficking for 34 yrs. Survivors experiencing homelessness can access the agency through several avenues. SHOC operates a 24-hour hotline to provide immediate crisis intervention, safety planning, counseling, and information and referral services to community services and programs to the victim. The Non-Residential Program is in the Family Justice Center (FJC). The FJC is the portal for comprehensive services, including advocacy, intensive case management, safety planning, and legal services. Staff are co-located within other agencies: Child Protective Services, Dept. of Social Services, District Attorney, and 3 Police agencies. As the only Licensed (NYS OCFS) DV agency, SHOC operates a 17-bed crisis shelter for victims. SHOC has a long history of working collaboratively with other services providers connected to meet the growing housing needs of survivors of domestic violence in Orange County. Our Case Managers at the shelter offers comprehensive services and support during a resident's time at our shelter. The Case Manager will ensure that comprehensive services are provided to victims to meet the immediate and long-term planning needs of families in the shelter. Supportive services are available to residents: 24-hour staff support; intake; individual counseling;

support groups; safety planning; case management; individual service plans; needs assessment; transportation; translation services; housing advocacy; social services advocacy; legal referrals, legal advocacy around custody, visitation, and child support; medical advocacy; education advocacy; employment advocacy; information and referrals; recreational activities; and case record documentation. With support from the Case Manager, victims work towards finding safe and affordable housing options and employment to ensure financial independence from their abusive partner.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

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2A-1. HMIS Vendor Identification. Foothold Technology

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	232	17	184	85.58%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	54	0	54	100.00%
Rapid Re-Housing (RRH) beds	7	0	0	0.00%
Permanent Supportive Housing (PSH) beds	316	15	272	90.37%
Other Permanent Housing (OPH) beds	0	0	0	

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:

- 1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and**
 - 2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.**
- (limit 2,000 characters)**

The CoC will instruct the CoC Planning Coordinator to work with the newly RRH program to ensure their bed coverage data is entered into HMIS. The Planning Coordinator will request weekly reports from CARES, our HMIS data provider, to verify RRH program data entry.

***2A-3. Longitudinal System Analysis (LSA) Submission.**

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0. Yes

***2A-4. HIC HDX Submission Date.**

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 04/24/2019
(mm/dd/yyyy)

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

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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2B-1. PIT Count Date. 01/25/2019

Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).

2B-2. PIT Count Data–HDX Submission Date. 04/24/2019

Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:

1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and

2. how the changes affected the CoC’s sheltered PIT count results; or

3. state “Not Applicable” if there were no changes.

(limit 2,000 characters)

Not Applicable

***2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

**Applicants must select whether the CoC No
added or removed emergency shelter,**

transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC’s 2019 sheltered PIT count.

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
 - 2. how the changes affected the CoC’s unsheltered PIT count results; or**
 - 3. state “Not Applicable” if there were no changes.**
- (limit 2,000 characters)**

1) The CoC Board held a practice Point-In-Time Count and implemented preparation for the 2019 Count incorporating new best practices. The Point-In-Time Count survey instrument was circulated and the entire CoC was “mapped” into sections consisting of “focused rural” wooded areas, parks and camp grounds. The CoC’s “focused urban” areas (blighted/boarded up). CoC Outreach Workers expanded the community-wide survey through diverse media including radio, TV, Newspaper and social media which ultimately identified additional unsheltered locales. The CoC Board established a hotline for community members to report street homeless. The “Volunteers Counter Cohort” (VCC) expanded involvement of law enforcement, faith-based members (including Seasonal Warming Station operators), VET Outreach Specialist, Youth and Family services providers. Our team also spoke with current Households in residence in Emergency Shelters as well as street Households service providers (soup kitchens/pantries). Local firefighters searched blighted and boarded up buildings. This was our most complete count to date. 2) Even after these improved strategies, it confirmed the relative accuracy of past years as there were 0 unsheltered Families and only 9 more single unsheltered households (51) as compared to the previous year (42).

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count. Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:

- 1. plan the 2019 PIT count;**
- 2. select locations where youth experiencing homelessness are most likely to be identified; and**

**3. involve youth in counting during the 2019 PIT count.
(limit 2,000 characters)**

1) The CoC Planning Coordinator spearheaded PIT preparations early to focus attention on assessing homeless youth (HY) in our CoC. During the PIT planning process, the CoC Planning Coordinator contacted all the local school liaisons to acquire information on their homeless youth in their school district. Several meetings were held with subject matter experts for youth/ family services including: McKinney/Vento School Liaisons; RHYA Shelter staff; Outreach Workers; DV Shelter staff; Youth Bureau; RHYA Advisory Board (with youth members); OC Youth Congress; Safe Harbors (trafficking); Child Protective Services; LGBTQ Advocates; Juvenile Justice. 2) Collaborations with the above stakeholders resulted in a PIT plan including: identification of where/when HY congregate "hidden homeless"; youth specific survey created for "housing status" not "homeless count" etc.; count to be conducted over several days/times to ensure a comprehensive youth count. Intense focus on the three major cities of the County (Newburgh, Middletown, Port Jervis) as there is a greater population of youth experiencing homelessness in these cities. 3) Three focus groups were held with RHYA Shelter enrolled youth, and with street youth by Outreach Workers to inform the approach. Above named experts were engaged as team members in the actual count.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC’s actions implemented in its 2019 PIT count to better count:

- 1. individuals and families experiencing chronic homelessness;**
- 2. families with children experiencing homelessness; and**
- 3. Veterans experiencing homelessness.**

(limit 2,000 characters)

The CoC Board held a practice PIT Count and implemented preparation for the PIT count. 1) Homeless consumers were engaged during the practice count through outreach, distribution of food and clothing and referral services. Consumer input was sought to refine the PIT process. 2) The CoC engaged key stakeholders such as local landlords, local colleges, local ER staff, Legal Service, WestCop, VA, Vet-to-Vet, McKinney Vento School Liaisons, Police Chiefs, Fire Chiefs, Building Inspectors, and homeless individuals to better count chronic homeless, families with children and homeless veterans. Biweekly meetings were held months prior to the PIT to establish procedure, review the survey, map the areas and solidified teams. 3) A team of Veteran providers led by OC Veteran Service Agency participate in the Count to help identify veterans experiencing homelessness. Specific trainings were provided to outreach teams and shelter staff to better utilize surveys to identify these populations. The CoC President and Director of Outreach (CA/HONOR) meet regularly with Police Chief’s association to discuss upcoming PIT Counts. The 2019 PIT was endorsed by the OC Police Chief Association 10 police squad cars were assigned in three shifts (morning, afternoon and evening) in each of our three major cities to assist on the day of the Count. HONOR established a live monthly radio show on a local broadcasting station were PIT is discussed on a regular basis and the public is encouraged to assist. HONOR’s 24/7 call center hotline was utilized again this year for the public to call and provided leads to our team members. The CA: HONOR’s Street Outreach Team is in the community daily visiting soup kitchens, seasonal warming centers, local police

dept., local businesses, local DSS to establish leads and then provide services to all those in need. HUD Sub-recipients meet monthly with DSS, SPOA of OCDMH and CE Committee to discuss and design plans of action for all known to be homeless in OC.

3A. Continuum of Care (CoC) System Performance

Instructions

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Resources:

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

***3A-1. First Time Homeless as Reported in HDX.**

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.	1,168
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3A-1a. First Time Homeless Risk Factors.

Applicants must:

- 1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;**
- 2. describe the CoC’s strategy to address individuals and families at risk of becoming homeless; and**
- 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)**

The number of those becoming homeless the past reporting period has significantly increased due to natural environmental disasters. Orange County has experienced a number of environmental disasters and weather patterns that has led to tornado, fires, blizzards and flooding. 1) The CoC determined through provider and consumer surveys, HMIS data, and cross collaboration with community stakeholders the specific factors contributing to first time homeless. Risk factors included, but not limited to: unemployment, substance use disorders, domestic violence, history of evictions, incarceration and/or hospitalization 90 days plus, mental health diagnosis (AXIS 1), low social economic status, and, young age with history of adversity in their childhood. 2)

A new county led housing workgroup has been developed to address and identify specific resources to reduce first time homelessness. Several agencies are applying/supplementing funding through ESSHI focusing on serving the identified needs such as inadequate housing subsidies for consumers. 3) The COC Board is responsible for designing and implementing strategies to address the changing needs of the homeless population. The CoC Planning Coordinator under supervision of the CA; HONOR, assumes responsibility for overseeing the CoC’s strategy to reduce first time homelessness.

***3A-2. Length of Time Homeless as Reported in HDX.**

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	86
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3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:

- 1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;**
 - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
 - 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

1)The CoC utilizes the Coordinated Entry (CE) list to count and reduce the length of time individuals and persons in families remain homeless. The CE list identifies those most vulnerable to ensure families and individuals are rapidly housed into permanent housing within RRH projects and PSH beds. 2) Shelters within the CoC are under performance contracts with DSS to reduce shelter stays. DSS holds monthly case conferences with the CE system providers to review length of time spent homeless and addresses barriers to housing through referrals to mainstream resources, specialized case management, and housing placement assistance. The CE system providers review those in the HMIS system with the longest length of time homeless and prioritize head of household’s for permanent supportive housing projects. The CoC was also funded for a Rapid re-housing program and is applying for the Domestic Violence bonus. The CoC Board identifies and houses individuals and families by utilizing the Coordinated Entry list via HMIS through comprehensive intake and assessments. Using data within Coordinated Entry (HMIS) determines individuals with the longest length of homelessness. The CoC utilizes standardized assessment (CE Intake /Assessment and Vulnerability Index) tool to ensure that all homeless participants will be prioritized by the same vulnerability standards. This tool provides uniform decision criteria based upon vulnerability score. 3) The CoC Planning Coordinator under supervision of the CA; HONOR, assumes responsibility for overseeing the CoC’s strategy to reduce the length of homelessness.

***3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	51%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	96%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:

1. describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.

(limit 2,000 characters)

1) The CoC’s strategy to increase rate at which HHs from ES, SH, TH, RR exit to PH Destination: Successful exits to permanent housing destinations for this cohort is at 46% and has emerged as a critical focus area for the CoC. The CoC studied this measure utilizing the 2018 SPM Data Quality Report and determined that the greatest number of HHs who experience “unsuccessful” exits to PH destinations are those in the Emergency Shelters (those HHs that report “Destination of Don’t Know,”) as many “self-discharge” without notice to the CoC ES operators. As a result, the CoC has put into place these strategies for the ESs: ES case management staff are now trained in individualized “Safe Exit Planning” introduced immediately (formal service engagement between CM Staff and assigned HH within 48 hours of admission) with newly enrolled ES clients. Planning includes PH navigation and “safety net” strategies to maintain PH and avoid future episodes of Homelessness once permanently housed. These strategies are fulfilled prior to discharge of ES client. 2) The CoC Board is responsible for overseeing the CoC’s strategy to increase the rate at which individuals and families in ESs through scheduled consultation with the CoC Planning Coordinator (PC), CoC ES staff, CoC Projects and HMIS Provider. 3) The CoC Strategies to retain or exit to PH (except RRH) includes: Data indicates retention has been strong and is achieved through very close monitoring of CoC projects by the PC; intensive case management informed by

a HF approach that intentionally creates a plan focused on retention, overall wellness & psycho-social trauma informed supportive services; individualized stabilizing protective factors are monitored by Project staff; regular monitoring and quality of client’s linkages to mainstream resources. 4) The CoC Board is responsible for improved permanent housing retention through scheduled consultation with the CoC PC, CoC Emergency Shelter staff, CoC Projects and HMIS Provider.

***3A-4. Returns to Homelessness as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	8%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	7%

3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.

Applicants must:

- 1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;**
- 2. describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and**
- 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families return to homelessness. (limit 2,000 characters)**

1) The CoC utilizes HMIS monthly reports to identify individuals and persons in families who return to homelessness. Common factors identify individuals who return to homelessness include, but not limited to: loss of job or reduction in hours, substance use disorders, history of evictions and/or homelessness, incarceration and/or hospitalization 90 days plus, mental health diagnosis (AXIS), low social economic status, and, history of adversity in their childhood. 2) CoC strategies include review of CoC project discharge policies, identify ways to track HH’s at risk of return to homelessness, and provide strategic intervention to prevent returns. The CoC expanded Coordinated Entry to provide post discharge follow up and create a standardized program discharge procedure to ensure appropriate level of care at discharge. Additionally, we ensure post discharge follow up, and individual placements continue to be reviewed during the Housing First Meetings where a multidisciplinary approach is utilized to review individual history of placements successful/unsuccessful levels of care and natural supports to reduce the rate of additional returns. Furthermore, Intensive Case Review (ICR) Meetings are held for households that are identified with a higher rate of recidivism. 3) The CoC Planning Coordinator under supervision of the CA; HONOR, assumes responsibility for overseeing the CoC’s strategy.

***3A-5. Cash Income Changes as Reported in HDX.**

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	20%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	33%

3A-5a. Increasing Employment Income.

Applicants must:

- 1. describe the CoC's strategy to increase employment income;**
 - 2. describe the CoC's strategy to increase access to employment;**
 - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
 - 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

1)The CoC strategy to increase employment has been successful and earned income for leavers has increased by 5% from 2017 to 2018. The CoC collaborates with local chambers of commerce and disability advisory councils to increase HH's access to skills and employment. HMIS data informs the CoC of successful program types and assists in developing systematic responses to help homeless HH's increase employment and income. 2) The CoC works with mainstream employment organizations, our local Employment & Training Administration and Orange County Workforce Development Board to help individuals and families increase their cash income. CoC projects host work fairs, use job developers, work readiness programs, education programs and provide transportation. 3) CoC projects are assessing HH's at entry to determine income goals and connecting with resources such as care management and legal services to increase income from mainstream benefits. 4) The CoC Planning Coordinator under supervision of the Collaborative Applicant; HONORehg, assumes responsibility for monitoring CoC's strategy to increase job and income growth from employment.

3A-5b. Increasing Non-employment Cash Income.

Applicants must:

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

1) SOAR training is part of the CoC's strategy to increase non-employment

cash resources to increase provider skills at helping HH's apply for SSI/SSD. HMIS data informs the CoC of successful program types and assists in developing systematic responses to help homeless HH's increase income. 2) The CoC works with local Department Social Service which provide access to non- employment cash sources. CoC projects are assessing HH's at entry to determine income goals and connecting with resources such as care management and legal services to increase non-employment cash income from mainstream benefits. 3) The CoC Planning Coordinator under supervision of the Collaborative Applicant; HONORehg, assumes responsibility for monitoring CoC's strategy to increase non-employment cash income.

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:

- 1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**
- 2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**

(limit 2,000 characters)

1)Members of the Continuum of Care (CoC) partner with local businesses and organizations connecting all people experiencing homelessness in the CoC with job opportunities as well as provider organizations providing on-site opportunities for entrepreneurial engagement, to include selling their art, crafts and handiwork at a variety of community events. Provider organizations and community organizations sponsor and post job opportunities, resume building, diversity job fairs and job preparation skills. The diversity job fair helps link all people experiencing homelessness with local and regional employers.

2)To further their recovery and well-being, people living in PSH projects have the opportunity to be trained in sound and lighting tech, stage production and event set-up and are hired to work programs and events on-site and for outside organizations. In partnership with SUNY Orange, GED/TASC classes and college preparatory classes are made available; and they receive tutoring help when needed. Computers are provided to conduct job searches, create resumes, etc. Computer assistance is provided. People living in PSH projects volunteer in supportive housing libraries, fitness centers, contributing to agency publications, tutoring fellow residents, hosting monthly movie nights and bingo. Many volunteer in the community at local food pantries, with church groups, Hospice and other organizations. They are also working in stipend positions in gallery work, park maintenance, plant maintenance, trash removal and odd jobs.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

3A-6. System Performance Measures 05/30/2019
Data–HDX Submission Date

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

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

Instructions

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:

1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;

2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and

3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless. (limit 2,000 characters)

The RRH program will provide assistance to eliminate barriers so participants move rapidly from shelter/street to permanent housing. The program will use scattered site housing available from an established network of landlords and will provide crisis intervention services and assist participants with filling out applications, viewing apartments, negotiating leases, turning on utilities, obtaining furnishings, and other actions needed to expediently move participants to permanent housing. 2) Case Management is provided as needed case by case to address Daily Living Skills training, Tenancy support to prevent/resolve problems and ensure lease compliance, Public Benefits advocacy and management with multiple systems, Transportation and referrals to partner agencies for primary health care, Mental Health Treatment, Substance Abuse treatment, and Peer support. Participants are assessed to determine how their income can be increased through mainstream benefits and/or employment and individualized housing plans to identify and implement steps needed to meet these goal. Participants are connected to Orange Works, employment and training administration, for evaluation and development of an educational/vocational/employment plan, DSS, SSA, and legal services to ensure maximization of temporary assistance benefits, child support payments and SSI/SSD entitlements. 3) The CoC planning coordinator under supervision of the CA; Honorehg, assumes responsibility for overseeing the CoC’s strategy to use RRH to reduce the length of homelessness in our county. The CoC is seeking DV RRH Bonus funds this year, which will help move families from homelessness to housing more quickly thus expanding RRH capacity for homeless families in the CoC.

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input checked="" type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input checked="" type="checkbox"/>

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:

- 1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**
 - 2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.**
- (limit 3,000 characters)**

HONOR, the Collaborative Applicant has the only emergency shelter program for Runaway and Homeless Youth (RHY) in Orange County. HONOR serves youth from across the county and surrounding areas in need of emergency

shelter, including but not limited to, poverty, domestic violence, child abuse, parental and youth drug use/abuse, and issues related to immigration. The Youth Shelter, A Friend’s House can accommodate 14 coed RHY, ages 1-17 years, at any given time. Each youth and family served receives a comprehensive Individual Service Plan (ISP), which centers around youth-identified goals and assessed needs, as well as necessary services and supports to help ensure a Safe Exit for each young person. The Strategies include additional funding/housing/services for RHYA include: HONOR’s 13 bed RHYA shelter(HHS, ESG, OCFS funds);ESG 1FTE Youth Street Outreach; Youth Advisory Board HONOR/Safe Homes(DV)HUD PSH project with units for fleeing youth; OC DSS Safe Harbor for trafficking protection; HONOR 24 hr. Hot Line & transport; 17 school districts M/V Liaisons; formerly homeless youth assist peer outreach, advisory, PIT. Overall, the CoC seeks to achieve the following goals in Orange County: (1) Reduce the number of runaway and homeless youth; (2) Reduce the number of youth at risk of child sexual exploitation and sex trafficking; (3) Increase RHY’s skills and capacities related to the healthy transition of youth into adulthood; and (4) Continuously improve the BCP to ensure it is responsive to the needs of RHY and their families. The Strategies include additional funding/housing/services for RHYA include: HONOR’s 13 bed RHYA shelter (HHS, ESG, OCFS funds);ESG 1FTE Youth Street Outreach; Youth Advisory Board HONOR/Safe Homes(DV)HUD PSH project with units for fleeing youth; OC DSS Safe Harbor for trafficking protection; HONOR 24 hr. Hot Line & transport; 17 school districts M/V Liaisons; formerly homeless youth assist peer outreach, advisory, PIT.2) The effective strategies for youth experiencing unsheltered homelessness for RHY includes the CoC comprehensive response network for youth is known to youth via social media and street outreach is successful at stabilizing & reducing recidivism of youth served. Measures to Calculate: Logic Model instrument measures outcomes including: 100% of youth served at RHY are removed from unsafe place to safety at RHYA or DV shelters; 90% are stabilized through basic needs/CM services;90% complete a Safe Exit Plan with CM & “family”; 90% have Safe Exit to PH (family reunification or alternate)in 30 days;80% of safe exits receive 6 months of Aftercare services;90% safe exits do not experience another episode of homelessness during 12 months after discharge. These measures demonstrate effectiveness in ensuring: accessibility; safety; stabilization; addressing issues with family & planning; RR; on-going support/safety factors.

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

Applicants must:

- 1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;**
- 2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and**
- 3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)**

1) The COC collaborates with the highly reputable CARES data management agency in order to maintain accurate and analyze data regularly. The COC

requires CARES to present RYMIS/HMIS data information on quarterly basis at CoC. The COC evaluates Youth results of annual PIT counts and monitors quarterly reports from the school districts McKinney Vento programs. These presentations are used to determine direction of COC's time and attention in addressing the needs of those youth in crisis in OC. The CoC uses a comprehensive response network for RHYA; to reach youth via social media, and street outreach. 2) A Logic Model instrument measures outcomes including: 100% of youth served at RHYA(300 annually) are removed from unsafe place to safety at RHYA or DV shelters; 90% are stabilized thru basic needs/CM services;90% complete a Safe Exit Plan with CM & "family"; 90% have Safe Exit to PH (family reunification or alternate) in 30 days;80% of safe exits receive 6 months of Aftercare services;90% safe exits do not experience another episode of homelessness during 12 months after discharge. (3) Measures demonstrate effectiveness in ensuring: accessibility; safety; stabilization; addressing issues with family & planning; RR; on-going support/safety factors. Use of the data network is successful at stabilizing & reducing recidivism of youth served. Most significant support of selection is recidivism rate is consistently 6% so that most are not returning to homelessness.

3B-1e. Collaboration–Education Services.

Applicants must describe:

- 1. the formal partnerships with:**
 - a. youth education providers;**
 - b. McKinney-Vento LEA or SEA; and**
 - c. school districts; and**

- 2. how the CoC collaborates with:**
 - a. youth education providers;**
 - b. McKinney-Vento Local LEA or SEA; and**
 - c. school districts.**

(limit 2,000 characters)

1) The CoC established a Homeless Youth Advisory Committee (HYAC) to formalize on-going collaboration with youth education providers. Members include: youth, shelter and outreach providers, McKinney Vento homeless liaisons, school personnel, and CoC youth service providers. (2) The COC has established protocols for working with local liaisons and marketing McKinney Vento State Education Agency posters and brochures, Partnerships: provide quarterly trainings for COC's (Rights under M/V Act; how to ID eligible youth/families; Mandated Reporting; Trauma Care; Human Trafficking), technical assistance, placement, and evaluation of needs of homeless youth.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.

(limit 2,000 characters)

Policy to Inform: COC requires all providers to document informing HHs in projects of educational rights under M/V; Collaboration Policy: Projects required to collaborate with M/V Liaisons so HHs have access to educational services. The COC has adopted the following policy: Homeless providers post required information and assign Case Managers to be responsible for informing homeless families of their rights under this act. The assigned Case Manager in each housing component is responsible for confirming school enrollment and informing homeless families of their rights under the McKinney-Vento Homeless Education Assistance Act within 24 hours of program admission. The Case Manager assumes responsibility for contacting the homeless liaison for each homeless child to ensure that enrollment, transportation to schools of origin, and other appropriate services that help homeless children succeed are provided. The COC provides annual trainings on the McKinney Vento and distributes materials designed to educate providers, parents, and students on their rights under this act. The COC requires funded COC and ESG programs to post and distribute literature which outlines the act and educational rights of homeless students.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	Yes	No
Head Start	Yes	No
Early Head Start	Yes	No
Child Care and Development Fund	Yes	No
Federal Home Visiting Program	Yes	No
Healthy Start	Yes	No
Public Pre-K	Yes	No
Birth to 3 years	Yes	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is Yes

actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness.

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. Yes

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
 1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or
 2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input checked="" type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input checked="" type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC’s strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input checked="" type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input type="checkbox"/>

4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

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4A-1. Healthcare—Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		
Jewish Family Services /Larry Fund	Yes	Yes

4A-1a. Mainstream Benefits.

Applicants must:

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

health insurance;

4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and

5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.

(limit 2,000 characters)

(1)COC funded projects, through the expertise of the COC’s case management Cohort (CMC), which consists of case managers of all HUD & non HUD mainstream Case Management associates build on COC funds by linking project head of households with resources, public/private, to ensure head of households stability. Individuals and families are connected to these resources with Case Manger’s assistance on applications, provided transportation, advocates, and assisting with collecting and filling out documents. Head of households begin stabilization in COC shelters where the skilled emergency shelter Case Mangers assess head of household’s eligibility & begin enrollment process(s) for benefits. Once a head of households are in permanent housing, project case managers ensure full acquisition and on-going recertification of benefits for Head of Households.(2)The COC coordinator will disseminate any new information of mainstream resources via email to all COC members and organizations weekly. (3)The COC works with health care liaisons such as; Affinity, wellcare, fidelis, to ensure that all individuals and families have insurance. The healthcare agencies will travel to all facilities and work with consumers in need of insurance. (4) The CoC provided consumers with the proper assistance setting up medical transportation and at times directly transporting clients to appointments, assisting with scheduling appointments, assist with locating physicians that accept their insurance and ensure that consumers establish a PCP. COC helps educate consumers on nutritional value and healthy meal choices to be purchased with their SNAP and WIC benefits to promote healthy living. Through regular project monitoring visits, the CoC Planning Coordinator inspects for benefit status participants and reports to COC Board for any required actions.(5) The CoC Planning Coordinator under supervision of the CA; HONOR, assumes responsibility for overseeing the CoC’s strategy.

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	18
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	18
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:

1. describe the CoC’s street outreach efforts, including the methods it

uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2. state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;
3. describe how often the CoC conducts street outreach; and
4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
(limit 2,000 characters)

1) The CoC is located 45 miles NW of NYC, consisting of a 816 square mile area; which includes 3 cities and 42 municipalities. The CoC is both urban and rural. Most of the 383,000 population lives in and around the three cities (78%). The CoC has 3 FTE Street Outreach Workers (SOWs). Over time, the CoC has increased outreach cultivating Community Connectors (CC’s) which consists of (store owners, churches, soup kitchens/food pantries, liquor stores, laundromats, school counselors, school bus drivers, taxi companies, fast food, carting, librarians, redemption centers etc.) who are regularly in contact with the public who may know of individuals experiencing homelessness. Community Connector’s are trained by Street Outreach Worker’s to contact them when they encounter any homeless individual. 2) Outreach covers 100% of the CoC creatively. 3) SOW’s outreach 7 days (combined) at different hours of the day; in places that the unsheltered have been known to congregate. Street Outreach Worker’s are on-call to respond to Community Connectors to ensure that any individuals encountered are linked to services immediately. 4) The CoC’s has tailored it’s outreach to engage those that are least likely (Substance Use Disorders, Undocumented, doubled up/couchsurfing, DV, Trafficking Victims, youth) to access services by relying heavily on Outreach Team and Community Connectors. Street Outreach Worker’s ensure homeless household’s safety; distribute “gateway” terms; give accurate information (palm cards); provide transportation and initiate contact through the Coordinated Entry System. A CoC Provider, MHA provides language line/deaf connections.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	0	7	7

4A-5. Rehabilitation/Construction Costs–New Projects. No

Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.

4A-6. Projects Serving Homeless under Other Federal Statutes. No

Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
_ FY 2019 CoC Competition Report (HDX Report)	Yes	FY 2019 CoC Compe...	09/16/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No		
1C-4. PHA Administrative Plan Homeless Preference.	No	PHA Administrativ...	09/23/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	Coordinated Entry...	09/16/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	Projects Accepted...	09/24/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	Project Rejected/...	09/24/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	Local Competition...	09/27/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	Local Competition...	09/27/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes		
3A. Written Agreement with Local Education or Training Organization.	No		
3A. Written Agreement with State or Local Workforce Development Board.	No	Agreement with Wo...	09/16/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	Summary of Racial...	09/26/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No	OCHC Bylaws & OCH...	09/26/2019
Other	No	HMIS MOU & Govern...	09/26/2019

Other	No		
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Attachment Details

Document Description: FY 2019 CoC Competition Report HDX

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administrative Plan Homeless Preference

Attachment Details

Document Description: Coordinated Entry Intake & Assessment Forms

Attachment Details

Document Description: Projects Accepted Notifications

Attachment Details

Document Description: Project Rejected/Reduced Notification

Attachment Details

Document Description: Local Competition Deadline 30

Attachment Details

Document Description: Local Competition Public Announcement

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: Agreement with Workforce Development Board

Attachment Details

Document Description: Summary of Racial Disparity Assessment

Attachment Details

Document Description:

Attachment Details

Document Description: OCHC Bylaws & OCHC Charter

Attachment Details

Document Description: HMIS MOU & Governance Charter

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/16/2019
1B. Engagement	09/18/2019
1C. Coordination	09/20/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/25/2019
1F. DV Bonus	09/27/2019
2A. HMIS Implementation	09/16/2019
2B. PIT Count	09/20/2019
3A. System Performance	09/26/2019
3B. Performance and Strategic Planning	09/27/2019
4A. Mainstream Benefits and Additional Policies	09/25/2019
4B. Attachments	Please Complete

FY2019 CoC Application	Page 57	09/27/2019
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Submission Summary

No Input Required

2019 HDX Competition Report

PIT Count Data for NY-602 - Newburgh, Middletown/Orange County CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	343	350	480	589
Emergency Shelter Total	266	271	342	488
Safe Haven Total	0	0	0	0
Transitional Housing Total	57	49	96	50
Total Sheltered Count	323	320	438	538
Total Unsheltered Count	20	30	42	51

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	33	17	101	57
Sheltered Count of Chronically Homeless Persons	15	11	76	35
Unsheltered Count of Chronically Homeless Persons	18	6	25	22

2019 HDX Competition Report

PIT Count Data for NY-602 - Newburgh, Middletown/Orange County CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	50	55	77	105
Sheltered Count of Homeless Households with Children	50	55	77	105
Unsheltered Count of Homeless Households with Children	0	0	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	19	2	2	17	10
Sheltered Count of Homeless Veterans	9	0	1	11	7
Unsheltered Count of Homeless Veterans	10	2	1	6	3

2019 HDX Competition Report
HIC Data for NY-602 - Newburgh, Middletown/Orange County CoC

HMIS Bed Coverage Rate				
Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	232	17	184	85.58%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	54	0	54	100.00%
Rapid Re-Housing (RRH) Beds	7	0	0	0.00%
Permanent Supportive Housing (PSH) Beds	316	15	272	90.37%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	609	32	510	88.39%

2019 HDX Competition Report

HIC Data for NY-602 - Newburgh, Middletown/Orange County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	164	197	298	297

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC				2

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC				7

2019 HDX Competition Report FY2018 - Performance Measurement Module (Sys PM)

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

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

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	458	44	10%	35	8%	79	17%	158	34%
Exit was from TH	96	5	5%	5	5%	10	10%	20	21%
Exit was from SH	0	0		0		0		0	
Exit was from PH	52	2	4%	0	0%	2	4%	4	8%
TOTAL Returns to Homelessness	606	51	8%	40	7%	91	15%	182	30%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report FY2018 - Performance Measurement Module (Sys PM)

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

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	350	480	130
Emergency Shelter Total	271	342	71
Safe Haven Total	0	0	0
Transitional Housing Total	49	96	47
Total Sheltered Count	320	438	118
Unsheltered Count	30	42	12

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	1396	1676	280
Emergency Shelter Total	1245	1579	334
Safe Haven Total	0	0	0
Transitional Housing Total	207	173	-34

2019 HDX Competition Report FY2018 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	190	175	-15
Number of adults with increased earned income	24	21	-3
Percentage of adults who increased earned income	13%	12%	-1%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	190	175	-15
Number of adults with increased non-employment cash income	30	37	7
Percentage of adults who increased non-employment cash income	16%	21%	5%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	190	175	-15
Number of adults with increased total income	48	53	5
Percentage of adults who increased total income	25%	30%	5%

2019 HDX Competition Report FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	46	45	-1
Number of adults who exited with increased earned income	11	9	-2
Percentage of adults who increased earned income	24%	20%	-4%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	46	45	-1
Number of adults who exited with increased non-employment cash income	10	15	5
Percentage of adults who increased non-employment cash income	22%	33%	11%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	46	45	-1
Number of adults who exited with increased total income	19	21	2
Percentage of adults who increased total income	41%	47%	6%

2019 HDX Competition Report FY2018 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1255	1478	223
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	224	310	86
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1031	1168	137

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

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1305	1517	212
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	234	319	85
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1071	1198	127

2019 HDX Competition Report
FY2018 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

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

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

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	0	0	0
Of persons above, those who exited to temporary & some institutional destinations	0	0	0
Of the persons above, those who exited to permanent housing destinations	0	0	0
% Successful exits			

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

2019 HDX Competition Report FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1070	1222	152
Of the persons above, those who exited to permanent housing destinations	490	627	137
% Successful exits	46%	51%	5%

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

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	355	351	-4
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	335	338	3
% Successful exits/retention	94%	96%	2%

2019 HDX Competition Report FY2018 - SysPM Data Quality

NY-602 - Newburgh, Middletown/Orange County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	184	196	204	215	48	58	58	54	299	306	336	334					0	0	0	0
2. Number of HMIS Beds	140	181	184	184	48	58	54	54	271	272	283	305					0	0	0	0
3. HMIS Participation Rate from HIC (%)	76.09	92.35	90.20	85.58	100.00	100.00	100.00	100.00	90.64	88.89	84.23	91.32					0	0	0	0
4. Unduplicated Persons Served (HMIS)	1322	1446	1248	1596	0	0	213	173	361	363	337	361					0	0	0	1
5. Total Leavers (HMIS)	1166	1287	997	1229	0	0	161	121	55	72	58	63					0	0	0	0
6. Destination of Don't Know, Refused, or Missing (HMIS)	181	334	201	160	0	0	1	0	1	3	3	0					0	0	0	0
7. Destination Error Rate (%)	15.52	25.95	20.16	13.02			0.62	0.00	1.82	4.17	5.17	0.00								

2019 HDX Competition Report
Submission and Count Dates for NY-602 - Newburgh, Middletown/Orange
County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/25/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/24/2019	Yes
2019 HIC Count Submittal Date	4/24/2019	Yes
2018 System PM Submittal Date	5/30/2019	Yes

Middletown Housing Authority / Middletown Housing Associates, L.P.

22 SWEEZY AVENUE • MIDDLETOWN, NY 10940
TELEPHONE (845) 343-1168 • FAX: (845) 343-2833

DEBORAH MILLS, Chairman
GREGORY CORTEZ, Vice Chairman
GENERAL McLEOD
SHEILA DUNLOP

COUNSEL
JEFFREY D. SHERWIN, ESQ.

EXECUTIVE DIRECTOR/SECRETARY
MARJORIE LAWLESS

September 18, 2019

Mr. Christopher Molinelli
President, Orange County Housing Consortium
38 Seward Avenue
Middletown, New York 10940

Dear Mr. Molinelli:

Middletown Housing Authority/Middletown Housing Associates, L.P. is a tax credit housing program. MHA owns and manages two projects, David Moore Heights, and Summitfield, which contain 199 affordable rental units.

Housing Choice Vouchers help to pay all or part of the rent for low-income housing program participants.

Should you have further need for information, please do not hesitate to contact our office.

Sincerely,

MIDDLETOWN HOUSING AUTHORITY/
MIDDLETOWN HOUSING ASSOCIATES, L.P.



Marjorie Lawless
Executive Director

Newburgh Housing Authority

40 Walsh Road
Newburgh, New York 12550

Phone: (845) 561-2066
Fax: (845) 561-5742

September 10, 2019

Mr. Christopher Molinelli
President Orange County Housing Consortium
38 Seward Avenue
Middletown, NY 10940

Dear Mr. Molinelli,

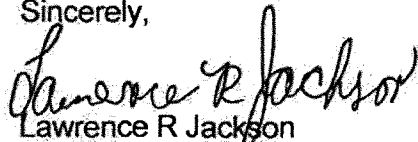
The Newburgh Housing Authority strives to be one of the leading agencies that provides affordable and safe housing to members of our community and Orange County New York while also providing opportunities for families to move from dependency to self-sufficiency.

The US Department of Housing and Urban Development funds two programs with the Newburgh Housing Authority that help families rent an apartment or home. Public Housing which allows the Newburgh Housing Authority to own and operate 135 units of housing at the Mullins Apartments and Fogarty Apartments; Housing Choice Vouchers to pay all our part of the rent for 341 low-income families.

While the demand for affordable housing greatly outweighs availability, the Newburgh Housing Authority makes every effort to give preference to those who are homeless or at risk of homelessness in determination of eligibility selection.

Should you need any further information please feel free to contact me.

Sincerely,


Lawrence R Jackson
Executive Director

PORT JERVIS HOUSING AUTHORITY

39 PENNSYLVANIA AVENUE
PORT JERVIS, NEW YORK 12771

FAX (845) 856-8628

TEL. (845) 856-8621

July 30, 2019

Mr. Christopher Molinelli
Orange County Housing Consortium
38 Seward Ave
Middletown, NY 10940

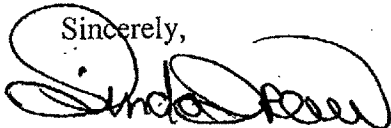
Dear Mr. Molinelli,

The Port Jervis Housing Authority administers a public housing program. The Housing Authority owns and manages two projects which contain 75 affordable rental units. According to HUD the Port Jervis Housing Authority is determined to be a small public housing authority, meaning it manages between 50-249 public housing units.

While the demand for affordable housing greatly outweighs availability, the PJHA makes every effort to give preference to those who are homeless or at risk of homelessness in the determination of eligibility and selection process.

Should you have a further need for information, please do not hesitate to contact me.

Sincerely,



Linda Drew
Executive Director
Port Jervis Housing Authority



Village of Kiryas Joel Housing Authority

Municipal Building
51 Forest Road Suite 360, Monroe, NY 10950
Tel: (845) 782-7790 • Fax: (845) 783-7415

Chairman
Moses Goldstein
Secretary & Treasurer
Abraham Mertz

Commissioners
Abraham Goldberger
Samuel Landau
Jacob Reisman
Executive Director
Moses Neuman

July 31st, 2019

Mr. Christopher Molinelli
President Orange County Housing Consortium
38 Seward Ave.
Middletown, New York 10940

Dear Mr. Molinelli:

The Village of Kiryas Joel Housing Authority provides Public Housing and affordable apartments for low-income, the elderly and persons with disabilities. We also administer the Section 8 Housing Choice Voucher Program to assist with rental payments for those in our community who qualify.

While the need for our services is great, we make every effort to give preference in our selection/eligibility process to those singles and families who are homeless or at risk of homelessness without our support.

Should you have any other need for information on the services we offer, please don't hesitate to contact me.

Sincerely,

Moses Neuman
Executive Director

Orange County Coordinated Entry Vulnerability Index

Client Information

Name	Date of Birth	Admission Date
Is this a household with children? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	How Many Adults are in the household? <input style="width: 100%;" type="text"/>	How many children are in the household? <input style="width: 100%;" type="text"/>
Agency Name	Worker Name	Agency/Worker Phone Number

Demographics

Age at Admission _____

Chronically Homeless?

Is client HUD defined Chronically homeless? Has had 4 or more episodes of homeless in the past 3 years OR Has been homeless for 12 months or longer.
 Yes No

Does the client come from an institutional setting?
 Yes No

Is the client CURRENTLY FLEEING Domestic Violence? Yes No

Disabling Condition?

Does the client have a disabling condition? Yes No

Pregnant?

Is the client pregnant? Yes No

Veteran?

Is the Client a Veteran? Yes No

OCVI Score (This will auto-calculate when entered into HMIS database)

**Orange County Continuum of Care - Coordinated Entry
Permanent Supportive Housing Eligibility Checklist**

The below checklist is designed to make a preliminary determination as to whether a client may be eligible for HUD funded permanent supportive housing and if they should be placed on the waitlist for this housing.

Section 1 – Does the client meet the HUD Homeless Definition? (check one below)

- Individual or family who lacks fixed, regular and adequate nighttime residence meaning:
 - (i) Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - (ii) Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
 - (iii) exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
- Individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) Residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
- An individual or family who:
 - (i) Is fleeing, or attempting to flee, domestic violence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks to obtain other permanent housing

Section 2 – Does the client have a documented disability that (check all that apply):

- is expected to be long-continuing or of indefinite duration;
 - (i) substantially impedes the individual's ability to live independently;
 - (ii) could be improved by the provision of more suitable housing conditions; and
 - (iii) is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury;
- is a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or
- is the disease of acquired immunodeficiency syndrome or any condition arising from AIDS.

Section 3 – Preliminary HUD PSH Eligibility Determination

Does the client meet the HUD homeless definition AND have a documentable disability? Yes No

Does the recipient's/subrecipient's written intake procedures establish the order of priority for obtaining evidence of homelessness and/or at-risk of homelessness as: (1) Yes No N/A
third-party documentation; (2) intake worker observations; and (3) self-certification?

[24 CFR 578.103(a)(3); 24 CFR 576.500(b)]

Orange County Coordinated Entry Assessment and Intake

*INTAKE DATE	PLACEMENT	
/ /		

*FIRST NAME	MIDDLE NAME	*LAST NAME (and Suffix)
*NAME DATA QUALITY		
<input type="checkbox"/> Full Name Reported <input type="checkbox"/> Partial Name, Street Name or Code Name Reported <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected		

*SOCIAL SECURITY NUMBER	*SSN DATA QUALITY
<i>(enter "9" for any missing numbers in an Approximate or Partial SSN)</i> - - - - -	<input type="checkbox"/> Full SSN Reported <input type="checkbox"/> Approximate or Partial SSN Reported <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected

*GENDER		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Trans Male(FTM)
<input type="checkbox"/> Trans Female(MTF)	<input type="checkbox"/> Gender Non-Conforming	
<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*BIRTHDATE	*BIRTHDATE DATA QUALITY
____/____/____	<input type="checkbox"/> Full DOB Reported <input type="checkbox"/> Approximate or Partial DOB Reported <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected

*ETHNICITY		
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Non-Hispanic	
<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*RACE (choose all that apply)		
<input type="checkbox"/> American Indian/Native Alaskan	<input type="checkbox"/> Black	<input type="checkbox"/> White
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*VETERAN STATUS				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

***LIVING SITUATION**

Based on the client's living situation the night before project entry, record responses in one (1) section below, EITHER Homeless Situation, Institutional Situation OR Transitional/Permanent Situation.

If the client's living situation the night before project entry is unknown, fill in the section called Unknown

HOMELESS SITUATIONS:
<input type="checkbox"/> Place not meant for human habitation (vehicle, abandoned building, bus/train/subway station etc) <input type="checkbox"/> Emergency shelter, including hotel or motel paid for with emergency shelter voucher <input type="checkbox"/> Interim Housing

LENGTH OF STAY IN PREVIOUS PLACE				
<input type="checkbox"/> 1 night or less	<input type="checkbox"/> 2 to 6 nights	<input type="checkbox"/> 1 week or more, but less than 1 month	<input type="checkbox"/> 1 month or more, but less than 90 days	
<input type="checkbox"/> 90 days or more, but less than 1 year	<input type="checkbox"/> 1 year or longer			

APPROXIMATE DATE HOMELESSNESS STARTED:	NUMBER OF TIMES THE CLIENT HAS BEEN ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS INCLUDING TODAY:
____/____/____	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+

TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR SH IN LAST THREE YEARS:												
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> More than 12

OR

INSTITUTIONAL SITUATIONS:	
<input type="checkbox"/> Foster care home or foster care group home	<input type="checkbox"/> Hospital or other residential non-psychiatric medical facility
<input type="checkbox"/> Jail, prison or juvenile detention facility	<input type="checkbox"/> Long-term care facility or nursing home
<input type="checkbox"/> Psychiatric hospital or other psychiatric facility	<input type="checkbox"/> Substance abuse treatment facility or detox center
LENGTH OF STAY IN PREVIOUS PLACE	
<input type="checkbox"/> 1 night or less <input type="checkbox"/> 2 to 6 nights <input type="checkbox"/> 1 week or more, but less than 1 month <input type="checkbox"/> 1 month or more, but less than 90 days <input type="checkbox"/> 90 days or more, but less than 1 year <input type="checkbox"/> 1 year or longer	
APPROXIMATE DATE HOMELESSNESS STARTED:	NUMBER OF TIMES THE CLIENT HAS BEEN ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS INCLUDING TODAY:
___/___/___	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+
TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR SH IN LAST THREE YEARS:	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> More than 12	

OR

TRANSITIONAL AND PERMANENT HOUSING SITUATIONS:	
<input type="checkbox"/> Hotel or Motel paid for without emergency voucher	<input type="checkbox"/> Rental by client with VASH subsidy
<input type="checkbox"/> Owned by client, no ongoing subsidy	<input type="checkbox"/> Rental by client with other ongoing housing subsidy
<input type="checkbox"/> Owned by client WITH ongoing subsidy	<input type="checkbox"/> Residential project or halfway house with no homeless criteria
<input type="checkbox"/> Perm. Supportive housing for formerly homeless persons (CoC project, HUD legacy program, HOPWA)	<input type="checkbox"/> Staying or in a family member's room, apartment or house
<input type="checkbox"/> Rental by client, no ongoing subsidy	<input type="checkbox"/> Staying or in a friend's room, apartment or house
<input type="checkbox"/> Rental by client with GPD TIP subsidy	<input type="checkbox"/> Transitional housing for homeless persons (incl. homeless youth)
* LENGTH OF STAY IN PREVIOUS PLACE	
<input type="checkbox"/> 1 night or less <input type="checkbox"/> 2 to 6 nights <input type="checkbox"/> 1 week or more, but less than 1 month <input type="checkbox"/> 1 month or more, but less than 90 days <input type="checkbox"/> 90 days or more, but less than 1 year <input type="checkbox"/> 1 year or longer	
*APPROXIMATE DATE HOMELESSNESS STARTED:	*NUMBER OF TIMES THE CLIENT HAS BEEN ON THE STREETS, IN ES, OR SH IN THE PAST THREE YEARS INCLUDING TODAY:
___/___/___	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4+
*TOTAL NUMBER OF MONTHS HOMELESS ON THE STREETS, IN ES, OR SH IN LAST THREE YEARS:	
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> More than 12	

*INCOME FROM ANY SOURCE (monthly)	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
IF YES:	
<input type="checkbox"/> Earned Income..... \$ _____	<input type="checkbox"/> Unemployment Insurance..... \$ _____
<input type="checkbox"/> SSI..... \$ _____	<input type="checkbox"/> SSDI..... \$ _____
<input type="checkbox"/> VA Service-Connected Disability Compensation..... \$ _____	<input type="checkbox"/> VA Non-Service Connected Disability Pension..... \$ _____
<input type="checkbox"/> Private Disability Insurance..... \$ _____	<input type="checkbox"/> Worker's Compensation..... \$ _____
<input type="checkbox"/> TANF..... \$ _____	<input type="checkbox"/> General Public Assistance..... \$ _____
<input type="checkbox"/> Retirement from SSA..... \$ _____	<input type="checkbox"/> Pension or Retirement from former job..... \$ _____
<input type="checkbox"/> Child Support..... \$ _____	<input type="checkbox"/> Alimony or Other Spousal Support..... \$ _____
<input type="checkbox"/> Other..... \$ _____	

NON-CASH BENEFITS FROM ANY SOURCE	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
IF YES:	
<input type="checkbox"/> SNAP	<input type="checkbox"/> Special Supplemental Nutrition Program for Women, Infants and Children
<input type="checkbox"/> TANF Child Care Services	<input type="checkbox"/> TANF Transportation Service <input type="checkbox"/> Other TANF Funded Srvcs <input type="checkbox"/> Other Source
COVERED BY HEALTH INSURANCE	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
IF YES:	

MEDICAID.....	<input type="checkbox"/> No <input type="checkbox"/> Yes	MEDICARE.....	<input type="checkbox"/> No <input type="checkbox"/> Yes
State Children's Health Insurance Program	<input type="checkbox"/> No <input type="checkbox"/> Yes	VA Medical Services	<input type="checkbox"/> No <input type="checkbox"/> Yes
Employer provided Health insurance.....	<input type="checkbox"/> No <input type="checkbox"/> Yes	Health ins. via COBRA.....	<input type="checkbox"/> No <input type="checkbox"/> Yes
Private Pay Health Insurance.....	<input type="checkbox"/> No <input type="checkbox"/> Yes	State Health Ins. Adults	<input type="checkbox"/> No <input type="checkbox"/> Yes
Indian Health Services	<input type="checkbox"/> No <input type="checkbox"/> Yes	Other (if yes please specify _____) ..	<input type="checkbox"/> No <input type="checkbox"/> Yes

*PHYSICAL DISABILITY				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected
IF YES:				
Expected to substantially impair ability to live independently:				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*DEVELOPMENTAL DISABILITY				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected
IF YES:				
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently:				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*CHRONIC HEALTH CONDITION				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected
IF YES:				
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently:				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*HIV/AIDS				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected
IF YES:				
Expected to substantially impair ability to live independently:				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*MENTAL HEALTH				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected
IF YES:				
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently:				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*SUBSTANCE ABUSE PROBLEM				
<input type="checkbox"/> Alcohol Abuse	<input type="checkbox"/> Drug Abuse	<input type="checkbox"/> Both Alcohol and Drug Abuse		
<input type="checkbox"/> No	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected	
IF YES:				
Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently:				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*DOMESTIC ABUSE VICTIM/SURVIVOR				
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected
IF YES: WHEN EXPERIENCE OCCURRED				
<input type="checkbox"/> Within the past 3 months	<input type="checkbox"/> 3 to 6 months ago	<input type="checkbox"/> From 6 to 12 months ago	* Are you currently fleeing?	
<input type="checkbox"/> More than a year ago	<input type="checkbox"/> Client Doesn't Know	<input type="checkbox"/> Client Refused	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<input type="checkbox"/> Data Not Collected			<input type="checkbox"/> Client Refused	<input type="checkbox"/> Data Not Collected

*CURRENTLY PREGNANT	IF YES: DUE DATE	ZIP CODE OF LAST PERMANENT ADDRESS
<input type="checkbox"/> No <input type="checkbox"/> Yes	___/___/___	_____

***CLIENT PHONE NUMBER:** _____

Does the recipient's/subrecipient's written intake procedures establish the order of priority for obtaining evidence of homelessness and/or at-risk of homelessness as: (1) third-party documentation; (2) intake worker observations; and (3) self-certification? [24 CFR 578.103(a)(3); 24 CFR 576.500(b)]

Yes
 No
 N/A

CRHMIS INCLUSION DISCLOSURE

_____ participates in the CARES Regional Homeless Management Information System (CRHMIS). This means that we collect information about your household and input it into a secure and private database that allows us to keep track of that information to better assess and serve your needs. The CRHMIS is dedicated to the privacy and safeguarding of the information collected and input into the HMIS database and does not publish identifying, client level data. For more information, please see our complete policy and procedure manual, which includes information on opting out of the HMIS, data ownership and a list of research and coordination projects that use HMIS information at www.caresny.org/HMIS-policies. Please initial below to indicate that you have received this information.

Client Initials: _____

Orange County Continuum of Care

Coordinated Entry Client Release of Information

To provide each consumer with options for housing Orange County Continuum of Care is implementing a Coordinated Entry. The goal is to make it easier for you to access housing and services that best fit your needs and to reduce the amount of times you will need to share basic demographic information. We are requesting your permission to share limited information about you with the Coordinated Entry providers in Orange County. As the owner of your own information within the Coordinated Entry System, you have the right to choose whether or not other service providers can see any of your personal information and the level of information that can be shared. HIV/AIDS information, Domestic Violence information, Behavioral health (mental illness and substance abuse) and client notes are NOT shared. This consent will be in effect for a minimum of 36 months but may be revoked at any time.

____ Yes

____ No

By signing this form, I agree to share information with other partner agencies via the HMIS Computer System:

Print name of Client, Guardian or Power of Attorney

Print name of Witness

Signature of Client, Guardian or Power of Attorney

Signature of Witness

Date:

Date:

ORANGE COUNTY HOUSING CONSORTIUM



Partners in Housing
Transforming Lives

President, Christopher Molinelli
Vice President, Angela Jo Henze
Secretary, Charles Quinn
Treasurer, Catherine Jones

PUBLIC NOTIFICATION

September 13, 2019

This notice is to serve as a notice that during the FY 2019 program competition for the Orange County Housing Consortium (CoC) Consolidated Application process. The following renewals were accepted:

Agency Name	Project Name	Grant Number	Funding Amount
Orange County Department of Mental Health	2018 Renewal MHA NY0437 Enhanced MH/DD	NY0437L2T021811	\$76,104
Mental Health Association in Orange County, Inc.	Home To Stay FY 2018	NY0439L2T021811	\$266,200
Mental Health Association in Orange County, Inc.	MHA HDH FY 2018	NY0440L2T021811	\$119,816
Corporation for AIDS Research, Education and Services, Inc.	Orange CoC HMIS (2018)	NY0441L2T021811	\$65,809
Regional Economic Community Action Program, Inc.	NY-602-REN Regional Economic Community Action Program	NY0445L2T021811	\$631,144
Safe Harbors of the Hudson, Inc.	Safe Harbors Cornerstone Residence	NY0446L2T021811	\$175,546
Orange County Department of Mental Health	MHA NY0448 Individuals	NY0448L2T021811	\$76,104
Emergency Housing Group, Inc.	Stephen Saunders Residence	NY0449L2T021811	\$91,373
Mental Health Association in Orange County, Inc.	Family Supportive Housing FY 2018	NY0450L2T021811	\$148,632
Orange County Department of Mental Health	RECAP NY 0811 Veterans	NY0811L2T021808	\$219,155
Emergency Housing Group, Inc.	Permanent Housing Bonus Money	NY0856L2T021806	\$69,353
Emergency Housing Group, Inc.	HONOR ehg (PSH) Bonus	NY0986L2T021804	\$387,825
Emergency Housing Group, Inc.	HONOR Housing First III	NY1119L2T021802	\$139,382
Newburgh Interfaith Emergency Housing Inc.	Project LIFE Rapid Rehousing Program	NY1170L2T021801	\$166,008

The following new projects were accepted:

Agency Name	Project Name	Funding Amount
Emergency Housing Group, Inc./HONOR	CoC Planning Project Application FY2019	\$78,974
Emergency Housing Group, Inc./HONOR	HONOR - Coordinated Entry	\$85,000
Safe Homes of Orange County	Rapid Rehousing Stabilization Project	\$163,685
Regional Economic Community Action Program, Inc.	NY-602-REN Regional Economic Community Action Program Project Expansion	\$46,623

During the FY 2019 program competition for the Orange County Housing Consortium (CoC) Consolidated Application process, there were no projects rejected or reduced.

Should you have any questions concerning this announcement please direct them to Michelle Herrera, Planning Coordinator for the OCHC at 845-467-9071 and/or mherrera@honorehg.org. Additionally, I can be reached at 845-343-7115.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a series of loops and a long horizontal line extending to the right.

Christopher Molinelli
President

ORANGE COUNTY HOUSING CONSORTIUM



Partners in Housing
Transforming Lives

President, Christopher Molinelli
Vice President, Angela Jo Henze
Secretary, Charles Quinn
Treasurer, Catherine Jones

September 13, 2019

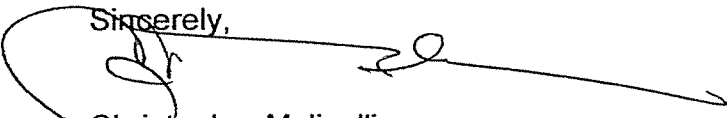
Kellyann Koystal-Larrier
Executive Director
Safe Homes of Orange County
280 Broadway
Newburgh, NY 12550

Dear Ms. Koystal- Larrier:

The Orange County Housing Consortium (OCHC) is pleased to notify you that the Rating and Selection Committee has determined that your new project application to create 8 units of Rapid Rehousing Domestic Violence meets the Housing and Urban Development (HUD) threshold criteria and the HUD and OCHC's Policy Priorities for funding and will be included in the ranking of new and renewal projects for this round of HUD Competitive funding.

Should you have any questions concerning this announcement please direct them to Michelle Herrera, Planning Coordinator for the OCHC at 845-467-9071 and/or mherrera@honorehg.org. Additionally, I can be reached at 845-343-7115 and/or cmolinelli@honorehg.org.

Sincerely,



Christopher Molinelli
President

ORANGE COUNTY HOUSING CONSORTIUM



Partners in Housing
Transforming Lives

President, Christopher Molinelli
Vice President, Angela Jo Henze
Secretary, Charles Quinn
Treasurer, Catherine Jones

September 13, 2019

Charles Quinn
Executive Director
RECAP
40 Smith Street
Middletown, NY 10940

Dear Mr. Quinn:

The Orange County Housing Consortium (OCHC) is pleased to notify you that the Rating and Selection Committee has determined that your new project application to create a project expansion for RECAP's Permanent Supportive Housing meets the Housing and Urban Development (HUD) threshold criteria and the HUD and OCHC's Policy Priorities for funding and will be included in the ranking of new and renewal projects for this round of HUD Competitive funding.

Should you have any questions concerning this announcement please direct them to Michelle Herrera, Planning Coordinator for the OCHC at 845-467-9071 and/or mherrera@honorehg.org. Additionally, I can be reached at 845-343-7115 and/or cmolinelli@honorehg.org.

Sincerely,

A handwritten signature in black ink, appearing to be 'C. Molinelli', written over a horizontal line. The signature is stylized and includes a large loop at the beginning.

Christopher Molinelli
President

ORANGE COUNTY HOUSING CONSORTIUM



Partners in Housing
Transforming Lives

President, Christopher Molinelli
Vice President, Angela Jo Henze
Secretary, Charles Quinn
Treasurer, Catherine Jones

September 13, 2019

Christopher Molinelli
Executive Director
HONOR
38 Seward Avenue
Middletown, NY 10940

Dear Mr. Molinelli:

The Orange County Housing Consortium (OCHC) is pleased to notify you that the Rating and Selection Committee has determined that your new project application to create a CoC Coordinate Entry Position meets the Housing and Urban Development (HUD) threshold criteria and the HUD and OCHC's Policy Priorities for funding and will be included in the ranking of new and renewal projects for this round of HUD Competitive funding.

Should you have any questions concerning this announcement please direct them to Michelle Herrera, Planning Coordinator for the OCHC at 845-467-9071 and/or mherrera@honorehg.org.

Sincerely,

A handwritten signature in cursive script, appearing to read "Charles Quinn".

Charles Quinn
Board Secretary

Orange County Continuum of Care/Housing Consortium

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- recordonline.com
- National Alliance to End Homeless...

Orange County Continuum of Care/Housing Consortium
 Yesterday at 12:07 AM

HONOR proudly serves as Orange County's HUD/COC Collaborative Applicant. The Department of Housing and Urban Development requires public notification for the FY 2019 Continuum of Care (COC) Program Competition. During the FY 2019 program competition for the Orange County Housing Consortium (CoC) Consolidated Application process there were no projects rejected or reduced. Please see enclosed notice of accepted new and renewal projects for FY 2019.

ORANGE COUNTY HOUSING CONSORTIUM

Orange County Housing Consortium
 1000 N. Orange Ave., Suite 200
 Orange, CA 92668
 Phone: (714) 961-1111
 Fax: (714) 961-1112
 Email: info@orangehousingconsortium.org

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Middleford, Orange County, New York 11940
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HONOR | September 13 at 11:25 PM

HONOR proudly serves as Orange County's HUD/CoC Collaborative Applicant. The Department of Housing and Urban Development requires public notification for the FY 2019 Continuum of Care (CoC) Program Competition. During the FY 2019 program competition for the Orange County Housing Consortium (CoC) Consolidated Application process there were no projects rejected or reduced. Please see enclosed notice of accepted new and renewal projects for FY 2019.

ORANGE COUNTY HOUSING CONSORTIUM
 1000 Orange County Blvd
 Middletown, NY 11940
 Phone: (845) 343-7115
 Fax: (845) 343-7116

Let us help you
 We are currently accepting applications for the FY 2019 program competition for the Orange County Housing Consortium. Please see enclosed notice of accepted new and renewal projects for FY 2019.

HONOR
[@Honorhelpingothers](#)

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ORANGE COUNTY HOUSING CONSORTIUM



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PUBLIC NOTIFICATION

September 13, 2019

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Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by 'Molinelli'. A long, thin horizontal line extends from the end of the signature across the page.

Christopher Molinelli
President

Orange County Continuum of Care/Housing Consortium

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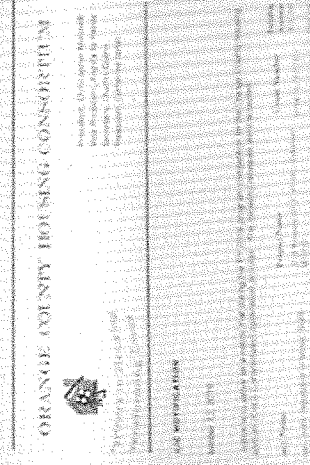
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Orange County Continuum of Care/Housing Consortium
Yesterday at 12:07 AM

HONOR proudly serves as Orange County's HUD/COC Collaborative Applicant. The Department of Housing and Urban Development requires public notification for the FY 2019 Continuum of Care (COC) Program Competition. During the FY 2019 program competition for the Orange County Housing Consortium (CoC) Consolidated Application process there were no projects rejected or reduced. Please see enclosed notice of accepted new and renewal projects for FY 2019.



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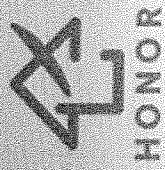
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September 13 at 11:25 PM

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ORANGE COUNTY HOUSING CONSORTIUM

Project: FY 2019 HUD/CoC Collaborative Applicant

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Michelle Herrera

From: Michelle Herrera
Sent: Thursday, July 25, 2019 5:54 PM
To: Allyson Thiessen (athiessen@caresny.org); Angela Jo Henze; Catherine Jones (cjones@safe-harbors.org); Charlie Quinn <cquinn@recap.org>; Cheryl Cohen <cchen@recap.org>; Chris Molinelli (cmolinelli@honorehg.org); Eileen Robertson (project.life@verizon.net); Jesse Howard (president@newburghinterfaith.org); Judy Stanger (jstanger@mhaorangeny.com); Kellyann Kostyal-Larrier (kkostyal@safehomesorangecounty.org); Sandra Atkin (Satkin@orangecountygov.com); Sarita Green; Stephanie Molinelli <smolinelli@safehomesorangecounty.org>; Sue Palmer (spalmer@caresny.org)
Cc: Nicole Andersen (nandersen@orangecountygov.com); Tammy Rhein; Terri Torrchio; Sandra Atkin (Satkin@orangecountygov.com)
Subject: NOFA Follow-Up - Action Required
Attachments: Scoring & Renewal Evaluation Standards for 2020 adopted 6-21-2019.xlsx; Score comparison 2019 - 2018.xlsx
Importance: High

Hello,

Please see below on information regarding NOFA Call with Suzanne Wagner. Bullets in red require action from HUD Funded Recipients.

- As in the past, all required items (APRs, Drafts of Renewals, CoC Application) will go through me to send to Housing Innovations (HI). mherrera@honorehg.org
- If you need to reach HI for individual project questions and support, please e-mail **all three HI staff** Suzanne Wagner swagner@housinginnovations.us, Rachel Stucker stucker.rach@gmail.com and Myles W. mylesw@housinginnovations.us
- A follow-up call with Suzanne will be sent up the week of August 12th. I will send out a doodle poll.
- Please e-mail me mherrera@honorehg.org your most recent APR for each of your projects to send to Housing Innovations. The sooner the better but no later than Tuesday, July 30th. (APR data is part of the renewal application evaluation)
- A Racial Equity Study needs to be completed.
- CoC Board needs to Establish 2019 Renewal Evaluation Standards and Scoring – see attached example. ******Myles will need to build the spreadsheet from the APR data, please review and give feedback as soon as possible.**
- CoC Bonus Funding - The need for the following projects were discussed at today's meeting:
 - Coordinated Entry
 - Housing First
- RFP for New Project Applications will be forthcoming.

- DV Bonus Funding – An RFP application will be forthcoming.
- The CoC Application is top priority (Determine points from CoC Application score for new projects scores) I will send a word format of CoC Application questions.
- Please ensure that your projects are set up on ESNAPS.
- * • Please send me the first draft of your Project Renewals by Monday, August 5th.

Thank you,

Michelle Herrera
 CoC Planning Coordinator
 HONOR
 38 Seward Avenue
 Middletown, NY 10940
 Cell: 845-467-9071
 E-Mail: mherrera@honorehg.org



How may I help you?

Disclaimer:

This communication, including any attachments, may contain confidential information and is intended only for the individual or entity to whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the intended recipient is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail, delete and destroy all copies of the original message. Thank you for your compliance. No responsibility is accepted by HONORehg, Inc. for any loss or damage arising in any way from receipt of this message.

Michelle Herrera

From: Michelle Herrera
Sent: Friday, August 16, 2019 6:09 PM
To: 'Allyson Thiessen'; 'Amanda Nunez <anunez@recap.org>'; 'Amenta, James J (James.J.Amenta@hud.gov)'; 'Amie Morganbesser'; 'Amy Winchell'; 'Andrea Attenasio (aattenas@student.touro.edu)'; 'Angela Jo Henze'; 'Angela Kays-Burden'; 'Ann Marie Maglione'; 'Anne Caldwell'; 'Anne Marie Beekman'; 'Becky F'; 'Bill Jolly'; 'Bill Morgan'; 'Brendan O'Reilly'; 'Catherine Emestica'; 'Cathie Jones'; 'Charlie Quinn'; 'Cheryl Cohen <cchen@recap.org>'; 'Chris Molinelli'; 'Chris Pitcher'; 'Christina Novak <cnovak@westcop.org>'; 'Christopher Marth'; 'Colin Jarvis'; 'cory.harris (cory.harris@sunyorange.edu)'; 'Darcie Miller'; 'Dave Mason'; 'David Church'; 'Dean Scher'; 'Debbie Perkins'; 'Dhanu Sannesy'; 'Diahan Scott'; 'Doug Hovey'; 'Eileen Clifford'; 'Eileen Robertson erobertson@newburghinterfaith.org'; 'Emily Hamilton <ehamilton@rupco.org>'; 'Faith Moore'; 'Farrell, Christian'; 'Fredrick parks'; 'Gary Texter'; 'Hector Morell Hector.Morell@cccsos.org'; 'Jacqueline Perez'; 'James Watson'; 'Jared Doubrava'; 'Jesse Howard president@newburghinterfaith.org'; 'John Arzuaga'; 'Josie Longstreet jlongstreet@myindependentliving.org'; 'Judy Stanger jstanger@mhaorangeney.com'; 'Kaitlyn Miccio'; 'Kathleen Hendrickson (pjca@frontiernet.net)'; 'Kathleen Morgan'; 'Kathleen Revene'; 'Kelly Borelli'; 'Kellyann Kostyal-Larrier'; 'Kelsey Vargas Kvargas@rupco.org'; 'Kristen Ehrens'; 'Larry Neumann'; 'Linda McNiff'; 'Linda Muller'; 'Lisa Silverstone'; 'Marc Sterling'; 'Michelle Herrera'; 'Nadia Allen'; 'Nathan Litwin <nlitwin@recap.org>'; 'Neline Rivera'; 'Nicole Andersen (nandersen@orangecountygov.com)'; 'Nicole Sims-Ingleton'; 'Nolly Climes'; 'Nora Goetz'; 'Pat Fayol'; 'Paul Stolz'; 'Peggy Spagnola'; 'Phyllis'; 'Rachel S.Simons'; 'Ramona Monteverde'; 'Renee Lentino'; 'Ronald H ronnieHBR@optonline.net'; 'Sandra Atkins'; 'Sarita Green'; 'Scott Mendelson'; 'Shannon Kelly shannon.kelly@cccsos.org'; 'Sheila Monk'; 'Stephanie Molinelli (smolinelli@safehomesorangecounty.org)'; 'Steve Miccio'; 'Sue Palmer'; 'Susan Miller'; 'Susan Varden'; 'Tammy Rhein'; 'Terri Torrchio'; 'Tom Bolzan'; 'Tricia Holness'; 'Valentina DiTomasso'; 'Vincent Marasco'; 'Virginia Schneider'
Subject: FY 2019 RFP New Project Application
Attachments: FY 2019 RFP New Project Application.pdf; 2019 RFP Annoucement Letter.pdf
Importance: High
Categories: CoC

Hello Members,

Attached please find the FY 2019 Request For Proposals for New Projects Application. Please note new project applications are due by **Friday, August 30th**. Please feel free to contact me with any questions.

Thank you,

Michelle Herrera
CoC Planning Coordinator
HONOR
38 Seward Avenue
Middletown, NY 10940
Cell: 845-467-9071

ORANGE COUNTY HOUSING CONSORTIUM



Partners in Housing
Transforming Lives

President, Christopher Molinelli
Vice President, Angela Jo Henze
Secretary, Charles Quinn
Treasurer, Catherine Jones

August 14, 2019

CALL FOR FUNDING PROPOSALS

Friends:

The Department of Housing and Urban Development has announced the FY 2019 Continuum of Care (COC) Program Competition. As President of the Orange County Housing Consortium I have been instructed by the Board to provide this Call for Funding Proposals and encourage Orange County stakeholders who have never applied for this funding to give consideration to doing so. We are now accepting requests for new project expansion eligible under the bonus which is 5% of our Annual Renewal Demand (approximately \$131,623). Under Domestic Violence Bonus Funding we are accepting request for Rapid Rehousing in the amount of \$163,685.

The Orange County CoC is currently seeking applications for the following project types:

1. *Coordinated Entry (CE) in the amount of \$85,000*
2. *Project Expansion in the amount of \$46,623*
3. *Domestic Violence (DV) Rapid Rehousing (RRH) in the amount of \$163,685*

Please see the FY 2019 RFP OCHC CoC New Project Application for detailed information.

If your agency is interested in applying for these funds please submit a letter of interest to our CoC Planning Coordinator, Michelle Herrera, by **Tuesday, August 20th, 2019** at mherrera@honorehg.org.

Please include the following information in your letter:

>Agency Name and contact information; >Proposed location for the project; >Project type

Sincerely,

Christopher Molinelli

President
Orange County Housing Consortium

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HONOR

August 22 at 1:00 PM

HONOR proudly serves as Orange County's HUD/COC Collaborative Applicant. The Department of Housing and Urban Development has announced the FY 2019 Continuum of Care (COC) Program Competition. Please review the following information for Request for Funding Proposals; we encourage Orange County stakeholders who have never applied for this funding to give consideration to doing so. Please contact Michelle Herrera mherrera@honorhg.org with any questions.

Details: <https://honorhelpingothers.org/.../FY-2019-RFP-New-Project-Ap...>

ORANGE COUNTY HOUSING CONSORTIUM

President: Christopher M. ...
 Vice Presidents: ...
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August 11, 2019
CALL FOR FUNDING PROPOSALS

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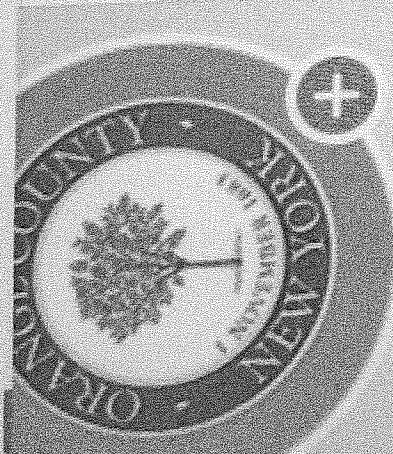
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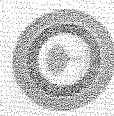
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Orange County Continuum of Care/Housing Consortium

August 23 at 1:30 PM

HONOR proudly serves as Orange County's HUD/COC Collaborative Applicant. The Department of Housing and Urban Development has announced the FY 2019 Continuum of Care (COC) Program Competition. Please review the following information for Request for Funding Proposals, we encourage Orange County stakeholders who have never applied for this funding to give consideration to doing so. Please contact Michelle Herrera mherrera@honorehg.org with any questions

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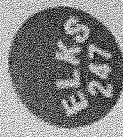


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Orange County Housing Consortium



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2019 REQUEST FOR PSH & RRH PROPOSALS FUNDED THROUGH PH BONUS & DV BONUS

DEADLINE FOR SUBMISSION OF APPLICATIONS: 11:59 PM on Friday, August 30th, 2019

BACKGROUND

The Orange County Housing Consortium (OCHC) is seeking applications for new projects for inclusion in the CoC's 2019 application for HUD CoC funds. Each year OCHC competes with other Continuums across the country to secure federal funds to end homelessness through the U.S. Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) program. In 2019, in addition to the usual bonus funding awarded through this process, HUD is anticipated to make up to \$50 million available nationally to fund Domestic Violence Bonus projects (DV Bonus). Through the 2018 CoC competition, OCHC was eligible to apply for approximately \$131,623 for new permanent housing bonus¹ projects, approximately an additional \$163,685 for DV Bonus projects².

The total funds available for new projects in 2019 will be determined based on the final bonus amounts, as determined by HUD.

OCHC uses those scores to determine which applications are submitted to HUD and the order in which they are ranked. Projects that score higher will have a greater chance of being funded. HUD makes final decisions regarding which applications are funded. Projects seeking funding under the DV bonus compete with other projects seeking that type of funding nationally. Projects not conditionally selected by HUD for funding under the DV Bonus, may be considered by HUD for funding through the permanent housing bonus. In other words, OCHC anticipates that any DV bonus project included in the CoC's application to HUD that is not selected for the DV Bonus will automatically compete for the usual pot of funds available to the CoC and may be funded through that usual pot instead of through DV Bonus funds.

OCHC encourages applications from applicants that have never previously received CoC funds as well as from applicants that are currently receiving or have in the past received CoC funds. OCHC provides

¹ HUD makes funds available to support development of new projects. CoCs compete nationally to secure these funds. This process is known as the "Permanent Housing Bonus."

² DV Bonus projects must be dedicated to serve survivors of domestic violence, dating violence, stalking, and human trafficking.

technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in the past.

Please note that this application is based on the best information that is currently available, and OCHC may need to revise the requirements described herein and/or request additional information based on additional guidance received from HUD and/or decisions made by OCHC Steering Committee. OCHC will disseminate all information about this funding opportunity as it becomes available through the CoC's distribution list. **To ensure that you receive the latest information please e-mail mherrera@honorehg.org.**

INSTRUCTIONS

This is the application for Orange County Housing Consortium (OCHC) permanent housing funds, including both permanent supportive housing and rapid re-housing. Projects may be funded through the permanent housing bonus and/or DV Bonus.

The following types of new projects will be considered:

- **Coordinated Entry (CE) in the amount of \$85,000.** OCHC CoC is seeking a Coordinated Entry Lead to oversee the OCHC Coordinated Entry process, as defined in Appendix – Coordinated Entry.

Coordinated Entry (CE) is a process developed to prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner, and that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

The core components of the coordinated entry requirements from the CoC Program interim rule 4 CFR 578.7(a)(8) and 24 CFR 578.3. Coordinated entry processes must cover the entire CoC, be easily accessible, well-advertised, and include standardized tools and processes. They must cover access, assessment, and referral.

- **Domestic Violence (DV) Rapid Rehousing (RRH) in the amount of \$163,685.** DV RRH Projects funded through this RFP may serve only individuals and/or families, including unaccompanied youth, who are residing in emergency shelter or a location not meant for human habitation or meeting the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see Appendix and Eligible Populations sections for more information). To be eligible for funding projects must commit to using the Housing First model (see Appendix).
- **Rapid Re-Housing and Permanent Supportive Housing Project Expansion in the amount of \$46,623.** HUD allows project applicants to apply for a new expansion project under bonus in order to expand projects that will increase the number of units in the project or allow the recipient to serve additional persons. HUD has clarified that the component type for the existing project and the new expansion project must be identical (e.g., an existing PSH project

may only apply for a PSH expansion, an existing RRH project may only apply for a RRH expansion). Projects may not apply for an expansion to replace other renewable funding sources. Applicants seeking funding for an expansion project should complete the relevant section of this application. Applications for new PSH and RRH projects that will not create new units but will provide additional services to participants in one or more existing PSH or RRH projects must be submitted as expansion projects. Applications for expansion can be submitted regardless of whether or not the applicant has an existing CoC renewal project, so this does not preclude applicants who have not been previously funded by the CoC from applying.

New projects to be included in the OCHC 2019 CoC Application to HUD will be conditionally selected by an independent scoring committee and notified by OCHC. Final decisions regarding awards will be made and announced by HUD via the national CoC program competition.

The CoC reserves the right not to review late or incomplete applications or applications that do not meet the project requirements described in this RFP. The CoC also reserves the right not to review applications that exceed page limits specified in this RFP (attachments are excluded from the limit) or do not meet HUD's threshold eligibility criteria.

All applications should be sent to: mherrera@honorehg.org by 11:59 PM on Friday, August 30th, 2019.

Project Requirement and Priorities

- **Eligible localities:**
 - Projects must be located within Orange County, NY.

- **Eligible populations:**
 - PSH: (Through project Expansion Only)
 - All projects must dedicate 100% of units and/or provide services exclusively to chronically homeless and/or Dedicated Plus individuals and/or families, as defined by HUD (See Appendix).
 - Disabilities: All projects must serve exclusively disabled households as defined by HUD (See Appendix)
 - RRH:
 - All projects must serve 100% literally homeless families and/or single adults coming directly from emergency shelters and/or unsheltered locations OR category 4: fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations.

Persons in transitional housing are **not eligible** for either project type, even if they met the criteria described above prior to entering the transitional housing program.

- DV Bonus projects:
 - Must serve only persons who qualify under the domestic violence criteria in paragraph (4) of the HUD definition of homelessness, including persons fleeing or attempting to flee human trafficking (see Appendix);
- Term – Projects may apply only for a one-year term.
- Eligible activities/projects for the funds:
 - All projects must be Coordinated Entry, Permanent Supportive Housing (through project expansion only) or Rapid Re-Housing.
 - PSH and RRH activities cannot be combined into the same project.
 - Projects can request funds for:
 - PSH: Rental assistance (tenant, project or sponsor based) or operating funds, supportive services, admin; applicants seeking rental assistance are strongly encouraged to use either the tenant or sponsor based options to facilitate over leasing as necessary to enable full expenditure of grant funds.
 - RRH: Rental assistance (tenant based only), supportive services. This project type is eligible for funding under the DV Bonus.
 - Projects cannot combine the following types of assistance in a single structure or housing unit: Rental assistance funds and operating funds.
 - Project based (PRA) or sponsor based rental assistance (SRA) may be used for units owned by the applicant organization. SRA may also be used for units leased by the applicant. These must be units newly created or designated to serve homeless people and ready for occupancy no later than 12 months after the award of funds. Awards are anticipated to occur in approximately December 2019. Congregate projects must provide evidence demonstrating site control for a building or units and the evidence must document that the site control exceeds the requested grant term.
 - Unless the project has another source of funding for services, projects applying for RRH should include at least \$4,000 per household served at a point in time for supportive services, For example, if the project will support 20 households at a given point in time, the annual supportive services budget should be at least \$80,000.
 - Unless the project has another source of funding for services, projects applying for PSH should include at least \$5,000 per household annually for supportive services.
 - PSH and RRH projects may not request more than \$7,500 per household annually for supportive services
 - Projects must demonstrate that they meet HUD’s match requirements. See Section #4, Sources of Match.
 - Additional information regarding Project Administrative and Indirect Costs³:
 - OCHC has established a maximum rate of 7% for project administrative costs **on PSH projects** (i.e., costs on the project administrative budget line item may not exceed 7% of the aggregated amount requested for all other budget line items. For example, a project that requests \$500,000 annually for rental assistance and supportive services

³ See the appendix for more details on administrative and indirect costs.

can request up to \$35,000 additional on the project administrative budget line item. Total CoC budget = \$535,000 in this example.

- Project Admin costs do not include staff time and overhead directly related to carrying out CoC Program eligible activities, because those costs are eligible on the relevant budget line item, not on the project administrative costs line. For example, the cost of conducting Housing Quality Standards (HQS) inspections and determining rent reasonableness are eligible on the rental assistance line NOT the admin line. The costs of office supplies and supervision for case managers are eligible on the supportive service line NOT the admin line.
- Project Admin costs must be allocated only to the eligible activities as defined in the CoC Program Interim Rule (see appendix for more information on the project admin budget line item).
- Indirect costs are those that cannot be relatively easily and with a high degree of accuracy directly assigned to an eligible CoC activity, such as project admin, rental assistance, operating or supportive services. Rather, indirect costs are incurred for common or joint purposes benefitting multiple projects and cannot be readily associated with a particular CoC project. Salaries for IT staff who maintain the agency's network, or costs associated with payroll management are examples of common indirect costs (see appendix for more information on indirect costs). There is no separate budget line item for indirect costs in a CoC project. Indirect costs are budgeted on other budget line items (e.g., supportive services).

- Eligible applicants:

- Eligible project applicants for the CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies.
- Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
- Applications shall only be considered from applicants who are not in corrective action status as a result of a 2019 OCHC project evaluation.

- Other Requirements

- Projects, except victim service providers as defined by HUD, must agree to enter client data into the OC HMIS. Excepted projects must enter data into a comparable database.
- Projects must agree to participate in the annual homeless point-in-time count (PIT Count).
- Project must agree to participate in Coordinated Entry.
- Projects must comply with all HUD requirements and OCHC CoC Policies⁴.

⁴ See, for example, <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/>;

- Applications must demonstrate:
 - A plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant within 12 months of the award (i.e., by no later than December 2020).
 - A connection to **mainstream service systems**.
 - Experience in operating a successful **housing first** program and a program design that meets the definition of Housing First as adopted by the OCHC CoC (see the OCHC Housing First Principles in the Appendix).

Michelle Herrera

From: Michelle Herrera
Sent: Monday, September 16, 2019 4:26 PM
To: Allyson Thiessen; Amanda Nunez <anunez@recap.org>; Amenta, James J (James.J.Amenta@hud.gov); Amie Morganbesser; Amy Winchell; Andrea Attenasio (aattenas@student.touro.edu); Angela Jo Henze; Angela Kays-Burden; Ann Marie Maglione; Anne Caldwell; Anne Marie Beekman; Becky F; Bill Jolly; Bill Morgan; Brendan O'Reilly; Catherine Emestica; Cathie Jones; Charlie Quinn; Cheryl Cohen <cchen@recap.org>; Chris Molinelli; Chris Pitcher; Christina Novak <cnovak@westcop.org>; Christopher Marth; Colin Jarvis; cory.harris (cory.harris@sunyorange.edu); Darcie Miller; Dave Mason; David Church; Dean Scher; Debbie Perkins; Dhanu Sannesy; Diahann Scott; Doug Hovey ; Eileen Clifford; Eileen Robertson erobertson@newburghinterfaith.org; Emily Hamilton <ehamilton@rupco.org>; Faith Moore; Farrell, Christian; Fredrick parks; Gary Texter; Hector Morell Hector.Morell@cccsos.org; Jacqueline Perez; James Watson; Jared Doubrava; Jesse Howard president@newburghinterfaith.org; John Arzuaga; Josie Longstreet jlongstreet@myindependentliving.org; Judy Stanger jstanger@mhaorangeny.com; Kaitlyn Miccio; Kathleen Hendrickson (pjca@frontiernet.net); Kathleen Morgan; Kathleen Revene ; Kelly Borelli; Kellyann Kostyal-Larrier; Kelsey Vargas Kvargas@rupco.org; Kristen Ehrens; Larry Neumann; Linda McNiff; Linda Muller; Lisa Silverstone; Marc Sterling; Michelle Herrera; Nadia Allen; Nathan Litwin <nlitwin@recap.org>; Neline Rivera; Nicole Andersen (nandersen@orangecountygov.com); Nicole Sims-Ingleton; Nolly Climes; Nora Goetz; Pat Fay; Paul Stolz; Peggy Spagnola; 'Phyllis'; Rachel S.Simons; Ramona Monteverde; Renee Lentino; Ronald H ronnieHBR@optonline.net; Sandra Atkins; Sarita Green ; Scott Mendelson; Shannon Kelly shannon.kelly@cccsos.org; Sheila Monk; Stephanie Molinelli (smolinelli@safehomesorangecounty.org); Steve Miccio ; Sue Palmer; Susan Miller; Susan Varden; Tammy Rhein; Terri Torrchio; Tom Bolzan; Tricia Holness; Valentina DiTomasso; Vincent Marasco; Virginia Schneider

Subject: Ranking Report
Attachments: NY602 Final Rankings Report.pdf

Hello Members,

Attached please find the Ranking Report. Thank you .

Thank you,

Michelle Herrera
COC Planning Coordinator
HONOR
38 Seward Avenue
Middletown, NY 10940
Cell: 845-467-9071
E-Mail: mherrera@honorehg.org



How may I help you?

CoC NY 602- Orange County Ranking Report

#	Applicant Name	Project Name	Grant Number	Program Type	2019 Project Application Budget
1	Safe Harbors of the Hudson, Inc.	Safe Harbors Cornerstone Residence	NY0446L2T021811	PSH	\$ 175,546
2	County of Orange	2018 Renewal MHA NY0448 Individuals	NY0448L2T021811	PSH	\$ 76,104
3	Emergency Housing Group, Inc.	HONOR Housing First III	NY1119L2T021802	PSH	\$ 139,382
4	Mental Health Association in Orange County, Inc.	Family Supportive Housing FY 2018	NY0450L2T021811	PSH	\$ 148,632
5	Emergency Housing Group, Inc.	HONOR ehg (PSH) Bonus	NY0986L2T021804	PSH	\$ 387,825
6	Emergency Housing Group, Inc.	Stephen Saunders Residence	NY0449L2T021811	PSH	\$ 91,373
7	Regional Economic Community Action Program, Inc.	NY-602 -REN Regional Economic Community Action Program	NY0445L2T021811	PSH	\$ 631,144
8	Emergency Housing Group, Inc.	Permanent Housing Bonus Money	NY0856L2T021806	PSH	\$ 69,353
9	Mental Health Association in Orange County, Inc.	MHA HDH FY 2018	NY0440L2T021811	PSH	\$ 119,816
10	County of Orange	2018 Renewal MHA NY0437 Enhanced MH/DD	NY0437L2T021811	PSH	\$ 76,104
11	County of Orange	2018 Renewal RECAP NY 0811 Veterans	NY0811L2T021808	PSH	\$ 219,155
12	Mental Health Association in Orange County, Inc.	Home To Stay FY 2018	NY0439L2T021811	PSH	\$ 266,200
13	Corporation for AIDS Research, Education and Services, Inc.	Orange CoC HMIS (2018)	NY0441L2T021811	HMIS	\$ 65,809
14	Newburgh Interfaith Emergency Housing Inc.	Project LIFE Rapid Rehousing Program	NY1170L2T021801	RRH	\$ 166,008
15	Emergency Housing Group, Inc.	Honor - Coordinated Entry	New	SSO	\$ 85,000
16	Regional Economic Community Action Program, Inc.	NY-602 REN Regional Economic Community Action Program Project Expansion	New	PSH	\$ 46,623
17	Safe Homes of Orange County	Rapid Rehousing Stabilization Project	New - DV Project	RRH	\$ 163,685

Michelle Herrera

From: Michelle Herrera
Sent: Friday, September 13, 2019 4:03 PM
To: Catherine Jones cjones@safe-harbors.org
Subject: FW: Renewal Evaluation Reports Part 2- Action May be Required
Attachments: NY0446 - Safe Harbors of the Hudson 2019-09-13.pdf

Hi Cathie,

Please see attached and below.

Thank you,

Michelle Herrera
CoC Planning Coordinator
HONOR
38 Seward Avenue
Middletown, NY 10940
Cell: 845-467-9071
E-Mail: mherrera@honorehg.org



How may I help you?

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From: mylesw housinginnovations.us [mailto:mylesw@housinginnovations.us]
Sent: Friday, September 13, 2019 2:56 PM
To: Michelle Herrera <mherrera@honorehg.org>
Subject: Re: Renewal Evaluation Reports - Action May be Required

Hello Michelle:

Attached is an updated report with the Housing Eligibility question updated. I had assumed all their participants from Institutional settings were homeless to avoid back and forth regarding those participants.

3 of 5 leavers did not exit to PH (this excludes 1 deceased). 28 out of 31 (90% either remained in PSH or exited to PH) so the score did not change.

Michelle Herrera

From: Michelle Herrera
Sent: Tuesday, August 27, 2019 11:21 AM
To: 'Allyson Thiessen'; 'Amanda Nunez <anunez@recap.org>'; 'Amenta, James J (James.J.Amenta@hud.gov)'; 'Amie Morganbesser'; 'Amy Winchell'; 'Andrea Attenasio (aattenas@student.touro.edu)'; 'Angela Jo Henze'; 'Angela Kays-Burden'; 'Ann Marie Maglione'; 'Anne Caldwell'; 'Anne Marie Beekman'; 'Becky F'; 'Bill Jolly'; 'Bill Morgan'; 'Brendan O'Reilly'; 'Catherine Emestica'; 'Cathie Jones'; 'Cheryl Cohen <ccohen@recap.org>'; 'Chris Molinelli'; 'Chris Pitcher'; 'Christina Novak <cnovak@westcop.org>'; 'Christopher Marth'; 'Colin Jarvis'; 'cory.harris (cory.harris@sunyorange.edu)'; 'Darcie Miller'; 'Dave Mason'; 'David Church'; 'Dean Scher'; 'Debbie Perkins'; 'Dhanu Sannesy'; 'Diahn Scott'; 'Doug Hovey'; 'Eileen Clifford'; 'Eileen Robertson erobertson@newburghinterfaith.org'; 'Emily Hamilton <ehamilton@rupco.org>'; 'Faith Moore'; 'Farrell, Christian'; 'Fredrick parks'; 'Gary Texter'; 'Hector Morell Hector.Morell@cccsos.org'; 'Jacqueline Perez'; 'James Watson'; 'Jared Doubrava'; 'Jesse Howard president@newburghinterfaith.org'; 'John Arzuaga'; 'Josie Longstreet jlongstreet@myindependentliving.org'; 'Judy Stanger jstanger@mhaorangeny.com'; 'Kaitlyn Miccio'; 'Kathleen Hendrickson (pjca@frontiernet.net)'; 'Kathleen Morgan'; 'Kathleen Revene'; 'Kelly Borelli'; 'Kellyann Kostyal-Larrier'; 'Kelsey Vargas Kvargas@rupco.org'; 'Kristen Ehrens'; 'Larry Neumann'; 'Linda McNiff'; 'Linda Muller'; 'Lisa Silverstone'; 'Marc Sterling'; 'Michelle Herrera'; 'Nadia Allen'; 'Nathan Litwin <nlitwin@recap.org>'; 'Neline Rivera'; 'Nicole Andersen (nandersen@orangecountygov.com)'; 'Nicole Sims-Ingleton'; 'Nolly Climes'; 'Nora Goetz'; 'Pat Fayo'; 'Paul Stolz'; 'Peggy Spagnola'; 'Phyllis'; 'Rachel S.Simons'; 'Ramona Monteverde'; 'Renee Lentino'; 'Ronald H ronnieHBR@optonline.net'; 'Sally Von Sauers'; 'Sandra Atkins'; 'Sarita Green'; 'Scott Mendelson'; 'Shannon Kelly shannon.kelly@cccsos.org'; 'Sheila Monk'; 'Stephanie Molinelli (smolinelli@safehomesorangecounty.org)'; 'Steve Miccio'; 'Sue Palmer'; 'Susan Miller'; 'Susan Varden'; 'Tammy Rhein'; 'Terri Torrchio'; 'Tom Bolzan'; 'Tricia Holness'; 'Valentina DiTomasso'; 'Valerie Maginsky (PJCA@frontiernet.net)'; 'Vincent Marasco'; 'Virginia Schneider'

Subject: Renewal Evaluation Scoring Criteria & New Project Scoring Tool
Attachments: 2019 Orange County Scoring Criteria.pdf; OCHC FY 2019 New Project Scoring Guide Sheet.pdf

Hello Members,

Attached please find the Renewal Evaluation Scoring Criteria and New Project Scoring Tool. Thank you .

Thank you,

Michelle Herrera
CoC Planning Coordinator
HONOR
38 Seward Avenue
Middletown, NY 10940
Cell: 845-467-9071
E-Mail: mherrera@honorehg.org



How may I help you?

Newburgh, Middletown/Orange County CoC NY-602
2019 Renewal Evaluation Standards and Scoring - adopted 7/25/2019
For all criteria, performance below the lowest indicated benchmark will receive zero points.

Evaluation Criteria	2019 Benchmark / Standard	2019 Points	2nd 2019 Standard	2019 Points	3rd 2019 Standard	2019 Points
PERFORMANCE						
Efficient Use of Resources						
Spending on last year's HUD grant ¹	Projects under \$100K must spend at least 90%. All other projects must spend at least 95% & leave less than \$50K unspent.	10				
Eligibility						
At least one Adult Participant per household with previous residence that indicates qualified literal homelessness	100%	10				
PSH Only: At least one participant per household has a disability	100%	10				
Participant Income/Resources						
Percentage of adult participants who increased EARNED INCOME from entry to exit/follow-up (leavers and stayers) ²	25%	5	20%	3	15%	1
Percentage of adult participants who increased OTHER INCOME (NON-EARNED) from entry to exit/follow-up (leavers and stayers) ²	35%	10	25%	6	15%	3
All adult participants with NON-CASH benefits excluding health insurance (leavers and stayers) ^{2 & 3}	95%	10	85%	6	75%	1
All participants with Health Insurance (leavers and stayers) ³	95%	10	85%	6	75%	3
Length of Stay (LOS)						
RRH Only: LOS for participants is 6 months or less	50%	5	40%	3		
Housing Stability						
PSH Only: Percentage of participants who remain in PSH or exited to permanent housing ⁴	95%	10				
RRH Only: Percentage of leavers who exited to Permanent Housing ⁴	90%	10	80%	6		
Percentage of leavers who exited to homeless shelter, DV shelter, streets or unknown ⁴	Less than or equal to 10%	10				
CONSUMER SURVEYS						
Consumer Surveys - Response Rate	35%	5	25%	3		
Consumer Surveys - Results	50 Points	5				
CORRECTIVE ACTION (CA) THRESHOLD CRITERIA						
Occupancy based on quarterly unit utilization (excludes new projects)	90%	N/A				
¹ Excludes new projects.						
² Excludes participants who are not yet required to have an annual assessment.						
³ Excludes participants who are ineligible for benefits						
⁴ Excludes deceased participants or programs with only 1 exit that resulted with a bad outcome. When a person exits a DV project to a shelter for safety purposes, agencies should report this as a "transfer" rather than an "exit to shelter" for the purposes of this evaluation.						
NEW STANDARDS: BASELINE DATA TO BE COLLECTED FOR PURPOSES OF SETTING BENCHMARK FOR 2020 - NOT SCORED						
HMIS Universal Data Elements: Error rate of less than 5% for a minimum of 13 of 16 tracked data elements ⁵	Less than or equal to 5% for 13 data elements	Not Scored				

2019 Orange County Continuum of Care
Scoring Sheet for NEW Project Applications

Project Applicant/Agency Name: _____

Type of Project: DV Bonus Expansion Coordinated Entry

Reviewer's Name: _____

SCORES

Section 1 – Organizational Experience and Capacity:	_____ of 10
Section 2 – Unmet Need	_____ of 5
Section 3 – Housing First	_____ of 20
Section 4 – Supportive Service	_____ of 20
Section 5 - Timeliness & Application/Budget Quality	_____ of 15
Section 6 - DV Bonus (if applicable)	_____ of 20
Section 7 – Project Expansion (if applicable)	_____ of 20
Section 8 – Coordinated Entry (if applicable)	_____ of 20
Bonus Points	_____ of 10
Final Score	_____ of 100

**2019 Orange County Continuum of Care
Scoring Sheet for NEW Project Applications**

Section 1 – Organizational Experience and Capacity - 10 points	Score
<p>See Section #1: (2 points)</p> <ul style="list-style-type: none"> o Do the applicant/subrecipient and key partner organization(s) appear to have the experience to successfully operate a HUD funded permanent housing program for homeless persons? o Do the relevant organizations demonstrate significant and long-standing experience: <ul style="list-style-type: none"> ▪ operating successful Housing First programs? ▪ linking participants to Medicaid and other mainstream services? ▪ increasing participant income, including through SOAR? ▪ helping participants to stabilize in housing? ▪ assessing interest in/assisting with moving on from PSH (if applicable)? ▪ renting units and administering rental assistance (if applicable)? 	
<p>See Section #1: (2 point)</p> <p>Based on outcome data provided, does the applicant appear to have a solid track record of achieving measurable success on relevant outcomes in projects they are currently operated that are similar to the projects they are proposing?</p>	
<p>See Section #1:</p> <p>Is there a clear organizational structure for managing operations, coordinating among departments within the agency and with partner organizations and an adequate financial accounting system?</p>	
<p>See Section #1: (2 point)</p> <p>Does the organization capacity to effectively use federal funds, and ensure timely project start up and full expenditure of new project funds?</p>	
<p>See Section #1 (2 points)</p> <ul style="list-style-type: none"> o Has the organization demonstrated sufficient capacity related to: <ul style="list-style-type: none"> ▪ Resolving monitoring/audit findings? ▪ Fully spending grant funds? ▪ Avoiding/resolving outstanding arrears? ▪ Regularly drawing down funds? ▪ Timely submission of reports? 	

**2019 Orange County Continuum of Care
Scoring Sheet for NEW Project Applications**

<p>Section 2 – Unmet Need (5 Points)</p>	<p>Extent to which the applicant:</p> <ul style="list-style-type: none"> o Clearly demonstrates (if applicable) that additional services are essential to assist eligible participants in one or more existing PSH projects to obtain and/or retain permanent housing? <p>Extent to which the applicant:</p> <ul style="list-style-type: none"> o Clearly demonstrates that there is an unmet need in for the type of project and the populations they are proposing to serve? o Supported the existence of the unmet need with data? 	<p>Score</p>
<p>Section 3 – Housing First (20 points)</p>	<p>Extent to which the applicant:</p> <ul style="list-style-type: none"> • Clearly describe a program design that is consistent with a Housing First approach (i.e., A model of housing assistance that is offered without preconditions, such as sobriety or a minimum income threshold, or service participation requirements; rapid placement and stabilization in permanent housing are primary goals) • Does the applicant clearly demonstrate a model that offers initial access to housing without preconditions, such as sobriety, income requirements and service participation? • Does the applicant clearly demonstrate a model in which continuation of housing is not contingent on service participation requirements or compliance with treatment or rules other than as established in a lease? • Does the applicant clearly demonstrate that rapid placement and stabilization in permanent housing are primary goals of the project? • Is there a clear description of how eligible participants obtain housing? • Does the organization clearly explain how participants will be assisted to maintain their housing unit? • Does the applicant clearly describe a project design that is adequate to accomplish those goals? 	<p>Score</p>

**2019 Orange County Continuum of Care
Scoring Sheet for NEW Project Applications**

Section 4: Supportive Services (20 points)	Score
<p>Assistance with obtaining mainstream benefits (10 points)</p> <ul style="list-style-type: none"> • Is there a clear plan assist participants to secure mainstream benefits and other services? • Does the project propose to provide all specified activities (i.e., transportation, follow-up, technical assistance) to maximize benefits/employment? • To what extent are community amenities accessible? 	
<p>Assistance with increasing income/employment and promoting independence (10 points)</p> <ul style="list-style-type: none"> • Is there a clear plan to assist households in increasing their income from any source and/or increase income through employment? • Does the organization describe a sound plan for promoting independence for participants? 	
Section 5: Timeliness & Application/Budget Quality (15 points)	Score
<ul style="list-style-type: none"> o Extent to which the applicant demonstrated an adequate plan for rapid project start-up (3 points) 	
<p>Evaluate based on the entire application Extent to which the applicant: (3 points)</p> <ul style="list-style-type: none"> o consistently followed instructions, completed all of and only the relevant sections of the application, deleted any irrelevant sections, included all required attachments? 	
<p>See Section #6 Extent to which the project budget (9 points)</p> <ul style="list-style-type: none"> o was completed in accordance with the instructions? o met the minimum matching requirement? o included only eligible costs? o provided sufficient detail? o made sense given the project description and target population? 	

**2019 Orange County Continuum of Care
Scoring Sheet for NEW Project Applications**

Section 6 – DV BONUS & RRH (if applicable) - 20 points)	Score
<p>See Section #4 DV Bonus Question #1. (6 points) Do the applicant, subrecipient and key partner organization(s) appear to have experience providing supportive services and housing for homeless persons, who are survivors of domestic violence, dating violence, stalking, and human trafficking, including:</p> <ul style="list-style-type: none"> ▪ Using a low-demand, Housing First model to rapidly locate permanent housing for survivors? ▪ Designing and operating programs that help survivors to increase their income and achieve long-term housing stability? ▪ Designing and operating programs that are focused on safety? ▪ Designing and operating programs that are strengths-based and survivor-driven and offer a range of options to support survivors to rebuild control over their lives and improve safety for themselves and their families? ▪ Designing and operating programs that are trauma-informed? ▪ Designing and operating programs that help survivors to navigate a range of systems ▪ Designing and operating programs that advocate for survivors' autonomy, safety, independence and housing stability 	
<p>See Section #4 DV Bonus Question #2. (6 Points) Extent to which the applicant demonstrates how the project will meet the specific needs of survivors, including</p> <ul style="list-style-type: none"> ▪ Using a low-demand, Housing First model to rapidly locate permanent housing for survivors. ▪ Helping survivors to increase their income and achieve long-term housing stability. ▪ Ensuring a focus on safety. ▪ Ensuring that services are strengths-based and survivor-driven and offer a range of options to support survivors to rebuild control over their lives and improve safety for themselves and their families. ▪ Ensuring that services are trauma-informed. ▪ Helping survivors to navigate a range of systems 	
<p>See Section #4 DV Bonus Question #3. (8 Points) Based on outcome data and/or description provided, does the applicant appear to have a solid track record of achieving measurable success on relevant outcomes in projects they are currently operated that are serving DV survivors?</p>	

**2019 Orange County Continuum of Care
Scoring Sheet for NEW Project Applications**

Section 7 – Project Expansion (if applicable 20 points)	Score
<p>Extent to which the applicant demonstrates the following:</p> <ul style="list-style-type: none"> ○ address the entire scope of the project ○ Location of units ○ How the project implements housing first. ○ Number of single adults and/or the number of families with children to be served at a point-in-time when the project is at full capacity, and annually ○ Quantified Project Outcomes ○ Goals of project ○ Coordination with community partners ○ Demonstrated timeliness in moving participants into permanent housing? ○ Demonstrated low barrier project? ○ Does or will participate in HMIS? ○ How participants will be assisted to obtain and remain in PH? 	

**2019 Orange County Continuum of Care
Scoring Sheet for NEW Project Applications**

<p>Section 8 – Coordinated Entry (if applicable 20 points)</p>	<p align="right">Score</p>
<p>Extent to which the applicant demonstrates the following:</p> <ul style="list-style-type: none"> o address the entire scope of the project o covering the entire geography of the CoC o Easily accessible o Advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance. o Utilizing a comprehensive, standardized assessment? o The referral process and how they ensure that participants are directed to appropriate housing and/or services. 	
<p>Bonus Points – (10 points)</p>	<p align="right">Score</p>
<p>Bonus points for projects that provide information on their coordinated effort with mainstream employment organizations (including examples). (4 points) Bonus points for projects that provide information a robust description of activities that will assist participants to increase income. (6 points)</p>	

Michelle Herrera

From: Michelle Herrera
Sent: Wednesday, August 14, 2019 1:03 PM
To: Allyson Thiessen (athiessen@caresny.org); Angela Jo Henze; Catherine Jones (cjones@safe-harbors.org); Charlie Quinn <cquinn@recap.org>; Cheryl Cohen <cchen@recap.org>; Chris Molinelli (cmolinelli@honorehg.org); Eileen Robertson (project.life@verizon.net); Jesse Howard (president@newburghinterfaith.org); Judy Stanger (jstanger@mhaorangeny.com); Kellyann Kostyal-Larrier (kkostyal@safehomesorangecounty.org); Sandra Atkin (Satkin@orangecountygov.com); Sarita Green; Stephanie Molinelli <smolinelli@safehomesorangecounty.org>; Sue Palmer (spalmer@caresny.org)
Subject: Reallocation Policy
Attachments: OC Reallocation Policy.pdf

Hello Members,

Attached please find the approved Reallocation Policy.

Thank you,

Michelle Herrera
CoC Planning Coordinator
HONOR
38 Seward Avenue
Middletown, NY 10940
Cell: 845-467-9071
E-Mail: mherrera@honorehg.org



How may I help you?

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NY-602 Orange County Housing Consortium

Reallocation Policy and Plan

Purpose: The purpose of the Reallocation Policy and Plan is to ensure that funding resources are targeted on an annual basis to meet the needs of those homeless in our community who are most vulnerable measured against HUD's prioritization guidance.

The Orange County Housing Consortium utilizes objective and performance based criteria and outcome data to ensure that we are strategically allocating all federal, state and local resources within our jurisdiction to the most effective projects and interventions that are proving to reduce homelessness.

Annually, the OCHC is required to rank all projects submitted by applicants (both renewal and new) to be prioritized and included for funding under the COC Program Competition. HUD encourages COC's to reallocate funds from renewal projects to make available funding for new projects which create increased capacity for permanent housing.

Besides objective performance-based criteria used to evaluate presently funded projects, the OCHC fulfills its responsibility to strategically focus resources by assessing projects and interventions for potential reallocation within the context of and alignment with: The Federal Strategic Plan: Opening Doors; HUD's Homeless Policy and Program Priorities as contained in the NOFA; the HEARTH Act COC Performance Measures and; the OCHC priorities.

Policy: It is the policy of the Orange County Housing Consortium to annually fulfill its responsibility to inventory all local, state and federal resources to evaluate all projects and interventions dedicated to preventing and ending Homelessness which use such resources, and to identify underutilized resources or resources not meeting priorities which can be either voluntarily or involuntarily reallocated for new projects which meet the prescribed priorities.

Procedures: The OCHC has reached consensus that actual reallocation from HUD funded projects will not be an annual mandate as the present projects are very effectively serving many of our most fragile homeless households with high-risk vulnerability and severity of need.

The concern is that great care must be taken through the reallocation process so that valuable projects are not defunded which could result in destabilizing those homeless who are served by these projects. This does not mean that the OCHC does not value reallocation when necessary. It does mean that before a project is defunded, the OCHC must responsibly ensure that a relocation plan for the participants in a project being considered for defunding is in place to protect the stability of the present participants and/or that funders with priorities better suited to sustain these projects have been identified and engaged.

Voluntary Reallocation

A funded COC project can voluntarily reallocate all or part of their present award amount if they meet the following thresholds:

- >That they have indicated in writing to the Board that they are no longer receptive to receiving HUD funding and have worked out a plan to serve the participants in their project in an alternative and effective manner;
- >That they have indicated in writing to the OCHC Board a decision to reallocate all or part of their present funding to a new project;
- >That they are proposing a new project(s) aligned with PSH for Chronically Homeless or RR for individuals and families coming from shelter or the street;
- >That in all matters they have demonstrated their capacity to operate a project and that their present project is reasonably compliant with operating and performance measures and expectations;
- >That an adequate plan has been developed by the project to ensure the continued housing stability of project participants who will no longer be served under HUD funding;
- >That the new proposed project with reallocated funds is submitted to the Scoring/Ranking Committee as prescribed;
- >The final reallocation decisions are made by the Board after considering the recommendation of the Scoring/Ranking Committee.

Involuntary Reallocation

The Orange County Housing Consortium will consider involuntary reallocation in the following cases:

- >A funded agency which has overestimated its ability to meet the respective outcomes as agreed even after guidance with a Corrective Action Plan;
- >A funded agency which has overestimated project costs and is at risk of returning a portion of unspent approved project funding to HUD;
- >A funded Agency which receives a score of 70 or less as a result of the NOFA project renewal scoring cycle and fails over the next contract year to demonstrate a score of 80 or better on the next cycle, will automatically forfeit the right to funding.

Special Note: At the conclusion of each NOFA Renewal Project Scoring cycle the OCHC board will meet with the administration of the poor performing project and outline a Corrective Action Plan which will be required of the agency to follow. Technical assistance will be provided as needed and Plan reviews will be conducted every 3 months during the 12 months after the NOFA scoring cycle.

**ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD
AND
WORKFORCE INNOVATION AND OPPORTUNITY ACT PARTNERS
SERVICE DELIVERY MEMORANDUM OF UNDERSTANDING**

This **Service Delivery Memorandum of Understanding** (“MOU”) is entered into by and between the Orange County Workforce Development Board, and the local Workforce Innovation and Opportunity Act one-stop partners as identified on the annexed **Schedule 1**, which is incorporated herein and made part hereof, with the agreement of the chief elected official of the Orange County Workforce Development Area.

RECITALS

WHEREAS, the federal Workforce Innovation and Opportunity Act of 2014 and its implementing regulations (as may be amended from time to time and collectively referred to herein as “WIOA”) retained the nationwide one-stop career center service delivery system created under the Workforce Investment Act of 1998, branding it the “American Job Center” network;

WHEREAS, the American Job Center network includes six (6) core programs, including: WIOA Title I Adult, Dislocated Worker (“DW”), and Youth programs; the WIOA Title II Adult Education and Family Literacy Act (“Adult Ed.”) program; the Wagner-Peyser Act Employment Services (“WP”) program authorized under the Wagner-Peyser Act as amended by WIOA Title III; and the Vocational Rehabilitation (“VR”) program authorized under the Rehabilitation Act of 1973 as amended by WIOA Title IV (collectively referred to herein as “Core Partner Programs”);

WHEREAS, together with the Core Partner Programs, the American Job Center network also includes other required one-stop partner programs as identified in WIOA (which collectively with the Core Partner Programs may be referred to herein as “Required One-stop Partners”), and may include additional one-stop partner programs as determined by local workforce development boards (referred to as “Additional One-stop Partners”);

WHEREAS, WIOA requires each local workforce development board (“LWDB”) to ensure the creation and maintenance of a local one-stop service delivery system (“System”) in the local workforce development area (“LWDA”) that enhances the range and quality of education and workforce development services that businesses and individual customers can access;

WHEREAS, the System must include at least one (1) comprehensive physical center in the local workforce development area at which individuals and businesses in the LWDA can access certain programs, services, and activities as identified by WIOA;

WHEREAS, WIOA requires each LWDB, with the agreement of the chief elected official(s) of the LWDA, to develop and enter into a memorandum of understanding with the Required One-stop Partners, and any Additional One-stop Partners, who are carrying out programs, activities or services in the LWDA to establish an agreement relating to the operation of the System in the LWDA;

WHEREAS, the Orange County Workforce Development Board (“Board”) is the LWDB in the Orange County LWDA (“herein after referred to as “OCWDA”), and the System in the OCWDA is known as “Orange Works;”

WHEREAS, the Board and the local Required One-stop Partners identified on the annexed **Schedule 1** (hereinafter collectively referred to “OW Partners” and individually referred to as “OW Partner”), with the agreement of the chief elected official of the OCWDA (hereinafter referred to as “CEO”), desire to enter into this MOU pursuant to WIOA to establish a cooperative working relationship, and to define their respective roles and responsibilities relating to the operation of Orange Works; and

WHEREAS, the Board, OW Partners, and CEO may individually be referred to herein as a “Party” or collectively referred to as the “Parties.”

NOW THEREFORE, in consideration of the terms and conditions contained herein, the Parties do hereby agree as follows:

ARTICLE I
Incorporation of Recitals

A. The foregoing Recitals are true and correct, and are hereby incorporated into this MOU as if set forth at length herein.

ARTICLE II
Purpose of MOU

A. Overall Purpose. The purpose of this MOU is to establish a cooperative working relationship between the Parties and define their respective roles and responsibilities in ensuring that Orange Works is a seamless, customer-focused, one-stop service delivery system that,

1. guarantees universal access to workforce development services for customers;¹
2. provides customer choice in service and service delivery, and is customer/demand-driven;
3. establishes a continuous improvement system to ensure customer satisfaction;
4. implements a comprehensive accountability system;
5. addresses the service requirements of special needs and target populations;
6. provides multiple levels of service and multiple access points; and
7. establishes system-wide, performance-driven, outcome-based measures.

B. Vision Statement and Goals. The Board's strategic vision for the next five (5) years is a continued vigorous economy with a cohesive, universally accessible workforce development system designed to create and enhance economic opportunities for business and job seeker customers. In order to prolong economic prosperity and expansion in the region's changing and broadly diversified economy, Orange Works will be operated to coordinate more resources, serve more people, and achieve better outcomes. Orange Works will prepare unemployed, underemployed, incumbent workers, and youth for a high performance workplace. Collaboration between Orange County businesses, educators, and trainers will be increased to bring training into closer alignment with local business needs.

ARTICLE III
Parties to MOU

A. The identification and contact information for the OW Partners is set forth on the annexed **Schedule 1**.

B. The point of contact for the Board is its Chair, Mary DeFreitas ("Board Chair"). The contact information for the Board Chair is as follows:

Crystal Run Healthcare
155 Crystal Run Rd., Middletown, NY 10940
mdefreitas@crystalrunhealthcare.com
(845) 703-6106

¹ In this MOU, use of the term "customer" (and its plural "customers") is equivalent to participant, consumer, client, student, or recipient as used by the various OW Partners, and applies equally to both businesses and individuals.

C. The CEO is Orange County Executive Stefan ("Steven") M. Neuhaus. The contact information for the CEO is as follows:

Orange County Government Center
255-265 Main Street
Goshen, NY 10924
sneuhaus@orangecountygov.com
(845) 291-2700

D. All Parties to this MOU agreement shall comply with the following:

1. WIOA's nondiscrimination and equal opportunity provisions;
2. Title VI of the federal Civil Rights Act of 1964, as amended;
3. Section 504 of the federal Rehabilitation Act of 1973, as amended;
4. The federal Americans with Disabilities Act of 1990, as amended;
5. The federal Jobs for Veterans Act pertaining to priority of service in programs funded by the United States Department of Labor ("USDOL");
6. The federal Family Educational Rights and Privacy Act ("FERPA");
7. WIOA's confidentiality requirements governing the protection and use of personal information held by the New York State ("NYS") Vocational Rehabilitation ("VR") agency;
8. WIOA's confidentiality requirements governing the use of confidential information held by the NYS Unemployment Insurance ("UI") agency (20 CFR part 603);
9. all amendments to each of the foregoing acts and regulations; and
10. all requirements imposed by the regulations issued pursuant to any of the aforementioned acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

E. Additionally, all Parties to this MOU shall:

1. Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in Article 5, Section D below; and
2. Fully comply with all applicable federal and NYS laws, implementing regulations, and guidelines relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers in the performance of their respective responsibilities under this MOU.

ARTICLE IV **Effective Date and Term of MOU**

A. This MOU shall be binding upon each Party hereto upon execution by such Party and go into effect on July 1, 2017 ("Effective Date"). The term of this MOU shall be three (3) years, commencing on the Effective Date and ending on June 30, 2020 ("Initial Term"), unless otherwise terminated or renewed as set forth in this MOU.

ARTICLE V
System Design and Services

A. System Design. The design of Orange Works is geared to eliminate duplication of services. This is accomplished by the various OW Partners pooling together their resources and developing a service strategy that eliminates duplication. Services and activities such as intake, referral, assessment, job placement, counseling, case management, and training are provided through joint system planning and oversight. Multiple programs have a single customer interface that facilitates shared services without duplication. Orange Works will also incorporate common definitions, common outcomes, common quality standards, and a common database. Funding streams will also be incorporated to eliminate duplication.

B. Service Provision Locations/Resources. Orange Works has two (2) fully-certified comprehensive physical one-stop career centers (individually referred to as “Comprehensive Center” and collectively referred to as “Comprehensive Center”). Orange Works also has two (2) self-service resources available. All Orange Works service provision locations/resources are set forth on the annexed **Schedule 2**, which is incorporated herein and made part hereof.

C. Common Identifier for Branding. WIOA requires each one-stop delivery system to use a common identifier on all products, programs, activities, services, electronic resources, facilities, and related property and new materials to identify online and in-person workforce development services as part of a single network. States and local areas are also permitted to use any state- or locally-developed identifier. The Board has opted to add the common identifier to its existing one-stop delivery system moniker of Orange Works. Thus, the common identifier for the one-stop system in OCWDA is “Orange Works American Job Center.” All OW Partners will use/incorporate “Orange Works American Job Center” on all branded electronic resources and on all newly printed, purchased, or created materials.

D. Services. The applicable career services provided by the OW Partners are identified on the annexed **Schedule 3**, which is incorporated herein and made part hereof (“Services”). The Services set forth on **Schedule 3** are defined below.

1. “Basic Career Services” as set forth on the annexed **Schedule 3**, and as defined by WIOA, include the following:

(a) **Eligibility for Title I Services** – Determination of whether a customer is eligible to receive services from the Adult, DW, or Youth programs.

(b) **Outreach, Intake, and System Orientation** – Outreach is intended to promote awareness of the availability of the System services to/for individuals and businesses that may need these services. Intake and System orientation is the process of gathering basic information to determine the program(s) appropriate for the customer, and providing the customer with information on the services available to determine if he/she is interested in pursuing those services.

(c) **Initial Assessment** – The collection and assessment of information on a customer’s skill levels, including literacy, numeracy, and English language proficiency; work history; employment barriers; employment goal(s) and occupational knowledge; supportive service needs; and whether referrals to other programs are appropriate or necessary.

(d) **Labor Exchange Services** – Providing job search and placement services to the customer, including but not limited to, information on in-demand industry sectors and occupations and non-traditional employment, when appropriate; development of a work search plan; placement in workshops; posting jobs on the state job bank; providing job matching and referrals; and advising how to maintain a record of job search.

In some instances, programs may require their customers to maintain and submit a log detailing the amount of time spent on job search activities including identifying, applying, and interviewing for potential jobs, and time spent preparing and sending follow-up material to businesses.

Labor exchange services also include appropriate recruitment and other business services, which may include, but are not limited to, customized screening and referral of qualified customers in training services to businesses; customized services to businesses, business associations, or

other such organizations, on employment-related issues; customized recruitment events for businesses and targeted job fairs; human resource consultation services which may include writing/reviewing job descriptions and employee handbooks, developing performance evaluations and personnel policies, creating orientation sessions for new employees, honing job interview techniques for efficiency and compliance, analyzing employee turnover, creating job accommodations and using assistive technologies, and explaining labor law to help businesses comply; and customized labor market information for specific businesses, sectors, industries, or clusters.

(e) **Referrals to Programs** – Referrals and coordination of activities with other appropriate programs and services that meet specific customer needs, assist them in overcoming barriers to employment, and provide services to gain/retain employment. These other programs and services may include, but are not limited to, employment and training services; treatment for alcohol, substance abuse or mental health issues; UI benefits; Workers' Compensation; NYS Disability Insurance; and VR services.

(f) **Labor Market Information** – Staff provides workforce and labor market employment statistics to assist job seeking customers in the development of employment goal(s) and businesses in the development and implementation of sector partnerships and career pathways. The employment statistics include local, regional, and national labor market conditions; career counseling and career exploration services; characteristics of industries, occupations, and the workforce area; business-identified skill needs; short and long-term industry and occupational growth and salary projections; worker supply and demand; and high-growth and high-demand industries.

(g) **Performance on the Local Workforce System** – The provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's NYS Career Center System.

(h) **Performance and Program Cost of Eligible Providers** – The provision of performance information and program cost information on eligible providers of education, training, and workforce services by program and type of provider.

(i) **Referrals to Supportive Services** – Staff provide customers with referrals to supportive services that enable the customer to participate in authorized WIOA activities. Based on various partners' programmatic rules and regulations, these supportive services may include, but are not limited to, transportation; child care; dependent care; housing; needs related payments; interpreter services; reasonable accommodation for youth with disabilities; legal aid services; assistance with uniforms or other appropriate work attire; assistance with books, fees, and school supplies; payments and fees for employment and training related applications, tests, and certifications; and tools or instruments. Depending on the program, when appropriate, information may also be provided to customers on how to continue these supportive services after program services are completed.

(j) **UI Information and Assistance** – Career Center and UI staff provides information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. Meaningful assistance means providing assistance on-site using staff that is well trained in UI compensation claims filing and the rights and responsibilities of claimants or providing assistance by phone or via other technology as long as the assistance is provided by trained and available staff within a reasonable time.

(k) **Financial Aid Assistance** – Providing assistance in establishing eligibility, accessing, and applying for programs of financial aid for training and education programs not provided under WIOA.

2. "Individualized Career Services" as set forth on the annexed **Schedule 3**, and as defined by WIOA, include the following:

(a) **Comprehensive Assessment** – Staff conducts a specialized assessment of a job seeker's barriers to employment, occupational and employment goal(s), educational and skill

levels, and personal circumstance to determine his/her service needs. This may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation. Under WIOA Title I, the comprehensive assessment is used to develop the Individual Employment Plan, while under Title IV it is used to develop the Individualized Plan for Employment.

(b) **Individual Employment Plan (“IEP”) / Individualized Plan for Employment (“IPE”)** – The IEP/IPE identifies the appropriate employment goal(s) chosen by the customer. The initial and comprehensive assessment is used to develop the IEP/IPE in consultation with the customer. The plan outlines the necessary services to be provided to achieve the planned goals; steps and timelines for achieving the goals; and the terms, conditions, and responsibilities associated with the plan. The IEP for Title I Adult/DW/Youth programs also includes information about eligible training providers, when applicable. The IPE for Title IV VR programs must also include those specific rehabilitation services needed to achieve the employment outcome, including assistive technology devices and services, when applicable.

(c) **Career Planning and Counseling** – One-on-one or intensive career planning and counseling with a professional counselor uses initial and comprehensive assessments and the IEP/IPE, and aims at enhancing job seeking and retention skills and career advancement of customers by:

- i. Helping the customer analyze and understand career information, and gain a better understanding of his/herself using career information gained through assessment tools and counseling strategies to more realistically choose or change short and long-term occupational goals; and
- ii. Preparing service strategies to assist in the achievement of occupational goal(s) and to ensure customers have access to necessary workforce activities and supportive services, which may include, but are not limited to, drug and alcohol abuse counseling, mental health counseling, and referrals to partner programs appropriate to the needs of the customer.

Counseling may also include notification of available training in entrepreneurial skills which may include, but is not limited to, taking initiative; creatively seeking out and identifying business opportunities; developing budgets and forecasting resource needs; understanding options for acquiring capital; and communicating effectively to market oneself and ideas.

(d) **Short-term Pre-Vocational Services** – Development of skills customers need to live independently and enter the workforce fully prepared to engage in employment. These services may include academic education and job readiness trainings for development of work readiness skills, including but not limited to, learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, higher-order reasoning, problem-solving skills, work attitudes, and professional conduct.

(e) **Internships and Work Experience** – Based on partners’ programmatic rules and regulations, the work experience is a planned, structured learning experience, in most cases linked to a career that takes place in a private for-profit, non-profit or public sector workplace. For most partner programs, work experiences may be in the form of internships, work-study, externship, on-the-job training, apprenticeship, summer employment for youth, and/or other work placement opportunities. The purpose of a work experience is to provide the customer with an understanding of the work environment and job responsibilities, specific work skills, and experience on how the customer performs in the work setting. WIOA Title I Youth work experiences also include an academic and occupational education component. OW Partners follow all applicable work experience requirements for their respective program’s NYS and federal rules and regulations.

(f) **Out of Area Job Search and Relocation Assistance** – Staff provides information on labor exchange activities in other local areas, regions, or states and whether businesses the customer may be interested in offer assistance with relocation. Allowable relocation expenses may be paid to eligible customers by the appropriate program.

(g) **Financial Literacy Services** – Educate and support customers to gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality relevant learning strategies. The learning, where possible, may include, but is not limited to, creating a budget; initiating checking and/or savings accounts at banks; learning how to effectively manage spending, credit, and debt; learning how to protect against identity theft; and benefits advisement. These services may also include opportunities to put financial literacy lessons into practice, based on the needs of the customer.

(h) **English Language Acquisition and Integrated Education** – Adult Ed. staff provides an integrated program of services that incorporates English literacy and civics education concurrently and contextually with workforce preparation and training for a specific occupation/sector for the purpose of educational and career advancement of customers. These services allow customers to attain economic self-sufficiency and are designed for partnerships among adult education programs and postsecondary educational institutions, training providers, and/or businesses. Other partners provide direct linkages and information on how to locate and enroll in English as a Second Language (“ESL”) or English for Speakers of Other Languages (“ESOL”) classes.

(i) **Workforce Preparation** – Activities to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, training, or employment and other employability skills that increase an individual’s preparation for the workforce. For Adult Ed. these activities are incorporated into all literacy instruction.

3. “Follow-Up Services” as set forth on the annexed **Schedule 3**, and as defined by WIOA, and depending upon the individual OW Partner’s programmatic rules and regulations, follow-up services may include counseling regarding the workplace for customers in adult or dislocated worker programs, who are placed in unsubsidized employment, for up to twelve (12) months after the first day of employment. For youth programs, the follow-up services include critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. These services may include regular contact with a youth’s business and education provider, including assistance in addressing work-related or education-related problems that arise.

E. Services Coordination and Delivery. Service delivery will be consistent with the Board’s local plan and processes agreed upon by the operator of Orange Works. Co-enrollment in multiple OW Partner programs will be encouraged whenever assessment results indicate that this will be most beneficial for the customer. The objective of co-enrollment is to broaden service options for customers by leveraging resources and responding to unmet education, supportive services and job placement needs. Each OW Partner is responsible for their provision of Services within Orange Works, and will adhere to all applicable WIOA policies and procedures in providing such Services. OW Partners will maintain operational control and responsibility for their staff assigned to the Comprehensive Centers, and will assure their staff adheres to the policies and procedures of each Comprehensive Center or other service location. Each Comprehensive Center location will have an on-site directory that provides specific information about the Services provided by each OW Partner along with OW Partner-specific contacts. Services will be provided on-site at the Comprehensive Centers, via technology-based opportunities, and/or through an agreed-upon referral process, as set forth on the annexed **Schedule 3**.

F. Referral of Customers. Referrals will be made to OW Partner programs as appropriate. OW Partners agree to:

1. Participate in a customer-focused referral system that seamlessly accesses resources from involved OW Partners to increase quality outcomes.
2. Communicate regarding the status of interagency referrals.
3. Respond to referrals in a timely manner based on agency work flow and resources.

4. Offer customers information on how to apply for another OW Partner's Services and/or arrange appointments for customers with another OW Partner.
5. Continually develop agreed-upon standards and protocols for making quality referral between OW Partners.
6. Identify a referral liaison for each OW Partner;
7. Provide on-going training to all OW Partner frontline staff in OW Partner Services and eligibility.
8. Consistently strategize to improve referrals toward a standard of real-time referrals to all applicable OW Partners.
9. Participate, to the extent possible, in the NYS Job Bank by entering job orders and job seeker registrations in the system with the goal of helping customers meet their employment goals.

G. System Access.

1. Multiple, universal access to Services will be provided for all customers, including those with barriers to employment as defined by WIOA, by utilizing a "no wrong door" approach.
2. Access will be ensured for targeted populations including recipients of public assistance, TANF food stamp recipients, basic skills deficient, low income, high school drop-out, long term unemployed, limited English speaking, ex-offenders, veterans (high-priority), homeless, etc. Many of the above-targeted populations are identified/recruited through the TANF staff that is physically co-located at the Comprehensive Centers. A screening/identification form will be utilized to identify whether a customer belongs to a targeted population as he/she begin his/her visits to the Comprehensive Centers.
3. OW Partners will adhere to discrimination complaint procedure timeframes in NYS and federal mandates. A written grievance procedure will be disseminated to customers and OW Partners. Comprehensive Centers are fully accessible to the handicapped, and the resource rooms located therein are fully-equipped to meet all customer needs including the necessary assistive technology for disabled customers. Reasonable accommodation costs will be shared among OW Partners.
4. OW Partners that will provide Services on-site in the Comprehensive Centers include the Orange County Employment and Training Administration ("OCETA"), the NYS Department of Labor ("NYS DOL") Department of Employment Services ("DOES"), and the Orange County Department of Social Services ("OCDSS"), as needed. OW Partners to provide services through electronic information sharing and coordination include the Regional Economic Community Action Program, Inc. ("RECAP") and NYS Department of Education ("NYSED") by and through Orange-Ulster BOCES ("BOCES") and SUNY Orange ("OCCC").
5. In compliance with the Americans with Disabilities Act, as amended and as may be further amended from time to time, and WIOA, OW Partners will provide customers with disabilities with physical and programmatic accessibility to facilities, programs, Services, technology and materials, including appropriate staff training and support.
6. OW Partners will periodically reassess program accessibility and adjust strategies to improve access as needed.
7. OW Partners recognize that NYS Human Rights Law, as may be amended from time to time, prohibits discrimination or harassment against any employee, applicant for employment or customer due to age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status of any individual. OW Partners understand that the NYS Human Rights Law also affords protections from employment discrimination for persons with prior conviction records, or prior arrests, youthful offender adjudications, or sealed records.

ARTICLE VI
Funding of Services and Operating Costs

A. In compliance with WIOA, the cost of Services, operating costs, and infrastructure costs of Orange Works will be funded by all OW Partners, either in cash or through in-kind service, as applicable under WIOA, based on a mutually agreed upon formula or plan.

B. OW Partners will share an equitable and proportionate responsibility for the operating costs of the Comprehensive Centers. Co-located OW Partners agree to base cost sharing on direct square footage used for each respective OW Partner with dedicated space in the Comprehensive Centers and a corresponding share of the common area costs. OW Partners that do not have dedicated space in the Comprehensive Centers will negotiate with the Board to determine an appropriate financial or in-kind arrangement for cost sharing.

C. An estimated consolidation of the average annual budget of each OW Partner, through existing funds, to support Orange Works is set forth on the annexed **Schedule 4**, which is incorporated herein and made part hereof.

D. The Parties' negotiated and agreed-upon cost sharing plan will be memorialized in an additional Infrastructure Funding and Shared Services MOU, to be executed on or before December 31, 2017.

ARTICLE VII
Responsibilities of OW Partners

A. Each OW Partner, unless otherwise specified in this Article VI, shall assume the following minimum responsibilities as identified in WIOA:

1. Provide access to OW Partner programs and activities through Orange Works.
2. Use a portion of funds made available for its program and activities to provide Services through, and maintain Orange Works, including costs for infrastructure.
3. Continue as a Party to this MOU and enter into renewal MOUs as long as participating as an OW Partner in Orange Works.
4. Participate in the operation of Orange Works consistent with the terms of this MOU, the federal laws that authorize its programs or activities, and all applicable NYS and local laws, all as may be amended from time to time.

B. In addition to the minimum responsibilities required under WIOA, as set forth in Section A above, OW Partners will:

1. Collaborate with the Board to establish a local priority of service policy and will ensure priority of service to veterans and covered spouses for any qualified job training program pursuant to the federal Jobs for Veterans Act, as may be amended from time to time.
2. Ensure the programmatic accessibility of facilities, programs, services, technology, and materials to customers with disabilities per WIOA.
3. Follow procedures identified in the state, local, and regional plans for compliance with WIOA's provisions regarding nondiscrimination.
4. Notify the Board of any changes to the rules governing its program that impact performance under this MOU and/or proportionate share under the Infrastructure Funding and Shared Services MOU.
5. Ensure compliance with the policies and procedures of the Comprehensive Centers by its staff members who work at those locations.
6. Cooperate with efforts to implement the use of an integrated, technology-based intake and case management information system as required under WIOA.

7. Participate and cooperate in data collection and reporting and other activities to track and evaluate performance of Orange Works using state and local performance accountability measures.
8. Cooperate with regional planning and implementation of regional service delivery strategies.
9. Participate in cross-training to ensure that OW Partner staff are familiar with all programs represented within the Comprehensive Centers in order to integrate Services, facilitate co-enrollment, and improve overall service delivery. The site manager at each Comprehensive Center will coordinate and work with OW Partners to schedule such trainings.

ARTICLE VIII
Performance Accountability

- A. OW Partners agree to meet quarterly, at a minimum, to exchange information about performance goals and the attainment of these goals. OW Partners will develop strategies to assess each other in meeting the respective performance goals.
- B. OW Partners will be part of a process that will continuously review the needs of the workforce and business community, and refine the services of the Comprehensive Centers based upon those needs. OW Partners will work toward the achievement of common performance goals and measures that will be in alignment with the stated goals of Orange Works.
- C. OW Partners agree to participate in assessment activities to measure system effectiveness, and to submit required performance data and financial information, in a compatible electronic format, on a prescribed reporting schedule.

ARTICLE IX
Data Access

- A. OW Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with Orange Works and allows information collected from customers at intake to be captured once.
- B. OW Partners further agree that the collection, use, and disclosure of customers' personally identifiable information ("PII") is subject to various requirements set forth in federal and state privacy laws, as may be amended. OW Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of those requirements.
- C. All data, including customer PII, collected, used, and disclosed by OW Partners will be subject to the following:
 1. Customer PII will be properly secured in accordance with the Board's policies and procedures regarding the safeguarding of PII.
 2. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under the Family Educational Rights and Privacy Act ("FERPA"), shall comply with FERPA and all applicable regulations issued pursuant thereto, as may be amended from time to time, and with all applicable NYS privacy laws and regulations, as may be amended from time to time.
 3. All confidential data contained in UI") wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
 4. All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR §361.38.
 5. Customer data may be shared with other OW Partner programs, for those programs' purposes, within Orange Works only after the informed written consent of the customer has been obtained, where required.

6. Customer data will be kept confidential, consistent with federal and NYS privacy laws and regulations, as may be amended from time to time.

7. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the federal Rehabilitation Act of 1973, as amended and as may be further amended from time to time.

8. All Comprehensive Center and OW Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

D. Records of customers who receive services funded through the Wagner-Peyser Act, WIOA Title IB, or other USDOL-funded employment programs will be maintained in a workforce case management and reporting system provided by OCETA. OW Partners who wish to obtain access to workforce case management and reporting systems may do so under terms and conditions of this MOU if the following conditions are met:

1. The OW Partner is responsible for all costs associated with the data access; and

2. The OW Partner agrees to adhere to all federal, NYS, and local laws, regulations, rules and policies, all as may be amended from time to time, governing confidentiality, data usage, and standards for data entry.

ARTICLE X **Confidentiality**

A. All Parties expressly agree to abide by all applicable federal, NYS, and local laws and regulations regarding confidential information, including PII from educational records, including, but not limited to, 20 CFR part 603, 45 CFR §205.50, 20 U.S.C. §1232g and 34 CFR part 99, and 34 CFR §361.38, as well as any applicable NYS and local laws and regulations, all as may be amended from time to time. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of all of the other Parties.

B. Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and Services described in this MOU and will comply with applicable law.

C. Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the Services described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

D. To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential UI information, any such data sharing must comply with all of the requirements in 20 CFR part 603, as may be amended from time to time.

E. With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in FERPA and the regulations issued pursuant thereto, each as may be amended from time to time.

F. With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in WIOA.

ARTICLE XI
Customer Complaints

- A. Any OW Partner staff can receive a customer complaint.
- B. OW Partners agree to address complaints that are received by in accordance with the policy and associated procedures outlined in the OCETA Grievance Policy Manual.

ARTICLE XII
Insurance and Liability

- A. Each Party shall maintain insurance coverage within appropriate monetary limits sufficient to cover its own acts and/or omissions, and the acts and/or omissions of its officials, officers, directors, employees, agents, representatives and/or contractors relating to the performance of its obligations under this MOU.
- B. To the extent permitted by law, each Party agrees to be responsible for any liability that directly relates to any and all of its own acts and/or omissions, and/or the acts and/or omissions of its officials, officers, directors, employees, agents, representatives and/or contractors relating to the performance of its obligations under this MOU. In no event will any Party be liable for any indirect or consequential damages, or any damages caused by the acts and/or omissions of another Party or of another Party's officials, officers, directors, employees, agents, representatives and/or contractors.
- C. It is understood and agreed that this Article XII shall survive the expiration or termination of this MOU.

ARTICLE XIII
Review and Renewal of MOU

- A. Review. This MOU will be reviewed at least once during the Initial Term to ensure appropriate funding and delivery of Services.
- B. Renewal of MOU.

1. Due to Substantial Change: If, during the Initial Term, one (1) or more substantial changes occur, Parties will enter in a renewal MOU reflecting the specific change(s) following the process set forth below. Substantial changes include, but are not limited to, the following: changes in Partners; election of a new CEO; or changes to one-stop infrastructure funding. The term of any such renewal MOU will conclude on the same date as the Initial Term hereof.

(a) The Board Chair (or designee) must be notified, in writing, no less than thirty (30) business days of the date of any substantial change experienced by any Party hereto. Within thirty (30) business days of receipt of such notification, the Board Chair (or designee) shall advise all Parties, via email², of such substantial change(s) and the need to enter into a renewal MOU to reflect same.

(b) Within thirty (30) business days of receipt of a substantial change notification, the Board Chair (or designee) shall prepare and circulate a draft renewal MOU reflecting the substantial change to all Parties via email.

(c) Within no more than thirty (30) business days of receipt of the draft renewal MOU, all Parties must review same and provide their respective comments thereto to the Board Chair (or designee) via email. It is the responsibility of the Board Chair (or designee) to ensure that each Party receives, via email, a copy of all comments made by the other Parties.

(d) Within no more than thirty (30) business days of receipt of all comments, the Board Chair (or designee) shall call a meeting, if necessary, with all Parties to discuss the comments made and any additional revisions to the draft renewal MOU necessary in accordance therewith.

² Any notification, communication, or complaint required or authorized in this MOU to be given via email shall be sent to the email address(es) for the intended recipient as set forth in Article III and/or the annexed **Schedule 1**, as applicable. Such notification, communication or complaint shall be deemed received upon delivery.

(e) Within no more than thirty (30) business days of receipt of all comments or date of the meeting, if one was held, the Board Chair (or designee) shall circulate the finalized renewal MOU to all Parties for execution. All Parties shall execute and return the finalized renewal MOU to the Board Chair (or designee), via email, within no less than thirty (30) business days from the date of receipt of same. If one (1) or more Parties refuse to execute and return the finalized renewal MOU, the Board Chair (or designee) shall invoke the dispute resolution process set forth in Article XVI below.

2. Due Expiration of Initial Term: Following the process set forth below, the Parties will enter into a renewal MOU that will be effective as of July 1, 2020.

(a) No less than three (3) months prior to the end of the Initial Term, the Board Chair (or designee) must notify all Parties in writing that it is necessary to renew the MOU and provide a copy of all relevant and necessary policies and preceding MOU documents (i.e. renewal MOU pursuant to Section B(1) above), as applicable.

(b) Within no more than four (4) weeks following the date of such notification, all Parties shall meet to undertake a comprehensive review of all elements of this MOU ("Renewal Meeting"). At this meeting, the Board Chair (or designee) will provide a detailed review of all relevant documents, facts, and information pertaining to the Renewal MOU, and ensure that all Parties have sufficient time to ask questions and/or voice concerns, and are fully aware of expectations and the overall process.

(c) Within no more than four (4) weeks of the Renewal Meeting, Partners must submit all relevant documents to the Board Chair to begin the drafting of the Renewal MOU. Additional meetings may be held as agreed upon by the Parties, upon adequate written notice to all Parties.

(d) Within no more than four (4) weeks of the Renewal Meeting, the Board Chair (or designee) must email a complete draft of the Renewal MOU to all Parties for review and comment.

(e) Within no more than four (4) weeks of receipt of the draft Renewal MOU, all Parties must review same and provide their respective comments thereto to the Board Chair (or designee) via email. It is the responsibility of the Board Chair (or designee) to ensure that each Party receives, via email, a copy of all comments made by the other Parties.

(f) Within no more than four (4) weeks of receipt of all comments, the Board Chair (or designee) must call a meeting with all Parties to discuss the comments made and proposed revisions to the draft Renewal MOU in accordance therewith ("Final Meeting"). The Board Chair (or designee) must prepare a revised draft Renewal MOU and send same to all Parties via email no less than one (1) business day prior to the date of the Final Meeting.

(g) Within no more than four (4) weeks of the Final Meeting, the Board Chair (or designee) shall circulate the finalized renewal MOU to all Parties for execution. All Parties shall execute and return the finalized renewal MOU to the Board Chair (or designee), via email, no less than four (4) weeks prior to the expiration of the Initial Term. If one (1) or more Parties refuse to execute and return the finalized renewal MOU, the Board Chair (or designee) shall invoke the dispute resolution process set forth in Article XVI below.

3. For clarification purposes, a renewal MOU requires all Parties to review and agree to all elements of the MOU.

4. The renewal MOU may be signed in counterparts so long as the Board Chair acquires the signatures of each Party and provides a complete copy of the renewal MOU with each Party's signature to all of the other Parties. Further, a manually signed copy of the renewal MOU may be delivered by email or other means of electronic transmission, and shall have the same legal force and effect as delivery of an original signed copy of the renewal MOU.

ARTICLE XIV
Amendment of MOU

A. This MOU may be amended upon the mutual, written agreement of the Parties following the process set forth in Section B below.

B. Amendment Process.

1. Notification: Whenever a Party desires to modify this MOU, said Party must provide written notification to all other Parties hereto and outline the proposed modification(s).

2. Discussion/Negotiation: Upon receipt of notification that a Party wishes to amend this MOU, the Board Chair (or designee) must ensure that discussions and negotiations related to the proposed amendment take place with the Parties in a timely manner and as appropriate. Depending upon the type of modification sought, such discussions and negotiations may be accomplished through email communications³ of all Parties. If, however, a proposed amendment is extensive and/or is met with opposition, the Board Chair (or designee) must call a meeting of all Parties to debate and resolve the issue. Upon the mutual agreement all Parties, a written amendment will be processed.

(a) If the proposed modification involves the substitution of a given Party that will not impact any of the terms of this MOU, it can be accomplished by the original Party and the successor entity entering into an agreement that includes the Board, wherein the successor entity assumes all of the rights and obligations of the original Party. Upon execution thereof, the Board Chair (or designee) will present the agreement as a proposed amendment to this MOU, and the remaining steps of the process, as set forth below, shall be followed.

3. Written Amendment. Within no more than four (4) weeks following the mutual agreement of the Parties, or the execution of an agreement under Section B(2)(a) above, the Board Chair (or designee) shall prepare and circulate the written amendment to this MOU to all Parties for execution. The amendment will take effect upon the date of full execution thereof. The amendment may be signed in counterparts so long as the Board Chair acquires the signatures of each Party and provides a complete copy of the amendment with each Party's signature to all of the other Parties. Further, a manually signed copy of the amendment may be delivered by email or other means of electronic transmission, and shall have the same legal force and effect as delivery of an original signed copy of the amendment.

C. Notwithstanding anything to the contrary contained in this Article XIV, in the event of any amendment(s) to any applicable federal, NYS, or local laws or regulations, which necessitate changes to this MOU, this MOU will be automatically amended to comply with the current law or regulations while still furthering the intent hereof. The Parties will, however, collaborate to amend the MOU comply with such by way of a formal, written amendment within a reasonable time following the effective date of such amendment(s).

D. The Parties will communicate details of any amendment to this MOU to their respective staff members whose responsibilities may be impacted by changes and will ensure that their respective staff members are referencing and/or utilizing the most current version of this MOU and attachments hereto in the performance of their responsibilities under this MOU.

ARTICLE XV
Termination/Separation

A. This MOU will remain in effect until the end date of the Initial Term, unless:

1. All Parties mutually agree to terminate this MOU prior to the end date.

2. Funding cuts by one or more federal programs are so substantial that Orange Works operations cannot continue as specified herein, and a new MOU must be negotiated and entered into.

3. WIOA is repealed or superseded by subsequent federal law.

³ See FN2.

4. Local area designation under WIOA is changed.

B. Partner Separation. In the event that it becomes necessary for one (1) or more OW Partners to cease being a Party to this MOU, said OW Partner(s) ("Withdrawing Partner(s)") shall provide the Board with at least thirty (30) days' advance written notice of such withdrawal. Upon receipt of such notice, the Board Chair shall advise all other OW Partners of the Withdrawing Partner(s)' separation via email. Such separation will not result in the termination of this MOU, which shall continue to be effective and binding upon the remaining participating Parties, unless the number or contribution of the Withdrawing Partner(s) is so substantial that it necessitates the negotiation of a new MOU.

ARTICLE XVI **Dispute Resolution Process**

A. It is expected that OW Partners will participate in decision making by consensus. However, in instances where consensus cannot be reached, those OW Partners who are parties to the dispute and have signed this MOU shall submit to the following dispute resolution process:

1. If OW Partners are unable to resolve a dispute to the satisfaction of the members who are parties to the dispute, a complaint shall be submitted in writing to the Board's Executive Committee.

2. The Executive Committee shall evaluate the merits of the dispute and may attempt to resolve the dispute through mediation. However, in all cases, the Executive Committee shall prepare a response to the complaint within thirty (30) days of the date the complaint was received.

3. If any party to the dispute is not satisfied with the decision of the Executive Committee, the dispute shall be referred to a five (5)-person hearing panel, chosen by the Board, for resolution thereof. The panel shall make a determination within thirty (30) days of receipt of the referral. The decision of the panel shall be final and binding on all parties to the dispute.

ARTICLE XVII **General Provisions**

A. Non-Discrimination and Equal Opportunity. All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (1) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (2) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (3) the physical or mental disability of a qualified individual with a disability. The Parties specifically agree that they will comply with WIOA's provisions pertaining to nondiscrimination and equal opportunity; the Americans with Disabilities Act; the Non-traditional Employment for Women Act of 1991; Titles VI and VII of the Civil Rights of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1967, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by regulations issued pursuant to those laws, all as may be amended from time to time.

B. Drug and Alcohol-free Workplace. All Parties to this MOU shall comply with the Drug-Free Workplace Act of 1988 and applicable regulations issued pursuant thereto which require that all organizations receiving grants from any federal agency maintain a drug-free workplace. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the United State Department of Education and USDOL.

C. Severability Clause. This MOU will be governed, construed, and enforced in accordance with all applicable federal, NYS, and local laws. Should any portion of this MOU be found unallowable by operation of statute or by administrative or judicial decision, it is the intention of the Parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the unallowable provision(s).

D. Assignment. Except as otherwise provided herein, no OW Partner may assign or subcontract any of its rights or responsibilities under this MOU without the prior written consent of all the other OW Partners, and any attempt to assign or subcontract such rights or responsibilities in contravention of this section shall be null and void.

E. Notices. Except as otherwise provided herein, all notices, communications, complaints authorized or required to be given pursuant to this MOU shall be in writing and addressed to (1) the Board at the address set forth in Article III, Section B above, (2) the CEO at the address set forth in Article III, Section C above, or (3) any of the OW Partners at their respective address as set forth on the annexed **Schedule 1**, or at such other addresses as the Parties may designate in writing delivered in accordance with the provisions of this section, and shall be (a) personally served, (b) deposited in the United States mail, duly registered or certified with postage fully prepaid thereon or (c) delivered by an overnight courier service that confirms delivery. Notices, communications, complaints shall be effective and deemed delivered and received upon receipt or refusal to receive, in the event of personal service, or on the third (3rd) day following the date of depositing the notice in the United States mails, or on the day following presentment of the notice to an overnight courier service for delivery.

F. Execution in Counterparts. This MOU may be executed in one (1) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one (1) and the same instrument.

G. Signatures. The signatories to this MOU represent, acknowledge and warrant that the execution, delivery and performance of this MOU has been duly authorized and that the person signing on each Party's behalf had sufficient authority and has been duly authorized to execute this MOU. A manually signed copy of this MOU delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal force and effect as delivery of an original signed copy of this MOU.

H. Titles and Headings. Titles and headings belonging to articles or sections herein are inserted merely for convenience of reference and are not intended to be a part of, or to affect the meaning or interpretation of this MOU. Unless otherwise expressly provided herein, all references to Articles, Sections and Schedules are references to Articles and Sections contained in this MOU and to Schedules attached to this MOU.

I. Schedules. Any and all schedules affixed to this MOU are incorporated into, and made a part of this MOU.

IN WITNESS WHEREOF, the Parties hereto, have executed this MOU as of the date(s) forth below to be effective as of the Effective Date. By signing, each Party affirms that this MOU accurately describes the negotiated roles and responsibilities.

LWDB

CEO of LWDA

Mary DeFreitas, Chair
Director of HR, Crystal Run Healthare

Stefan ("Steven") M. Neuhaus
County Executive

Signature Date

Signature Date

Adult/DW/Youth

Job Corps

Stephen Knob, Director
O.C. ETA

N/A

Signature Date

Signature Date

YouthBuild

N/A

Signature Date

MSFW

Olga Campos, Dir.of Training & Employment
Pathstone

Signature Date

**NYSDOL Administered Programs
(WP, TAA, Vets, UI)**

Mario Musolino, Executive Director
NYS Department of Labor

Signature Date

NYSCB

Derek Holtzclaw, Associate Commissioner
NYS Comm. for the Blind

Signature Date

SCSEP – National Grantee

N/A

Signature Date

INAP

N/A

Signature Date

Adult Ed.

Elizabeth Berlin, Exec. Deputy Commissioner
NYS Education Department

Signature Date

ACCES-VR

Elizabeth Berlin, Exec. Deputy Commissioner
NYS Education Department

Signature Date

SCSEP – SOFA

Olga Campos, Director, Training & Employment
Pathstone

Signature Date

CTE, postsecondary level

Elizabeth Berlin, Exec. Deputy Commissioner
NYS Education Department

Signature Date

CSBG Employment & Training

Charles Quinn, CEO
RECAP

Signature Date

**Re-entry Employment Opportunities (REO)
Program**

N/A

Signature Date

HUD Employment & Training

N/A

Signature Date

TANF employment & training

Darcie Miller, Commissioner
O.C. Department of Social Services

Signature Date

SCHEDULE 1 - OW Partners

<p align="center">Program Name (as applicable to the OCWDA)</p>	<p align="center">Partner Entity/Agency & Point(s) of Contact (Name, Title, Address, Email, Phone)</p>
<p>Adult, Dislocated Worker (“DW”), and Youth under Title I of WIOA</p>	<p>Orange County Employment & Training Administration (“OCETA”) Stephen Knob, Director 18 Seward Ave., Suite 103, Middletown, NY 10940 sknob@orangecountygov.ny (845) 615-3630</p>
<p>Job Corps under Title I of WIOA</p>	<p align="center">N/A</p>
<p>YouthBuild under Title I of WIOA</p>	<p align="center">N/A</p>
<p>Indian and Native American Programs (“INAP”) under WIOA Title I</p>	<p align="center">N/A</p>
<p>Migrant and Seasonal Farmworker (“MSFW”) programs under WIOA Title I</p>	<p>PathStone Olga Campos, Director of Training & Employment 1 Industrial Dr., Middletown, NY 10941 ocampos@pathstone.org (845) 343-0771 ext. 240</p>
<p>Adult Education and Family Literacy Act programs under Title II of WIOA</p>	<p>NYS Education Department (“NYSED”) Elizabeth Berlin, Exec. Deputy Commissioner 89 Washington Ave. Albany, NY 12234 Elizabeth.Berlin@nysed.gov (518) 474-2714</p>
<p>New York State Department of Labor (“NYSDOL”) administered:</p> <ul style="list-style-type: none"> • Wagner-Peyser (“WP”) program under Title III of WIOA • Trade Adjustment Assistance (“TAA”) under Title II of Trade Act • Jobs for Veterans State Grants (“Vets”) under Title 38, U.S.C. • State Unemployment Insurance (“UI”) programs 	<p>NYSDOL Mario Musolino, Executive Deputy Commissioner State Campus Office Building 12, Floor 5, Albany, NY 12240 Mario.musolino@labor.ny.gov (518) 457-4318</p>
<p>Vocational Rehabilitation–Adult Career & Continuing Education Services (“ACCES-VR”) under Title IV of WIOA</p>	<p>NYSED Elizabeth Berlin, Exec. Deputy Commissioner 89 Washington Ave. Albany, NY 12234 Elizabeth.Berlin@nysed.gov (518) 474-2714</p>
<p>Vocational Rehabilitation-New York State Commission for the Blind (“NYSCB”) under Title IV of WIOA</p> <p>NYSCB falls under the purview of the New York State Office for Children and Families (“OCFS”)</p>	<p>NYSCB Derek Holtzclaw, Assoc. Commissioner for Financial Management 52 Washington St., Room 203 South, Rensselaer, NY 12144 Derek.holtzclaw@ocfs.ny.gov</p>
<p align="center">Program Name (as applicable to the OCWDA)</p>	<p align="center">Partner Entity/Agency & Point(s) of Contact (Name, Title, Address, Email, Phone)</p>
<p>Senior Community Service Employment Programs (“SCSEP”)-New York State Office for the Aging (“NYSOFA”) under Title V of the Older Americans Act</p>	<p>PathStone Olga Campos, Director of Training & Employment 1 Industrial Dr., Middletown, NY 10941 ocampos@pathstone.org (845) 343-0771 ext. 240</p>
<p>SCSEP-National Grantees under Title V of the Older Americans Act</p>	<p align="center">N/A</p>

Career and Technical Education programs at the postsecondary level ("CTE") under Perkins Career and Technical Education Act	NYSED Elizabeth Berlin, Exec. Deputy Commissioner 89 Washington Ave., Albany, NY 12234 Elizabeth.Berlin@nysed.gov (518) 474-2714
Community Services Block Grants ("CSBG") employment & training ("E&T")	Regional Economic Community Action Program, Inc. ("RECAP") Charles Quinn, CEO 40 Smith St., Middletown, NY 10940 cquinn@recap.org (845) 342-3978
Housing and Urban Development ("HUD") E&T	N/A
Re-entry Employment Opportunities ("REO") programs under Second Chance Act	N/A
Temporary Assistance for Needy Families ("TANF") E&T under Part A of Title IV of the Social Security Act	Orange County Department of Social Services ("OCDSS") Darcie M. Miller, Commissioner 11 Quarry Rd., Box Z, Goshen, NY 10924 Darcie.miller@dfa.state.ny.us

SCHEDULE 2
Orange Works Service Provision Locations/Resources

Type of Location (Comprehensive/Affiliate/Specialized/ Eligible Partner Program Site/ Self- Service Resource)	Location or Self-Services Resource Name	Location Contact (Address, web address, phone)
1. Comprehensive Center	Newburgh, NY	Orange Works American Job Center 3 Washington Center, 4 th Floor, Newburgh, NY 12550 www.orangeworks.biz (845) 568-5377
2. Comprehensive Center	Middletown, NY	Orange Works American Job Center 33 Fulton Plaza, 2 nd Floor, Middletown, NY 10940 www.orangeworks.biz (845) 346-1100
3. Self-Service Resource	JobZone	https://www.jobzone.ny.gov/views/jobzone/guest.jsf
4. Self-Service Resource	CareerZone	www.careerzone.ny.gov

Required Programs	Adult	DW	Youth	Adult Ed	WP	ACCES-VR	NYSCB	SCSEP	TAA	UI	Vets E&T	CTE	INAP	MSFW	CSBG E&T	HUDE&T	2 nd Chance	Job Corps	Youth Build	TANF E&T
Basic Career Services																				
Eligibility for Title I services	x	x	x		x				x		x									
Outreach, intake, system orientation	x	x	x	x	x	x	x	x	x		x	x		x	x					x
Initial assessment	x	x	x	x	x	x	x	x	x		x	x			x					x
Labor exchange services	x	x	x		x			x	x		x			x	x					x
Referrals to programs	x	x	x	x	x	x	x	x	x		x	x		x	x					x
Labor market information	x	x	x		x	x	x	x	x		x									
Performance on local workforce system	x	x	x		x															
Performance & program cost of Eligible Providers	x	x							x		x									
Referrals to supportive services	x	x	x	x	x	x	x	x	x		x	x		x	x					x
UI information and assistance	x	x	x		x				x	x	x									
Financial aid information	x	x	x	x		x	x		x		x	x			x					
Individualized and Follow-Up Career Services																				
Comprehensive assessment	x	x	x	x	x	x	x	x	x		x	x								x
Individual employment plan	x	x	x		x	x	x	x	x		x			x						x
Career planning & counseling	x	x	x	x	x	x	x	x	x		x	x			x					x
Short-term pre-vocational services	x	x	x			x	x				x	x			x					x
Internships and work experiences	x	x	x			x	x	x	x			x			x					x
Out of area job search and relocation assistance	x	x	x		x	x	x		x											
Financial literacy services	x	x	x	x		x	x								x					x
English language acquisition and integrated education	x	x	x	x					x			x			x					
Workforce preparation	x	x	x	x					x			x			x					x
Follow-up services	x	x	x	x				x			x			x						x

SCHEDULE 3 – Services

WIOA Required Career Services	Partner Agenc(ies)	Funding Sources	How Service Will Be Made Available
Outreach, intake (which may include profiling), and orientation to the services available through the One-Stop delivery system	NYSDOL, OCETA, NYSED (through OCCC & BOCES), RECAP, OCDSS, ACCES- VR, PATHSTONES	All	Informational services provided by all OW Partners at all locations. Staff assisted through Comprehensive Centers.
Initial assessment of skill levels, aptitudes, abilities, and supportive service needs	All	All	Staff assisted through Comprehensive Centers and all locations
Job search and placement assistance, career counseling where appropriate	All	All	Staff assisted through Comprehensive Centers and all locations
Labor Market Information	NYSDOL	WP	Informational at Comprehensive Centers
Provision of program performance and cost information	All	All	Informational at Comprehensive Centers
Information on the performance of the local area and the One-Stop delivery system	OCETA	WIOA Title I	Informational at Comprehensive Centers
Information on the availability of supportive services in the local area, including child care & transportation, and referral to such services needed	All	All	Informational Comprehensive Centers & OW Partner sites
Information on filing UI claims	NYSDOL	WP	Staff assisted at Comprehensive Centers
Assistance in establishing eligibility for WtW activities and financial aid assistance for other training and education programs available in the local area	OCETA	W-t-W TANF	Staff assisted at Comprehensive Centers
Follow-up services (including workplace counseling) for 12 months for individuals participating in Title I funded activities who are placed in unsubsidized employment	OCETA	WIOA Title I	Staff assisted at Comprehensive Centers and OW Partner sites
Determination of eligibility to receive assistance under Title I of WIOA	OCETA	WIOA Title I	Staff assisted at Comprehensive Centers
Resource room usage, including "How to" group sessions (e.g. writing a resume)	OCETA, NYSED (through OCCC & BOCES)	WIOA Title I	Staff assisted at Comprehensive Centers
Job referrals (informational, e.g. job scouts, ES referrals in non-exclusive hiring arrangements, short term or seasonal placements)	NYSDOL	WP	Staff assisted at Comprehensive Centers
Talent referrals (informational, e.g. talent scouts, ES staff referrals of resumes without further screening)	NYSDOL	WP	Staff assisted at Comprehensive Centers
Screened referrals (when operating as the employers agent)	NYSDOL - VESID	WP	Staff assisted at Comprehensive Centers
Job clubs	NYSDOL, OCETA	WP, WIOA Title I	Staff assisted at Comprehensive Centers
Internet browsing – job, information, and training searches	NYSDOL, OCETA	WP, WIOA Title I	Staff assisted at Comprehensive Centers

Career Services for Employers	Partner Agenc(ies)	Funding Sources	How Service Will Be Made Available
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Job postings	NYSDOL, OCETA	WP, WIOA Title I	Staff assisted at Comprehensive Centers
Labor Market Information	NYSDOL	WP	Available at Comprehensive Centers
Information on training programs	OCETA	WIOA Title I	Staff at Comprehensive Centers
Skills Assessment	NYSDOL, OCETA	WP, WIOA Title I	
Screened referrals	NYSDOL	WP	Staff at Comprehensive Centers
WOTC & WTW Tax Credits	OCETA, NYSDOL, OCDSS	WP WIOA Title I, W-t-W, TANF	At Comprehensive Centers
Access to Talent Bank	NYSDOL	WP	Staff assisted at Comprehensive Centers
Access to economic development information	NYSDOL, OCETA	WP, WIOA Title I	Staff assisted at Comprehensive Centers
Job restructuring	NYSDOL	WP	Staff assisted at Comprehensive Centers
Labor Law information	NYSDOL	WP	Staff assisted at Comprehensive Centers
Career Intensive Services	Partner Agenc(ies)	Funding Sources	How Service Will Be Made Available
Comprehensive and specialized assessments of skill levels and service needs (including diagnostic testing, in-depth interviewing, and other assessment tools)	OCETA, NYSDOL, NYSED (through BOCES)	WIOA Titles I & II; VATEA	Staff assisted at Comprehensive Centers
Development of an Individual Employment Plan	OCETA, NYSED (through BOCES)	WIOA Title I	Staff assisted at Comprehensive Centers
Group Counseling	OCETA, NYSDOL	WIOA Title I, WP	Staff assisted at Comprehensive Centers
Individual counseling and career planning	All	All WIOA	At Comprehensive Centers & OW Partner Sites
Case Management for participants seeking training	All	All	At Comprehensive Centers & OW Partner Sites
Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, personal maintenance skills, professional conduct, etc...to prepare individuals for unsubsidized employment or training	OCETA, NYSED (through BOCES & OCCO)	WIOA Title I	At Comprehensive Centers & OW Partner Sites

Training Services	Partner Agenc(ies)	Funding Sources	How Service Will Be Made Available
Occupational skills training, including training for non-traditional employment	NYSED (through OCCO & BOCES), ACCES-VR, DSS	WIOA Title I, VR, TANF	Referrals to training from Comprehensive Centers
On-the-job training	OCETA, OCDSS, NYSDOL	WP, TANF	At Comprehensive Centers
Programs combining workplace training with related instruction; may include cooperative education programs	OCDSS, NYSED (through OCCO & BOCES), OCETA	TANF, WIOA Title I	Referrals to training from Comprehensive Centers
Training programs operated by the private sector	NYSED (through OCCO & BOCES), OCETA	WIOA Title I	Referrals to training from Comprehensive Centers
Skill upgrading and retraining	NYSED (through OCCO & BOCES), OCETA	WIOA Title I	Referrals to training from Comprehensive Centers
Entrepreneurial training	NYSED (through OCCO & BOCES),ETA	WIOA Title I	Referrals to training from Comprehensive Centers

Job readiness training	OCDSS, OCETA, NYSED (through OCCC & BOCES)	WIOA Title I, W-t-W, TANF	Referrals to training from Comprehensive Centers
*Adult Education and Literacy activities provided in combination with any of the above training services	NYSED (through BOCES & OCCC), OCETA	WIOA Titles I & II	Referrals to training from Comprehensive Centers Referrals to training from Comprehensive Centers
Customized training conducted with a commitment by an employer to employ upon successful completion of training	OCETA, NYSED (through OCCC & BOCES)	WIOA Title I	Referrals to training from Comprehensive Centers

Other – Support Services	Partner Agenc(ies)	Funding Sources	How Service Will Be Made Available
Transportation	OCETA, OCDSS	WIOA Title I, TANF, W-t-W	Staff assisted from Comprehensive Centers
Child Care	OCETA, OCDSS	WIOA Title I, TANF, W-t-W	Staff assisted from Comprehensive Centers

SCHEDULE 4: Services System Operating Budget

Partner Entity Name (as applicable to the LWDA)	Average Annual Budget to Support the System
1. Adult/DW/Youth	\$1,824,356
2. Job Corps	
3. YouthBuild	
4. INAP	
5. MSFW	
6. Adult Ed.	\$988,473
7. NSYDOL administered programs (WP, TAA, Vets, UI)	\$2,010,783
8. ACCES-VR	\$873,776
9. NYSCB	\$372,734
10. SCSEP— SOFA	
11. SCSEP—National Grantee	
12. CTE, postsecondary level	\$185,287
13. CSBG employment & training	
14. HUD employment & training	
15. Re-entry Employment Opportunities (REO) grantee(s)	
16. TANF employment & training	\$3,622,392
17. [Other partner approved by the LWDB and CEO]	
Total	

Racial Equity Study – Orange County NY-602 Continuum of Care Summary of Findings & Analysis

In 2019 we reviewed 2018 American Community Survey (ACS) and HUD FY2018 HMIS data to determine any racial or ethnic inequities in our community. Overall in the CoC’s geography African Americans and Hispanics are more likely to experience homelessness, less likely to access permanent supportive housing (PSH) resources, and less likely to exit homeless assistance programs to positive housing destinations than the white population. However, while African Americans are the least likely to access (PSH) than any other group, they are also more likely than any other group to exit permanent supportive housing (PSH) to a positive housing destination.

Main Findings:

- **Homelessness in the CoC**

There is significant disparity in the CoC’s geography with regards to the experience of homelessness, with Asians and whites being the least likely racial/ethnic groups to experience homelessness.

- African Americans in the CoC’s geography are 6.8x more likely to experience homelessness than whites.
- People of Hispanic or Latino ethnicity are 2x more likely to experience homelessness than whites.
- People of two or more races are 4x more likely to experience homelessness than whites.

- **Access to Homeless Assistance Programs**

While each group experiencing homelessness is equally likely to access emergency shelter in our CoC, we found that whites are the most likely to access permanent supportive housing (PSH). Conversely, African Americans are served in transitional housing programs at a much higher rate than any other group.

Summary Data of Homelessness & Program Access					
Race/Ethnicity	General Population	Experiencing Homelessness	Emergency Shelter	Transitional Housing	Permanent Supportive Housing
White	80%	43%	42%	31%	56%
Black/African American	13%	47%	48%	64%	34%
Asian	3%	<1%	<1%	1%	0%
2 or more races	3%	7%	8%	3%	5%
Hispanic or Latino	21%	24%	25%	25%	17%

○ Housing Outcomes

A look at program exits to positive housing destinations across the system revealed disparities in successful housing outcomes, though the disparities were less stark than in some other areas.

- *Whites*: 55% of program exits by whites were to positive housing destinations
- *African Americans*: 50% of program exits by African Americans were to positive housing destinations
- *2 or more races*: 41% of program exits by people of 2 or more races were to positive housing destinations
- *Hispanic or Latino*: 53% of program exits by people of Hispanic or Latino decent were to positive housing destinations

The rate of positive housing exits from permanent supportive housing (PSH) are highest among the African American population:

- 69% of whites exit PSH to a positive housing destination
- 85% of African Americans exit PSH to a positive housing destination
- 0% of people of 2 or more races exit PSH to positive housing destinations (0/15)
- 64% of people of Hispanic or Latino decent exit PSH to positive housing destinations

Housing retention in PSH is highest among people of 2 or more races:

- 71% of whites remained in PSH
- 63% of African Americans remained in PSH
- 100% of people of 2 or more races remained in PSH (15/15)
- 58% of people of Hispanic or Latino decent remained in PSH

While the data makes it clear that racial and ethnic disparities exist in our community, we do not yet fully understand the reasons for these disparities. In the coming year the CoC will perform additional analysis that seeks to determine why certain racial/ethnic groups are less likely to access PSH assistance or achieve successful housing outcomes. We understand that this may be due to disparities between eligibility requirements and population characteristics, outcomes from assessment tools and the administration of such tools, housing discrimination, geographic location of programs, etc. We will also seek additional data about outcomes by race/ethnicity with regards to maintaining and increasing income, employment, benefits, and other outcome metrics to better understand how our programs impact people in need in our community and develop strategies to reduce disparities wherever possible.

Starting a Conversation about Race with Data

NY 602 – Newburgh/Middletown/Orange County CoC: General Population

According to the American Community Survey 2018 Estimate, Orange County was made-up of persons of the following races and ethnicities:

Race	Number of People	Percentage of Population
White	305,561	80%
Black or African American	49,653	13%
American Indian and Alaska Native	3,055	<1%
Asian	11,458	3%
Native Hawaiian and other Pacific Islander	382	<1%
Two or more races	11,458	3%
Total	381,567	100%

Ethnicity	Number of People	Percentage of Population
Hispanic or Latino	80,129	21%
Non-Hispanic or Latino	301,438	79%
Total	381,567	100%

Those Served by the Homelessness System

The below numbers reflect information from the Homeless Management Information System (HMIS), and depict racial and ethnic breakdowns among those in the homelessness system from 10/1/2017 – 9/30/2018, broken down by project type.

The data below shows us that *(either the homeless system is reflective of the community at large, OR that there are racial disparities, and certain races are overrepresented in the homeless system than others).*

NY 602 – Newburgh/Middletown/Orange County CoC: Homeless Population – Number and Percentage of persons utilizing homeless services from 10/1/2017 – 9/30/2018 broken down by race and ethnicity

Race	Number of People	Percentage of Population
White	853	43%
Black or African American	934	47%
American Indian and Alaska Native	14	<1%
Asian	2	<1%
Native Hawaiian and other Pacific Islander	13	<1%
No Data	21	1%
Two or more races	136	7%
Total	1973	100%

Ethnicity	Number of People	Percentage of Population
Hispanic or Latino	471	24%
Non-Hispanic or Latino	1502	76%
No Data		
Total	1973	100%

Emergency Shelter – Number and percentage of persons in Emergency Shelter from 10/1/2017 – 9/30/2018 broken down by race and ethnicity.

Race	Number of People	Percentage of Homeless Population, as reported in HMIS from 10/1/17-9/30/18
White	629	42%
Black or African American	732	48%
American Indian and Alaska Native	3	<1%
Asian		
Native Hawaiian and other Pacific Islander	8	<1%
No Data	21	1%
Two or more races	117	8%
Total	1510	100%

Ethnicity	Number of People	Percentage of Homeless Population, as reported in HMIS in 2017
Hispanic or Latino	382	25%
Non-Hispanic or Latino	1128	75%
No Data		
Total	1510	100%

Transitional Housing – Number and percentage of persons in Transitional Housing from 10/1/2017 – 9/30/2018 broken down by race and ethnicity.

Race	Number of People	Percentage of Homeless Population, as reported in HMIS from 10/1/17-9/30/18
White	45	31%
Black or African American	94	64%
American Indian and Alaska Native	1	<1%
Asian	2	1%
Native Hawaiian and other Pacific Islander		
No Data		
Two or more races	4	3%
Total	146	100%

Ethnicity	Number of People	Percentage of Homeless Population, as reported in HMIS from 10/1/17-9/30/18
Hispanic or Latino	36	25%
Non-Hispanic or Latino	110	75%
No Data		
Total	146	100%

Permanent Supportive Housing – Number and percentage of persons in Rapid Rehousing from 10/1/2017 – 9/30/2018 broken down by race and ethnicity.

Race	Number of People	Percentage of Homeless Population, as reported in HMIS from 10/1/17-9/30/18
White	179	56%
Black or African American	108	34%
American Indian and Alaska Native	5	1%
Asian		
Native Hawaiian and other Pacific Islander	10	3%
No Data		
Two or more races	15	5%
Total	317	100%

Ethnicity	Number of People	Percentage of Homeless Population, as reported in HMIS from 10/1/17-9/30/18
Hispanic or Latino	53	17%
Non-Hispanic or Latino	264	83%
No Data		
Total	317	100%

Exits to Permanent Destinations

The below numbers reflect information from the Homeless Management Information System (HMIS), and depict exits to permanent destinations broken down by race and ethnicity among those in the homelessness system from 10/1/2017 – 9/30/2018, broken down by project type. Comparing information in the last column indicates if certain races and/or ethnicities are more successfully being connected to housing than others, indicating if there are racial/ethnic disparities in service provision in the homelessness system.

NY 602 – Newburgh/Middletown/Orange County CoC Homeless Population – Number and Percentage of persons utilizing homeless services from 10/1/2017 – 9/30/2018 broken down by race and ethnicity

Race	Total Number of People Exited in Homeless System, as reported in HMIS in 2017	Total Number of exits to positive destinations, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to positive destinations by race.
White	724	397	55%
Black or African American	859	432	50%
American Indian and Alaska Native	9	2	22%
Asian	2	2	100%
Native Hawaiian and other Pacific Islander	10	4	40%
No Data	21	8	38%
Two or more races	117	48	41%
Total	1742	893	51%

Ethnicity	Total Number of People Exited in Homeless System, as reported in HMIS in 2017	Total Number of exits to positive destinations, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to positive destinations by ethnicity.
Hispanic or Latino	440	234	53%
Non-Hispanic or Latino	1302	659	50%
No Data			
Total	1742	893	51%

Emergency Shelter – Number and percentage of persons exited Emergency Shelter from 10/1/2017 – 9/30/2018 broken down by race and ethnicity.

Race	Total Number of People Exited in Homeless System, as reported in HMIS from 10/1/17-9/30/18	Total Number of exits to PSH, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to PSH by race.	Total Number of exits to other permanent destinations, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to other permanent destinations by race.
White	627	186	30%	141	22%
Black or African American	732	159	22%	169	23%
American Indian and Alaska Native	8	0	0%	1	12%
Asian					
Native Hawaiian and other Pacific Islander	3	0	0%	0	0%
No Data	21	2	9%	6	29%
Two or more races	113	22	19%	23	20%
Total	1504	369	24%	340	23%

Ethnicity	Total Number of People Exited in Homeless System, as reported in HMIS from 10/1/17-9/30/18	Total Number of exits to PSH, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to PSH by ethnicity.	Total Number of exits to other permanent destinations, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to other permanent destinations by ethnicity.
Hispanic or Latino	382	93	24%	95	25%
Non-Hispanic or Latino	1122	276	25%	245	22%
No Data					
Total	1504	369	25%	340	23%

Transitional Housing – Number and percentage of persons exited in Transitional Housing from 10/1/2017 – 9/30/2018 broken down by race and ethnicity.

Race	Total Number of People Exited in Homeless System, as reported in HMIS from 10/1/17-9/30/18	Total Number of exits to PSH, as reported in from 10/1/17-9/30/18	Percentage of exits to PSH by race.	Total Number of exits to other permanent destinations, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to other permanent destinations by race.
White	45	15	33%	19	42%
Black or African American	87	29	33%	40	46%
American Indian and Alaska Native	1	0	0%	1	100%
Asian	2	0	0%	2	100%
Native Hawaiian and other Pacific Islander					
No Data					
Two or more races	4	3	75%	0	0%
Total	139	47	34%	62	45%

Ethnicity	Total Number of People Exited in Homeless System, as reported in HMIS from 10/1/17-9/30/18	Total Number of exits to PSH, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to PSH by ethnicity.	Total Number of exits to other permanent destinations, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to other permanent destinations by ethnicity.
Hispanic or Latino	36	12	33%	20	55%
Non-Hispanic or Latino	103	35	34%	42	41%
No Data					
Total	139	47	34%	62	45%

Permanent Supportive Housing – Number and percentage of persons exited in Permanent Supportive Housing from 10/1/2017 – 9/30/2018 broken down by race and ethnicity.

Race	Total Number of People Exited in Homeless System, as reported in HMIS from 10/1/17-9/30/18	Total Number of exits to positive destinations, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to positive destinations by race.	Total Number of people enrolled in PH in HMIS from 10/1/17-9/30/18	Total Number of people who remained in PH	Percentage of people who remained in PH by race.
White	52	36	69%	179	127	71%
Black or African American	41	35	85%	108	68	63%
American Indian and Alaska Native	0	0	0%	5	5	100%
Asian						
Native Hawaiian and other Pacific Islander	7	4	57%	10	2	20%
No Data						
Two or more races	0	0	0%	15	15	100%
Total	99	75	76%	317	218	69%

Ethnicity	Total Number of People Exited in Homeless System, as reported in HMIS from 10/1/17-9/30/18	Total Number of exits to positive destinations, as reported in HMIS from 10/1/17-9/30/18	Percentage of exits to positive destinations by race.	Total Number of people enrolled in PH in HMIS from 10/1/17-9/30/18	Total Number of people who remained in PH	Percentage of people who remained in PH by ethnicity
Hispanic or Latino	22	14	64%	53	31	58%
Non-Hispanic or Latino	77	61	79%	264	187	71%
No Data						
Total	99	75	76%	317	218	69%

**BYLAWS OF THE
ORANGE COUNTY HOUSING CONSORTIUM**

ARTICLE I – NAME

- Section 1. This organization shall be known as the “Orange County Housing Consortium”
- Section 2. The principal office of the Consortium shall be in Orange County, New York.

ARTICLE II – MISSION, PURPOSE AND OBJECTIVES

- Section 1. The mission of the Orange County Housing Consortium is to improve the quality of life for our communities by cultivating and promoting access to housing opportunities.
- Section 2. The purpose of the Consortium is to responsibly serve the human and housing needs of Orange County residents by providing a forum to aid in the effective implementation of community development, economic development and affordable housing programs and practices.
- Section 3. The objectives of the Consortium are to:
- A. To improve the quality of life for our communities by empowering the Membership to cultivate and promote equal opportunities for decent, safe, accessible, and affordable and housing in Orange County, New York;
 - B. Develop and sustain a membership base of urban, suburban, and rural community housing development organizations and support service providers, fostering mutual appreciation of diverse and common challenges and concerns;
 - C. Be an information clearinghouse and technical assistance resource to its members in order to help design and implement successful community development, economic development and housing strategies.
 - D. Assist county, state and federal governmental agencies responsible for community development, economic development and housing programs for low- and moderate-income persons through the provision of publications, technical assistance, educational conferences, seminars and workshops;
 - E. Educate other governmental agencies, organizations and interested members, of the general public with respect to policies and regulations affecting community development, economic development, and housing programs by making the results of nonpartisan research and analysis available in publications, seminars, and conferences;
 - F. Possess and exercise all the powers, rights, and privileges necessary or appropriate to effectuate the foregoing purposes; and
 - G. Undertake any other activities necessary to further the purposes and objectives of the Consortium.

ARTICLE III –

COLLABORATIVE APPLICANT/CO C PLANNING COORDINATOR

- A. Section 1. HONOR serves as the collaborative applicant for the HUD CoC application and functions as the “Lead Agency” for the CoC per the CoC. The Lead Agency role is crucial in the community achieving its vision and goals. The CoC Lead Agency is re-designated annually in the CoC’s update to its governance charter

Specifically, in terms of roles

- B. The CoC provides strategic guidance and recommendations from the Lead Agency on funding, ranking and policy decisions and leadership in shepherding the community’s plan forward.
- C. Recommending, guiding and drafting CoC Policies and maintaining the CoC Policies and Procedures manual is also an important role that needs to be filled.
- D. Other roles the Lead agency often assumes is oversight of the CoC Planning Coordinator position, which includes
- i. Completion of HUD CoC Application and related requirements- Grant Inventory Worksheet, PIT/HIC Count Info, Posting, submitting in ESNAPS etc.
- E. Facilitating effective and efficient decision-making by the CoC
- F. Staffing the Ranking and other CoC committees and providing support for meetings and committees
- G. Guidance in processes for accomplishing CoC task
- H. Public education and engaging new entities in the work of the CoC
- I. Monitoring projects for compliance with HUD regulations
- J. Systems analysis and identification of housing gaps and community needs
- K. Providing/arranging trainings to educate community, build community and agency program capacity

ARTICLE IV – MEMBERSHIP

- Section 1. Member – Any individual, organization, corporation, or agency that is actively carrying out programs or activities defined in Article II of these Bylaws shall be eligible to become a member of the Consortium, and, requesting membership from the Membership and Resources Committee, shall be known as a Member.

Section 2. Responsibilities and Privileges of Members--

Members shall:

- A. Attend meetings of the Consortium;
- B. Participate in the deliberations of the standing and ad hoc committee(s) as committee chairs or members;

Additionally, only one individual of an organization that is a Member of the Consortium, and the individual Members may:

- A. Participate in the election of Officers and members of the Steering Committee;
- B. Receive reports from the Steering Committee;
- C. Adopt, amend, repeal, or ratify the Bylaws of the Consortium pursuant to Article VIII; and
- D. Be an Officer or Member of the Steering Committee.

Section 3. Associate and Honorary Members

- A. An associate shall be any other individual, public or private entity, or agency recommended by the Membership and Resources Committee, and approved by the Steering Committee.
- B. An honorary member shall be any person so designated by the Steering Committee who has served the Consortium as an Officer, Steering Committee Member, or any other person who has made a contribution to the field of community development, economic development, and/or affordable housing. Nominations for honorary membership shall be referred to the Membership and Resources Committee for recommendation to the Steering Committee. Honorary members shall be entitled to receive all Consortium publications and access to pertinent information and be entitled to member registration rates at the Consortium's conferences and seminars.

Section 4. Dues

- A. Dues shall be at an annual rate recommended by the Steering Committee and ratified by the general membership.
- B. Associate and Honorary Members shall be exempt from paying dues.

ARTICLE V – STEERING COMMITTEE AND THEIR ELECTION

Section 1. The Consortium shall be managed by a Steering Committee, which shall:

- A. Be accountable for all aspects of the Consortium's operations;

- B. Establish long-range goals, policies, and other guidelines for operations;
- C. Develop a budget;
- D. Evaluate results of operations;
- E. Establish standing committees and ad hoc committees and delegate work to such committees to assist the Steering Committee in carrying out its responsibilities; and
- F. Appoint any staff which may be employed and who shall be responsible for the day-to-day management of the Consortium, and appoint such other individuals, consultants, legal counsel, and management companies deemed necessary.
- G. Review the Consortium Bylaws annually to determine the need for amendment.

Section 2. Composition

The Steering Committee shall consist of:

- A. Four officers as described in Section 5 below;
- B. The chairs of the Standing Committees as described in Section 6 below;

Section 3. Term of Office – Members of the Steering Committee shall serve for two years, or until a successor is elected by the membership of the Consortium at the Annual Meeting of the Consortium. The position of President and Vice-President will have term limits of two full consecutive terms.

Section 4. Vacancies – Should a vacancy develop on the Steering Committee, the President shall appoint an individual to fill the unexpired term. The Steering Committee shall approve the appointment.

Section 5. Officers

A. Officers of the Consortium shall be: President, Vice President, Secretary, and Treasurer

B. Duties of Officers.

1. President. The President shall preside at all meetings of the Steering Committee and at the meetings of the Consortium. The President shall perform such other duties as are usually incumbent upon that officer;
2. Vice President: In the case of the absence or disability of the President, the Vice President shall exercise his/her functions;
3. Secretary. The Secretary shall perform those functions common to that office under the direction of the President and in consultation with the Steering Committee when

appropriate. Secretary shall give or cause to be given, notice of and attend all meetings of the Consortium; keep; or cause to be kept, a record of all proceedings; attest documents; and, perform such other duties as are usual for such official or as may be duly assigned;

4. Treasurer. The Treasurer shall oversee the fiscal operations of the Consortium, and shall provide periodic reports of the financial status of the Consortium, including an Annual Report of financial status at the Annual Meeting. The Treasurer shall establish a separate bank account for membership dues and related funding.

Section 6. There shall be three (3) Standing Committees, as enumerated below. Each Committee shall have two Co-Chairs. One Co-Chair shall be a member of the Housing Consortium and be elected as described in Article IV - Section 7 (below) and the Housing Consortium shall invite County Department Heads to appoint the other Co-Chairs from their respective Departments. Each Committee shall meet at the call of the Co-Chairs. A quorum shall consist of the majority of committee members present.

- A. HUD Committee –The HUD Committee shall have the responsibility for oversight and assurance that contract responsibilities and deliverables are met in a timely and accurate fashion; working with HUD SuperNOFA funded programs to assist with and ensure compliance; other duties as may from time to time be assigned by the Steering Committee. The Co-Chair of the HUD Committee will be one of the OCHC representatives in the Tri-County HMIS Principals Group. Additionally, the HUD Committee will consist of the following Sub-Committees:
 - a. Homeless Management Information System (HMIS) Committee: The HMIS Committee shall have responsibility for addressing the data needs of the Consortium. This may include, but is not limited to: determining what data is useful and necessary; defining terms; gathering data; addressing the issue of a Homeless Management Information System; and other duties as may from time to time be assigned by the HUD or Steering Committees.
 - b. Point In Time Count (PIT) Committee: The PIT Committee has the responsibility to complete the HUD requirements for conducting an annual point-in-time count, updating housing inventory charts, and reporting data in the SuperNOFA application.
 - c. SuperNOFA/Exhibit 1 Committee: The SuperNOFA/Exhibit 1 Committee has the responsibility of completing the Exhibit 1 portion of the SuperNOFA application.
 - d. Quality Assurance(QA)/Renewal Monitoring Committee: The QA/Renewal Monitoring Committee shall be responsible for working with HUD SUPERNOFA funded programs to assist them in complying with established regulations and ensure their program performance meets HUD thresholds for project renewal. This Committee will assure a fair and open process for the ranking of proposals for submittal to HUD under the SuperNOFA, via the following process:
 - i. Development and distribution of the criteria for scoring proposals which shall include: the priorities established by the Consortium; the results of the Annual Program Review submitted to HUD; and the HUD threshold criteria, as identified in the SuperNOFA.

- ii. Nomination of a Project Ranking Committee, whose members are from agencies that are not submitting proposals in the funding round, that will utilize the approved criteria to score projects
- B. Membership and Resources Committee: The Membership and Resources Committee has the responsibility for soliciting new members for the Consortium and for identifying resources to help the Consortium address its mission. This may include, but is not limited to: identifying opportunities for funding; sharing information about resources within the Consortium; seeking funds for the Consortium; supporting member initiatives; and other duties as may from time to time be assigned by the Steering Committee.
- C. Development Committee: The Development Committee shall have the responsibility for efforts to encourage the development of more affordable housing. This may include, but is not limited to: encouraging development of affordable housing; working with the development community to increase the supply of affordable housing; educating key stakeholders in the need and desirability of affordable housing; identifying opportunities to advocate for issues related to the mission of the Consortium; efforts to improve the Fair Market Rent rate for Orange County; identification of issues that adversely affect affordable housing and strategies to address those issues; and other duties as may from time to time be assigned by the Steering Committee.
- D. Committee Composition:
 - a. A staff member from the Orange County Department of Mental Health, the Orange County Department of Community Development and the Orange County Department of Social Services shall be invited to serve as a Co-Chair of the previous three committees.
 - b. It is recommended that each committee will be represented as follows:
 - i. 20% - Not For Profit members
 - ii. 20% - Housing Service Providers
 - iii. 20% - Government Agencies
 - iv. 20% - Homeless and Formerly Homeless Individuals
 - v. 20% - At Large Members

Section 7. Elections of the Steering Committee and Officers

- A. For each election, the President shall appoint a three-person Nominating Committee and designate a Chair, at least four (4) months prior to the Annual Meeting, which shall nominate candidates for Officers and the Chairs of the Standing Committees.
- B. The Chair of the Nominating Committee shall submit the slate of candidates to the Steering Committee for approval at least 30 days prior to the Annual Meeting.
- C. The Chair of the Nominating Committee shall notify the Secretary in writing at least forty-five (45) days prior to the Annual Meeting, of the slate of candidates approved by the Steering Committee, and the Secretary shall mail a copy thereof to each member at least thirty (30) days prior to the Annual Meeting.
- D. Any interested party may submit their name to the Chair of the Nominating Committee for consideration no later than 45 days prior to the Annual Meeting to be included on the slate of candidates. Additionally, nominations may be made from the floor at the Annual Meeting.

ARTICLE VI – CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

- Section 1. Contracts – The Steering Committee may authorize any officer or officers, agent or agents of the Consortium, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Consortium, and such authority may be general or confined to specific instances.
- Section 2. Checks, Drafts, etc. – All checks, drafts, or orders of the payment of money, notes or other evidence of indebtedness issued in the name of the Consortium shall be signed by such officer or officers, agent or agents of the Consortium and in such manner shall from time to time be determined by resolution of the Steering Committee. In the absence of such determination by the Steering Committee, such instruments shall be signed by the President and countersigned by the Treasurer or Vice President of the Consortium.
- Section 3. Deposits – All funds of the Consortium shall be deposited from time to time to the credit of the Consortium in such banks, trust companies, or other depositories as the Steering Committee may elect.
- Section 4. Gifts – The Steering Committee may accept on behalf of the Consortium any contribution, gift, bequest, or device for the general purposes or for any special purposes of the Consortium as said purposes are set forth in the Bylaws of the Consortium.

ARTICLE VII – MEETINGS

- Section 1. The Consortium shall hold its meetings in Orange County, New York, at such times and places as the Steering Committee shall determine. Thirty (30) days written notice will be given for meetings of the membership of the Consortium. The Steering Committee shall meet as needed, and no less frequently than four times per year. The Consortium membership shall meet bi-monthly, as scheduled by the Steering Committee.
- A. Quorum – A quorum of the Steering Committee shall consist of six (6) Steering Committee members.
- B. Written Consent – Any action required or permitted to be taken at any meeting of the Steering Committee, or committee thereof, may be taken with a meeting if a quorum of the Steering Committee consents in writing, and the writings are fixed in the Minutes or proceeding of the Steering Committee.
- C. Telephone Conference Call – Members of the Steering Committee, or Committees thereof, may participate in a meeting of such Steering Committee or committee by means of a telephone conference or similar internet/telecommunications equipment by means of which all person in the meeting can hear each other and such participation shall constitute presence in person at such meeting.

- Section 2 Annual Meetings – There shall be an Annual Meeting of the Consortium, which shall be held in October of each year, at such times, and places as may be determined by the Steering Committee. Its purpose shall be to:
- A. Elect Officers and Chairs of the Standing Committees from the slate approved by the Steering Committee and from nominations which maybe made from the floor;
 - B. Receive reports on the activities of the Consortium; and
 - C. Adopt, amend, repeal, or ratify the Bylaws of the Consortium pursuant to Article IX.
- Section 3. Special Meetings – Special meetings may be called at any time by the President or by the collective action of six (6) members of the Steering Committee. The purpose of such meeting must be described in the notice of meetings as set forth below.
- Section 4. Notice of Meetings – Notice of annual meetings or special meetings shall be given by written notice to the members of the Consortium at least 30 days in advance of the meeting.
- Section 5. Voting – Each active member may cast a vote on all matters coming before a meeting of the Consortium. No member may vote by proxy at any meeting.
- Section 6. Mail or E-Mail Vote – Whenever, in the judgment of the Steering Committee, any question shall arise which it believes should be put to a vote of the active membership and when it deems it inexpedient to call a special meeting for such purpose, the directors may, unless otherwise required by these Bylaws, submit such a matter to the membership in writing by mail or e-mail for vote and decision, and the question thus presented shall be determined according to a majority of the votes received by mail within thirty (30) days after such submission to the membership, provided that in each case votes of at least two-thirds (2/3) of the members shall be received. Any and all action taken in pursuance of a majority mail vote in each such case shall be binding upon the Consortium in the same manner, as would be action taken at a duly called meeting.
- Section 7. Quorum – A quorum of the membership shall consist of fifty percent plus one person of persons entitled to vote.

ARTICLE VIII – FISCAL YEAR

- Section 1. The fiscal year of the Consortium shall commence on October 1st in each calendar year and end on the 30th day of September of said calendar year

ARTICLE IX – LEGISLATIVE POLITICAL ACTIVITY

- Section 1. No substantial part of the activities of the Corporation shall be devoted to carrying on propaganda or otherwise attempting in any way to influence legislation. The Corporation shall not participate or intervene in (including the publishing or distributing

of statements) any political campaign on behalf of or in opposition to any candidate for political office.

ARTICLE X - AMENDMENTS

Section 1. The members of the Consortium shall have the power to adopt, amend, or repeal the Bylaws of the Consortium by a two-thirds vote of the membership.

ARTICLE XI – RULES OF ORDER

Section 1. All meetings of the Consortium shall be conducted in accordance with Robert’s Rules of Order Revised.

ARTICLE XII - NONDISCRIMINATION

Section 1. The members, Officers, committee members and employees of the Consortium shall be selected entirely on a nondiscriminatory basis with respect to race, color, national origin, age, disability, religion, gender, or sexual orientation.

ARTICLE XIII – DISSOLUTION

Section 1. If it becomes necessary to dissolve the Consortium, all its assets, if any, shall be disposed of to such organization (s) organized and operated exclusively for purposes related to the purposes and objectives of the Consortium as for charitable, educational, or scientific purposes.

ARTICLE XIV –CONFLICT OF INTEREST

Section 1. The Orange County Housing Consortium is the designated entity for managing the Continuum of Care process in Orange County, including the ranking of proposals for submittal to the U.S. Department of Housing and Urban Development under the annual SuperNOFA. No member of the Consortium shall participate in the selection or award of any grant funds in which they have a financial interest, or in which any member of their immediate family (parent, sibling, niece/nephew, or person with whom they cohabit) has a financial interest. Members of the Consortium will disclose potential conflicts of interest that they may have regarding any matters that come before any committee, and shall abstain from discussion and voting on any matter in which they may have a conflict of interest.

ARTICLE XV - GRIEVANCES

Section 1. Grievances may be submitted orally or in writing to the Chair or Co-Chair of the Membership Committee of the Orange County Housing Consortium. In the event the

grievance is against said chair the grievance may be submitted to the President of the Consortium.

ADOPTED BY THE MEMBERSHIP THIS 26TH DAY OF FEBRUARY, 2002 AND REVISED BY THE MEMBERSHIP THIS 15th DAY OF NOVEMBER, 2004 AND SUBSEQUENTLY REVISED BY THE MEMBERSHIP THIS 19th DAY OF OCTOBER, 2009.

SUBSEQUENTLY REVISED BY THE MEMBERSHIP ON THIS 20TH DAY OF SEPTEMBER, 2017.

THE UNDERSIGNED HEREBY CERTIFIES THAT THIS IS A TRUE AND CORRECT COPY OF THE BYLAWS APPROVED BY THE MEMBERSHIP.

A handwritten signature in black ink, appearing to read "Christopher Molinelli", written over a horizontal line.

Christopher Molinelli, President
ORANGE COUNTY HOUSING CONSORTIUM

CHARTER
Interim Rule Work Plan (IRWP)
of
The Orange County Housing Consortium
October 1st, 2013 – September 30th, 2014
Adopted Document
10/16/13

Background

The Orange County Housing Consortium (OCHC) is the name of our community's Continuum of Care Consortium (COC). We have been informally operational since 1997 and became formally organized on the 26th day of February, 2002 when the membership adopted the organization's Bylaws which have been subsequently revised every five years. The Articles and Sections of the Bylaws represent this COC's Governance Document. The United States Department of Housing and Urban Development identifies our COC as: Newburg/Middletown/Orange County COC (COC Number: NY-602).

In May of 2009 the President signed into the law the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The act codifies into law the COC planning process, streamlines HUD's homeless grant programs, directs HUD to promulgate regulations for programs and processes and further directs HUD to establish regulations for COCs across the country.

The following Interim Rule Work Plan (IRWP) is our Charter and has been adopted by the OCHC on October 16, 2013 as the means to comply with the HEARTH Interim Rule 578.7, Responsibilities of the Continuum of Care and will serve as a sub-part to the OCHC's Bylaws ad hoc, pro tem until the HEARTH Final Rule promulgation at which time the final regulations promulgated by HUD will be integrated into the organization's Bylaws should such regulations be lacking.

Work Plan Goals

- Promote a community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts to quickly re house individuals and families who are homeless, which minimizes the trauma and dislocation caused by homelessness;
- Promote access to and effective use of mainstream programs;
- Optimize self-sufficiency among individuals and families experiencing homelessness.

Implementation of Work Plan Goals

The OCHC has fulfilled and continues to fulfill many of the nine separate and distinct COC operating responsibilities required by the COC Program Interim Rule. The implementation of this work

plan will strengthen those responsibilities which are being fulfilled and will develop strategies for those responsibilities which have not been addressed adequately.

(1) Hold meetings of the full membership, with published agendas, at least semi-annually;

Policy: The Bylaws contain the policy to ensure that this responsibility is fulfilled.

Practice: Meetings of the full membership are held bi-monthly with agendas being formulated by the Board and published ahead of time. The Board meets on alternate months.

(2) Make an invitation for new members to join publicly available within the geographic at least annually;

Policy: The Bylaws contain the policy to ensure community-wide commitment and participation and assigns this task to the Membership and Resources Committee of the OCHC.

Practice: The chair and members of the Membership and Resources Committee work to recruit new members through personal contact with individuals and groups who are stakeholders. Members of the Board also work to recruit new members. A membership list is maintained by the Secretary.

Strategies

1. To assess the present membership list to determine level of comprehensiveness and representation from HUD defined expectation for inclusion of necessary stakeholders according to categories for the purpose of identifying gaps in representation
2. To develop a recruitment information flyer about the COC with a clear description of responsibilities and duties and contact information.
3. To develop and fulfill a public campaign to recruit new members especially among groups and individuals who are stakeholders but who are underrepresented. This task will be completed by January 1st, 2014.

(3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;

Policy: The written policy for Board selection is contained in the Bylaws.

Practice: Board selection has been fulfilled every two years. The written process was reviewed last in 2009. A new review is scheduled for October of 2013 by the full membership.

(4) Appoint additional committees, subcommittees, or workgroups;

Policy: Three Standing Committees (and subcommittees) are provided for in the Bylaws.

Practice: The HUD Committee has four sub-committees (HMIS Committee; Point –In-Time Committee; the NOFA committee and; the Quality Assurance (QA) Renewal Monitoring Committee). Additional sub-committees and workgroups are created as needed.

Strategies

1. The Board will appoint ad hoc, pro tem an Interim Rule Compliance Oversight Committee to ensure that the HUD related HEARTH Interim Rule responsibilities are being fulfilled as prescribed by HUD through the Committees and Sub-Committees provided for in the Bylaws.

2. The OCHC Board will prepare a report for HUD describing compliance by July of 2014.

(5) In consultation with the Collaborative Applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a Code of Conduct and recusal process for the Board, its chair(s), and any person acting on behalf of the Board;

Policy: The Code of Conduct and Recusal Process are contained in the Bylaws.

Practice: The OCHC has complied with naming a Collaborative Applicant and recently changing the HMIS Lead. This present IRWP is the methodology being employed to ensure compliance, through implementation of the strategies, with subpart B.

Strategies

1. The Interim Rule Compliance Oversight Committee, as described under #4 above, will identify those policies and procedures needed to comply with HUD's requirements which are not being addressed in our Bylaws.
2. Workgroups composed of OCHC members will be assigned by the Committee to develop or modify policies and procedures identified by the Committee to ensure compliance.
3. The Committee will report back to the OCHC Board by April 1st, 2014, with recommendations as to what policies and procedures need to be integrated into the OCHC's Bylaws.
4. The OCHC Board will prepare a revised draft of the Bylaws accordingly to be voted on by the full membership prior to July 1, 2014.

(6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;

Policy: The OCHC Governance structure presently provides for monitoring of HUD funded recipients and sub-recipients through the Quality Assurance (QA) Renewal Monitoring Committee as contained in the Bylaws.

Practice: The description of the Committee tasks presently includes "to assist them (recipients and subrecipients) in complying with established regulations and ensure their program performance meets HUD thresholds for project renewal." The Committee also assures a fair and open process for the ranking of proposals.

Strategies

1. The Board will request the QA Committee to review the present project evaluation instrument and to revise the instrument to ensure that it measures the performance and effectiveness of each funded project by population and program type as prescribed by HUD for such projects.
2. The revised instrument will be reviewed by the OCHC Board and will be presented to all recipients and sub-recipients for input.
3. The final revised instrument and the process for applying the instrument to projects will be approved by the Board and distributed to all recipients and sub-recipients by January 1st, 2014.

4. The Board will consult with HUD technical contractors to gain information on appropriate ways to constructively “...take action against poor performers” and incorporate these principles into the OCHC overall evaluation process. This will be accomplished by January 1st, 2014.

(7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;

Policy

It is the Policy of the OCHC to ensure that all HUD funded projects, which include 13 Permanent Supportive Housing Projects, one HMIS project and one Support Services Only project, are evaluated annually. There is one ESG Project which is shelter based for unaccompanied youth and which is evaluated annually by OTDA and Solutions to End Homelessness Program (STEHP) Staff.

Practice

The practice has been to have the Quality Assurance Committee review the 15 Projects’ APRs annually for compliance to respective goals and outcomes and to use the results of the data to prepare the subsequent HUD application.

Strategies

1. As stated in Strategies 1-4 under responsibility #6 above, the QA Committee will revise the project evaluation instrument as described.
2. The Board will request that the following Outcome Measures, which have been prescribed by HUD for Permanent Supportive Housing Projects, HMIS Projects and SSO Projects, are incorporated into the instrument.

Criteria (Permanent Supportive Housing)	Standard	Project
a) Occupancy/Average Unit Utilization Rate		
b) Health Insurance for Stayers (Include all insurances)		
c) Food Stamps for Stayers		
d) Employment Income for Stayers		
e) Income Amounts Maintained or Increased for Stayers		
f) Stayers with Non Cash Resources		
g) Length of Stay 7 months or longer for Leavers		
h) Employment Income for Leavers		
i) Leaver Transition to Permanent Housing		
j) Consumer Satisfaction Response Rate		
k) Consumer Satisfaction Results		

Criteria (Support Services Only)	Standard	Project
a) Acquisition of Basic Needs improved (Food, Clothing, Medical Emergencies, etc.)		
b) Acquisition of Shelter		

c) Engagement in the Homeless Services System		
d) Acquisition of Income		

Criteria (Homeless Management Information System)	Standard	Project
a) Designate a single Homeless Management Information System (HMIS) for the geographic area;		
b) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;		
c) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.		
d) Ensure consistent participation of recipients and subrecipients in the HMIS;		
e) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.		
f) Percentage of Universal Data Elements (UDE's) with No or Null Values in HMIS < 10%		
g) Secure Location for equipment		
h) Locking Screen Savers		
i) Virus protection with Auto Updates		
j) Complies with HMIS Policy & Procedure Manual		
k) Individual or Network Fire Walls		

Criteria (ESG)(In NYS-Solutions To End Homelessness Program)	Standard	Project
a) Outreach to Unsheltered		
b) Engagement		
c) Emergency Needs Provisions (Food, Clothing, Hygiene)		
d) Emergency Health/Mental Health/ Substance Abuse		
e) Transportation		
f) Shelter		
g) Engagement in Homeless Services System		
h) Improve quality of Shelter		
i) Provisions of Essential Services in Shelter		

Standards (percentages) will be established by the Board based on the actual average performances by projects on these indicators as reported in the previous year's APRs. If the average score on an indicator is cumulatively seen as overall poor performance in light of meeting the overall goals of the Charter, the Board may raise the threshold expectations under a particular indicator. Example: If the Occupancy/Average Unit Utilization Rate under PSH is 50% the Board may raise the threshold to 70% if this seems reasonable. Otherwise projects are being underutilized.

The OCHC will also put into place an Interim Evaluation process for all projects at the half-way point in the funded/contract year for each project to ensure that the operators of the project have time to take corrective action on poor performance under an indicator before the APR is due.

(8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice.

Policy: Nine Years ago the Orange County Department of Social Services, under the direction of the DSS Commissioner, established a collaborative centralized and coordinated assessment system which is the point of entry into the Orange County Homeless Services System for single and family households in our community in need of such services. The site of this point of entry is in Newburgh, New York and is referred to as the Housing Resource Center (HRC). During regular business hours all homeless households in the geographic area of Orange County are referred and transported to the Center for eligibility determination and referral to the most appropriate level of care within the Continuum for each respective household. On off hours, weekends and holidays, the local Department of Social Services contracts with HONORehg to receive 211 calls and authorizes this provider to house immediately (either in the Agency's shelters or in motels) men, women and families seeking homeless services who have called until the next business day when the HRC is reopened at which time the household is transported to the Center for assessment and eligibility determination.

Practice: Safe Homes of Orange County, the Victim Services Provider and a partner in the Orange County Housing Consortium, receives individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault or stalking.

Strategies

1. The OCHC Board will request the administration of Safe Homes to develop a specific policy to guide the centralized assessment center and the providers of non-victim homeless services in the COC as to how to address the needs of such victims by December 1st, 2013.
2. The policy will be incorporated into the centralized assessment system upon completion of training of relevant staff who operate the centralized assessment system and staff of non-victim service providers in the Consortium no later than January 1st, 2014.

(9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include: Special Note: Written standards for providing Continuum of Care assistance specific to household need, populations and program types by respective OCHC providers do exist as called for by (i), (ii), (iii), (iv) below, but such are not collectively contained in a universal manual. The OCHC Board will request the contracted Coordinator of our 10 Year Plan to End Chronic Homelessness to collect all relevant written standards and to codify them into such a universal manual as a means to increase provider knowledge of such standards, to strengthen overall coordination and to identify gaps for individuals and families who find themselves non-eligible.

(i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;

Practice: Individuals and families seeking eligibility for assistance specifically provided by the OC Department of Social Services (shelter, cash, non-cash benefits) are assessed by the D.D.S. staff at the Housing Resources Center as described above. Determination for assistance is based on criteria established by OTDA regulations.

Practice: Individuals and families seeking eligibility for assistance specifically provided by non-DSS or other government providers in the Continuum are approved for assistance based on respective non-DSS provider standards.

Strategy

1. See special note above.

(ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;

Practice: There are two transitional housing projects within the OCHC, Project Life (families) and Ecclesia House (Single Women).

Strategy

1. See special note above.

(iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;

Practice: There is a relatively new initiative which is being implemented through Bonus Dollars awarded to the OCHC by HUD. This is a gap in our Continuum.

Strategy

1. See special note above.

(iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;

Practice: The amount of rent varies depending on the project and the eligibility for housing assistance for the respective household. This is not generally known by providers in the Continuum.

Strategy

1. See special note above.

(v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;

Practice: There are presently 13 projects in the COC which are supported by HUD funding and are designated as Permanent Supportive Housing. Each serves a special sub-population as identified by HUD. Additionally, there are PSH projects in our Consortium which are not supported by HUD Funding.

Strategy

1. See special note above.

(vi) Where the Continuum is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

The OCHC has not yet been designated as a high-performing community (HPC) by HUD. It should be noted that we are working toward such designation by addressing each of the following standards.

- (i) Mean length of homelessness. Either the mean length of episode of homelessness within the Continuum's geographic area is fewer than 20 days, or the mean length of episodes of homelessness for individuals or families in similar circumstances was reduced by at least 10% from the preceding federal fiscal year.
- (ii) Reduced recidivism. Of individuals and families who leave homelessness, less than 5% become homeless again at any time within the next 2 years; or the percentage of individuals and families in similar circumstances who become homeless again within 2 years after leaving homelessness was decreased by at least 20% from the preceding federal fiscal year.
- (iii) HMIS coverage. The Continuum's HMIS must have a bed coverage rate of 80% and a service volume coverage rate of 80% as calculated in accordance with HUD's HMIS requirements.
- (iv) Serving families and youth. With respect to Continuums that served homeless families and youth defined as homeless under other federal statutes in paragraph (3) of the definition of homeless in §576.2:

 - (v) 95% of those families and youth did not become homeless again within a 2-year period following termination of assistance; or 85% of those families achieved independent living in permanent housing for at least 2 year following termination of assistance.
 - (vi) All the metropolitan cities and counties within the Continuum's geographic area have a comprehensive outreach plan, including specific steps for identifying homeless persons and referring them to appropriate housing and services in the geographic area.

Responsibilities of the Continuum of Care

In addition to the nine specifically identified responsibilities which have been addressed in this Charter, HUD also requires that COCs accomplish other duties.

Designating and operating an HMIS. The Continuum of Care must:

(1) Designate a single Homeless Management Information System (HMIS) for the geographic area;

Response: The HMIS system is Footholds.

(2) Designate an eligible applicant to manage the Continuum’s HMIS, which will be known as the HMIS Lead;

Response: The HMIS lead is CARES Inc. They manage not only our COC but several COC’s in New York State.

(3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.

Response: The privacy plan, security plan and data quality plan will be reviewed and approved at the December 2013 meeting of the full Consortium.

(4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and

Response: The Quality Assurance (QA) Renewal Monitoring Committee will ensure that any inconsistencies in participation by recipients and sub-recipients will be “flagged” (see number 7 above) and corrective action taken.

(5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

Response: During the Interim Rule Work Plan phase the Board of the OCHC will create an ad hoc Data Committee and appoint a Chair and members. The Data Committee responsibilities and duties are spelled out as follows:

The Data Committee will review reports produced from the HMIS and other available sources in order to identify and report on local and national trends. The goal of reporting to the COC is to provide insight into the needs of the community and identify reporting weaknesses and deficiencies.

Responsibilities of the Data Committee:

- Provide narrative HMIS quarterly reports to the COC.
- Identify trends within the homeless and at risk community.
- Identify and report weaknesses in the data to the COC (lack of participation, excessive missing or null data fields, etc).
- Work with the HMIS System Administrator on action plans to increase data quality and compliance within participating agencies.
- Assist any other committees in data review for the purpose of community and COC grant performance and planning.

Additionally the Data Committee will request the HMIS Lead to:

- Create and distribute quarterly and annual HMIS reports to the Data Committee within 30 days of the end of the reporting period.
- Identify and assist in the correction of excessive missing data fields.
- Assist in the creation and implementation of action plans to improve data quality within the HMIS, both at the agency and COC level.

Continuum of Care Planning: The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

- (i) Outreach, engagement, and assessment;**
- (ii) Shelter, housing, and supportive services;**
- (iii) Prevention strategies.**

Response: The OCHC has a housing and service system in place in our geographic area. Through Street Outreach Workers the outreach, engagement and assessment responsibilities are accomplished. Through the OCHC provider agencies shelter, transitional housing, permanent supportive housing, permanent housing and all support services are offered. We are, however, weak on prevention strategies.

The OCHC Board has contracted with a Coordinator to develop our 10 Year plan. A major part of developing this plan is evaluating to what extent our system and services are actually meeting the needs of our homeless individuals (including unaccompanied youth) and families. This evaluation and the draft of the plan will be completed by 12/31/13.

In order to ensure that the Continuum of Care planning responsibility is on-going and that the OCHC is consistently meeting all responsibilities and achieving desired outcomes as contained in our 10 Year Plan , we intend to apply under the NOFA for funding to hire a Planning Coordinator as the workscope and responsibilities of the Continuum require vigilant attention.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

- (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.**
- (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.**
- (iii) Other requirements established by HUD by Notice.**

Response: The OCHC has conducted the Point-In-Time Count of homelessness (sheltered and unsheltered) in our geographic area annually since 2007. We have become adept at this process which is becoming more accurate year by year. The Count is always conducted according to HUD requirements and is scheduled for one 24 hour period during the last week in January each year as prescribed.

The OCHC also has consistently been timely in our reporting of the results of the PIT to HUD and submitting the Housing Inventory Chart (HIC).

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

Response: Annually the OCHC has utilized data collected through HMIS, the results of the APR's for funded recipients and sub-recipients and the information gathered through the Point-In Time Count to determine gaps analysis of the homeless needs and services available within our geographic area.

In 2012 we were able to acquire funding through a private foundation to contract with an individual to work with the Board of the OCHC to develop a 10 Year Plan consistent with Opening Doors. The process of our plan and the work of the Coordinator is focused on the expressed needs of both the sheltered and unsheltered homeless households in our community. These needs are identified through one-on-one interviews with people who are homeless as well as focus groups with homeless men, women and adolescents. The interviewing methodology is unique as those interviewed are invited to tell their individual "stories", express their felt experiences of being homeless and their coping mechanisms and to "evaluate" their individual experience of our centralized homeless assessment system as well as which agencies and projects among the services providers have been effective in meeting their needs. They are also requested to identify what is missing in our system. The results of this process have already raised gaps in our approaches and services available and will ultimately serve as a comprehensive gaps analysis within our Consortium.

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;

Response: Annually the OCHC provides information required to complete the Consolidated Plans within our geographic areas. This information is submitted to the Orange County Office of Community Development, the primary HUD conduit for our community as well as to the HUD offices in the cities of Middletown, Newburgh and Port Jervis. An official of the OCOCD is an active member of the Board of Directors of our COC.

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

Response: There are 64 Recipients and sub-recipients of Emergency Solutions Grants funding in New York State the total allocation of which is \$15,767,296 state-wide for 2013. The federal portion is approximately \$6.5 million and the State portion is \$9.3 million.

There is one recipient of ESG funding in our Consortium, HONORehg, which also is the agency which has been selected as our Collaborative Applicant. The project is into the third year of ESG funding and has been fully compliant with all ESG requirements especially as they relate to the COC.

The Executive Director of HONORehg has been an active participant in the ESG planning process on a state level and has introduced this resource to the planning for our Consortium. He also serves as the President of the Board of the OCHC.



Memorandum of Understanding

between

CARES of NY, Inc.

and

NY-602 - NEWBURGH, MIDDLETOWN/ORANGE COUNTY COC

I. Purpose and Scope

The Continuum of Care has requested CARES of NY, Inc. implement and maintain a Homeless Management Information System (HMIS) in compliance with HUD's requirements and standards.

CARES of NY, Inc. agrees to abide by the below purpose of the HMIS:

- To meet HUD's requirement to produce an unduplicated count of homeless
- To develop new means of regional collaboration
- To facilitate continuity of care in homeless services
- To develop programs that are responsive to individuals' needs

In 2001, Congress directed the U.S. Department of Housing and Urban Development (HUD) to implement a national data collection system to produce an unduplicated count of persons using homeless services. The Homeless Management Information System (HMIS) is a computerized data collection system that will be used by multiple agencies to capture the number of persons utilizing services, their characteristics and demographic information.

The CARES Regional HMIS (CARES of NY, Inc.) has a tremendous capacity to strengthen the collaboration among homeless service providers. Utilizing this coordinated system to count and track homeless trends, CARES of NY, HMIS will allow providers to collect data using a universal language. Methods and procedures for recording use of service will be standardized, thereby giving all service providers a common denominator for discussions about the quantity and quality of service. Perhaps most important, homeless service providers will be working together in a new manner to follow those activities and trends that transcend the individual agency

HMIS Goals

- Unduplicated count: The HMIS will provide an unduplicated count of the number of individuals accessing services from homeless service providers in The Continuum of Care.
- Service tracking and trends: The HMIS will identify demographic and service utilization trends.



- Streamlined referral process: The HMIS will create a comprehensive data-base of homeless services throughout the Continuum of Care.
- Enhanced service delivery: Reviewing client service trends, the HMIS will reveal service areas in need of enhancement and growth.
- Information for policymaking: Aggregate data will be shared with homeless service advocates, government officials and researchers. This information will better inform our understanding of homelessness and guide public policy and program development.

HMIS Participation

All recipients of HUD funds will be required to participate in the HMIS as will some Federal Partners. This includes recipients of Emergency Solutions Grant (ESG) funds, Supportive Housing Program (SHP), Shelter Plus Care (S+C), Section 8 Mod Rehab for SRO, Housing Opportunities for Persons with AIDS (HOPWA) and more recently, Homelessness Prevention and Rapid Re-housing Program (HPRP), Supportive Services for Veteran Families (SSVF) and Runaway Homeless Youth (RHY). In addition, HUD encourages participation of other federal programs that serve homeless persons. Participation of other organizations that do not receive HUD Continuum of Care funding is voluntary, but strongly encouraged in order to achieve an accurate picture of homeless services in the region.

Benefits to Lead Agency and the Continuum of Care

In addition to fulfilling the HUD requirements, participation in the HMIS will enable Lead Agency and the Continuum of Care to report accurate statistical data to funders and policy makers including information on clients' financial resources, county of origin, and use of services. It will ensure that all local providers are using a common intake, thereby providing the most effective and efficient service to clients. In addition, individual agencies will benefit from the ability to electronically manage their client records and generate reports in a quick and easy manner.

CARES of NY, Inc and the HMIS

CARES of NY, Inc. is a not-for-profit agency whose mission is assisting local communities in expanding housing and other resources for homeless persons and/or persons with disabilities. CARES of NY, Inc was selected to serve as the administrator of the Homeless Management Information System (HMIS) in the Capital Region because of its involvement and knowledge of the service provision in each of these communities. In addition, CARES of NY, Inc serves as HMIS administrators for 25 counties within 13 Continuums of Care in NYS. As the HMIS administrators, CARES of NY, Inc is responsible for promoting the use of a regional HMIS, implementing the HMIS, providing computer training to agency users, and providing on-going technical assistance to all service providers participating in the HMIS.

II. MOU Term

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term is for the period of the HUD HMIS contract year and continues until terminated by one or both parties.

III. CARES of NY, Inc. Responsibilities

CARES of NY, Inc. shall undertake the following activities during the duration of the MOU term:

- Monitor adherence of all participating agencies in the Continuum of Care to applicable federal and state laws and regulations and program guidelines and report findings to the HMIS Data Committee and HMIS Advisory Committee at least quarterly.
- Review and approve all documentation evidencing the Continuum of Care performance of services as set forth in the Scope of Work and monitor the Continuum of Care performance compliance with the MOU.



Additionally, as the HMIS System Administrator, CARES of NY, Inc. shall undertake the following activities during the duration of the MOU term:

- Selection of a software vendor and maintaining the relationship with this software vendor.
- Ensuring software securities are up-to-date and protecting all individual client data from unauthorized viewing.
- Training on privacy standards at each participating agency.
- Complying with HIPAA regulations as required by covered entities.
- Providing regular user training to ensure all users are knowledgeable on the software system
- Providing technical assistance for all system users
- Producing and distributing regular reports to the Continuum of Care
- Producing additional reports as required by HUD and requested by member agencies.

IV. Continuum of Care Responsibilities

The Continuum of Care shall undertake the following activities during the duration of the MOU term:

Responsibilities of the Continuum of Care

As the Continuum of Care coordinating body, Lead Agency is responsible for the following activities:

- Encourage the participation of all members in the HMIS
- Require all new users to attend training by CARES of NY, Inc. prior to being assigned a user license
- Review CoC level reports and provide feedback on the data provided to both the Continuum of Care and the HMIS System Administrator as needed.
- Support CARES of NY, Inc.'s efforts to secure funds to maintain the HMIS.
- Ensure participating agencies maintain the rules and responsibilities outlined in the CARES Regional HMIS policy and procedure manual.
- Convene and maintain a Data Quality sub committee

Participating Agency Responsibilities

The participating agency is responsible for all activities associated with agency staff access and use of the Foothold Software System (AWARDS). The agency will be held responsible for any misuse of the software system by the designated staff.

It is required that each participating agency:

- Review and sign in agreement with the CARES Regional HMIS Policy and Procedure Manual.
- Establish operating practices to ensure organizational adherence to the HMIS Policies and Procedures.
- Establish a privacy policy to ensure the protection the confidential client data and provide to CARES of NY, Inc.
- Communicate operating practices including privacy protection and User responsibilities to agency users. Document that each User understands and accepts the User responsibilities.
- Monitor compliance and periodically review control decisions.
- Edit and update agency information, including staff, location, and capacity, as needed.
- Grant access to the software system for Users authorized by the agency's Executive Director by creating usernames and passwords
- Send staff to trainings on the uses of the Foothold software system including a review of the CARES Regional HMIS Policies and Procedures, and any agency operating practices and privacy notice.
- Notify all Users in their agency of interruptions in service.
- Detect and respond to violations of the Policies and Procedures or agency procedures.
- Maintain complete and accurate client records.



V. Funding

CARES of NY, Inc. will work with the Continuum of Care to procure adequate funding for programs funded by the Continuum of Care grant to maintain access to the HMIS with all attending supports and services as outlined above, including, but not limited to, grant funding from the Continuum of Care Grant Award and community sourced cash matches.

To keep the CoC cost burden of the HMIS to a minimum, non-Continuum of Care funded programs (such as SSVF, RHY, HOPWA, ESG, etc) required by any funding source to use the HMIS will be required to separately contract with CARES of NY, Inc. for inclusion in the HMIS. CARES of NY, Inc. will work with all such programs and agencies to secure appropriate funding. Programs falling under this category, even those within agencies already participating in the HMIS with CoC funded or voluntary programs, will not be set up or given user access until a signed contract has been delivered.

VII. Modification and Termination

- This agreement may be cancelled or terminated without cause by either party by giving (90) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
- Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.
- It is mutually agreed that if the funding of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the Continuum of Care shall have no liability to pay any funds whatsoever to CARES of NY, Inc. and CARES of NY, Inc shall not be obligated to perform any provisions of this Agreement for which they are not reimbursed.




VIII. Effective Date and Signature

This MOU shall be effective upon the signature of the Continuum of Care authorized officials. It shall be in force from 3/1/20 – 2/28/21. CARES of NY, Inc. and the Continuum of Care indicate agreement with this MOU by their signatures.

Signatures and dates


Authorized signature from CARES of NY, Inc.


Authorized signature from the Continuum of Care

8/19/19
Date

7-29-19
Date

CARES Regional HMIS Governance Charter

The following document describes the governance responsibilities for the CARES Regional HMIS and participating agencies. This will apply to all CoCs in contract with CARES for HMIS System Administration.

Planning and Software Selection

HMIS Planning and Strategic Activities - CARES, Inc. will ensure that activities related to HMIS growth and use are developed, reviewed regularly, and in accordance with the CoC's goals.

HMIS Program Milestones Development – CARES, Inc. Identifies general milestones for project management, including training, expanded system functionality, etc.

Universal Data Elements – CARES, Inc. ensures that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Universal Data Elements as outlined in the HMIS Data and Technical Standards.

Program-Specific Data Elements – CARES, Inc. ensures that the HMIS is able to manage the collection of each data variable and corresponding response categories for the Program-specific data elements as outlined in the HMIS Data and Technical Standards.

Unduplicated Client Records - CARES, Inc. ensures the HMIS is able to generate a summary report of the number of unduplicated client records that have been entered into the HMIS.

APR Reporting - CARES, Inc. ensures the HMIS is consistently able to produce a reliable APR.

HMIS Reports - CARES, Inc. ensures the HMIS generates other client served, utilization summary, and demographic reports both at the system and program levels for purposes of understanding the nature and extent of homelessness in the CoC.

HMIS Management and Operations - Governance and Management

HMIS Governance Structure – CARES, Inc. ensures a HMIS governance model is developed and formally documented between the HMIS Lead Agency/grantee and the community planning body(ies). Ensures that a formal agreement that outlines management processes, responsibilities, decision-making structures, and oversight of the HMIS project has been executed (as evidence by a Memorandum of Understanding, Letter of Agreement, or similar such documentation). CARES, Inc also regularly monitors the HMIS Lead/Grantee and the CoC HMIS Oversight entity on adherence to the agreement.

HMIS Oversight Inclusive Participation – The CoC ensures membership of the HMIS steering committee or advisory board is inclusive of decision makers representing the CoC and community.

HMIS Technical Support - CARES, Inc. provides technical expertise commensurate with the general HMIS program oversight; provides timely support on high level technical matters; reviews and authorizes HMIS Software changes in response to the changing requirements of participating agencies; and, generally reviews and authorizes special issues brought to it by participating agencies.

HMIS Software Technical Support – CARES, Inc. provides technical expertise commensurate with the requirements of the HMIS software and/or system; provides timely support on software technical matters; is responsible for implementation of authorized changes to the HMIS software and processes; and, generally implements resolutions to any special issues authorized by the HMIS Technical Support Entity within the software and/or overall system.

HMIS IT Issue Tracking – CARES, Inc. maintains a regularly updated list of HMIS system service requests, activities, deliverables, and resolutions.

HMIS IT Issue Monitoring (Community Level) - CARES, Inc. regularly reviews HMIS System service requests, activities, deliverables and resolutions. Provides authoritative support when necessary to expedite IT issue resolution.

HMIS Staff Organization Chart – CARES, Inc. maintains a current and accurate organization chart that clearly identifies all team members, roles and responsibilities, and general work activities/functions. This organization chart is available for review upon request to Nancy Chiarella, CARES, Inc. (518) 489-4130 x103 or nchiarella@caresny.org

HMIS Software Training - CARES, Inc. provides regular training on software usage, software and data security, and data entry techniques to participating agencies. Develops, updates, and disseminates data entry tools and training materials. Monitors and insures system.

HMIS User Feedback – CARES, Inc. manages and maintains mechanisms for soliciting, collecting, and analyzing feedback from end users, program managers, agency executive directors, and homeless persons. Feedback includes impressions of operational milestones and progress, system functionality, and general HMIS operations. Examples of feedback include satisfaction surveys, questionnaires, and focus groups

System Operation and Maintenance - CARES, Inc. is responsible for the day to day operation and maintain of the HMIS System.

HMIS Management Issues - CARES, Inc. ensures that the HMIS is managed in accordance to CoC policies, protocols, and goals.

HMIS Program Milestones Monitoring - CARES, Inc. monitors milestones, notes variances, and reports variances to CoC membership.

Agency and Program HMIS Participation – CARES, Inc. regularly monitors program and agency-level participation in HMIS via comparison of point-in-time census of beds/slots versus

clients served and reports findings to CoC on a regular basis. Evidence of monitoring reports are available for review.

AHAR Participation – CARES, Inc. ensures participation in the AHAR (Annual Homeless Assessment report).

Client Consent - Each Participating Agency ensures the completion and documentation of client consent, as appropriate with the CoC's Client Consent Policies and Protocols.

Data and System Security - CARES, Inc. ensures adherence by agency staff with the HMIS data and system security protocols as outlined by the CoC and the HUD HMIS Data and technical Standards.

Data Quality Standards - The CoC Data Quality Committee, in conjunction with CARES, Inc and the Advisory Committee's base standards, outlined in the Policy and Procedure manual, develops and enforces community level data quality plan and standards.

Universal Data Elements – CARES, Inc. ensures the collection of each data variable and corresponding response categories on all clients served by McKinney Vento funding.

Other

Program-Specific Data Elements – CARES, Inc. ensures the collection of each data variable and corresponding response categories specific to their program type on all clients served by McKinney Vento funding.

Data Quality Reports – CARES, Inc. regularly runs and disseminates data quality reports to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.

Data Quality Reports – CARES, Inc. provides technical assistance and training in response to data quality reports disseminated to participating programs that indicate levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.

Data Quality Reports – CARES, Inc. regularly runs and disseminates data quality reports The CoC Data Committee that indicate cross program levels of data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.

Data Quality Reports - The CoC Data Committee regularly reviews data quality reports at community planning level on data entry completion, consistency with program model, and timeliness as compared to the community data quality standards.

HMIS Policy Development and Oversight

Client Confidentiality and Privacy Training - CARES, Inc. provides regular training on client confidentiality and privacy requirements to intake staff, data entry staff and reporting staff at participating agencies. CARES, Inc. also ensures all agencies have sufficient privacy policies and protocols in place.

Performance Measurement Training - The CoC Lead Agency provides regular training and guidance on program performance measurement.

Community Planning Goals and Objectives Training - The CoC Lead Agency provides training and regularly reviews the progress of the Community Planning Goals and Objectives.

Business Practices Training - The CoC Lead Agency provides training and guidance on business practices to support CoC and HMIS policies (CoC-specific protocols, ethnics, strategies for communication, etc.)

Program Funding Training and Orientation – The CoC Lead Agency ensures all required HMIS participants (McKinney-Vento funded programs such as ESG, SHP, S+C, SRO, and HOPWA projects that target homeless) have received training and orientation on regulations pertaining to McKinney Vento.

Participating Agency Documentation – CARES, Inc. maintains documentation of the number of participating agencies (utilizing the system) is up-to-date. A comparative analysis of planned versus actual deployments at the project level is maintained by **The CoC Data Committee**.

Participation Rates – The CoC Data Committee regularly reviews and monitors the HMIS coverage rates of the CoC. If coverage rates have not achieved a 75% level of participation, can provide an explanation for the barriers to implementation at specific agencies. Ensures that ongoing engagement activities and barrier resolution are occurring with nonparticipating agencies.

Participation Rates – CARES, Inc. provides regular reports on HMIS participation rates to CoC Subcommittee. **The CoC Data Committee** is encouraged to create and keep and up to date analysis of agency-specific barriers with potential solutions.

Policies and Procedures - CARES, Inc. ensures the existence and use of HMIS Policies and Procedures.

Agency Participation Agreement – CARES, Inc. ensures and maintains written agreements with participating agencies that describes the protocols for participation in the HMIS.

Data Sharing Agreements – There is currently no data sharing within the CARES Regional HMIS.

HMIS End-User Agreement – CARES, Inc. ensures and Maintains a written agreement with each authorized user of the HMIS that defines participation protocols, including training criteria, consent protocols, system use, and privacy and security standards.

Client Consent – CARES, Inc. ensures that the CoC and/or implementing jurisdiction geography of the HMIS grantee has a defined and documented client consent protocol for use as baseline practice among all participating HMIS users.

Data Release – CARES, Inc. ensures that the CoC and/or implementing jurisdiction geography of the HMIS grantee has a defined and documented HMIS data release protocol that governs release of all data from the HMIS.

Other Federal Requirements

Drug-Free Workplace – CARES, Inc. has adopted a drugfree workplace policy. The policy is posted and available for Review.

Homeless Client Participation – The CoC is responsible to ensure the participation of at least one homeless person or formerly homeless person participates in policymaking. Participation can include but is not limited to governing board leadership, advisory committees, staff positions, and sub-committee positions.

Conflict of Interest – CARES, Inc. has adopted a conflict of interest policy for board members, staff, and volunteers.

Equal Opportunity and Non-Discrimination Policy – CARES, Inc. has adopted an equal opportunity and non-discrimination