



Coordinated Entry System Participation Agreement

This Coordinated Entry System (CES) Participation Agreement is between _____ (the participating CES Organization) and the WV Coalition to End Homelessness, the Lead CES Agency for the Balance of State Continuum of Care (BoS CoC). This CES Participation Agreement sets forth the roles and responsibilities of both parties with regard to the confidentiality and use of the Coordinated Entry System.

WV Coalition to End Homelessness (WVCEH) will serve as the administrator for the Coordinated Entry System and will assume the responsibilities and requirements of Coordinated Entry as outlined in the CoC Interim Rule. WVCEH will:

- Ensure the operation of Coordinated Entry and participation by recipients of HUD funds and other funding sources.
- Develop written guidance for the operation of Coordinated Entry (CE).
- Monitor participation for consistency and adherence as outlined in the CES Written Guidance.
- Conduct oversight of Coordinated Entry participation to ensure compliance with HUD regulations.
- Report to the Continuum of Care (CoC) on a regular basis with regard to Coordinated Entry participation, data quality, and compliance.
- Communicate with all eight regions in the BoS CoC regarding changes to Coordinated Entry and upcoming meetings/calls.
- Maintain the Coordinated Entry System intake line, oversee the housing guide, complete referrals to providers, and ensure PH providers' unit lists are updated and accurate.

As a Participating Coordinated Entry System (CES) Organization, _____ agrees to partner with WVCEH in support of Coordinated Entry for the Balance of State CoC. The participating CES organization will:

- Maintain confidentiality of all names discussed during Coordinated Entry meetings.
- Designate a staff member(s) to serve as Agency Contact, provide oversight of agency's data quality and user compliance, and provide contact information to the CES Lead Agency.
- Comply with all data entry, security and privacy policies as outlined in the CES written guidance.
- Comply with the roles and responsibilities set forth in this Participation Agreement.
- Take an active role in the CoC's Coordinated Entry efforts adhering to the guidelines and processes established by the CoC based on project specific requirements.

Neither the CES Participating Organization nor the CES Lead Agency may transfer the rights and responsibilities outlined in this agreement without the written consent of the other party. This Participation Agreement will be in force until revoked in writing by either party and then will be terminated without 30 days of written notice by the CES Participating Organization or the CES Lead Agency.

This agreement will be reviewed and renewed annually, in accordance with federal regulation.

CES Participating Organization Executive Director Signature

Date

CES Lead Agency Executive Director Signature

Date