

# Governance Charter



DEL NORTE, LASSEN, MODOC, PLUMAS, SHASTA, SIERRA AND SISKIYOU COUNTIES

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**Overview**

The NorCal Homeless Continuum of Care (CoC) coordinates the implementation of a housing and service system that meets the needs of persons experiencing homelessness in the CoC. The CoC geographic area includes Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra and Siskiyou counties.

This Governance Charter outlines the roles and responsibilities of the CoC, the seven Advisory Boards, the Administrative Entity, and the Homeless Management Information System (HMIS) Lead Agency.

Vision

The CoC envisions a homeless response system that uses resources effectively, quickly connecting our neighbors with services to regain and retain housing or to prevent homelessness from occurring. By reducing homelessness, we will improve the quality of life and well-being of everyone in our region.

Values

Our values, based on a unified and community-wide solution, will align efforts to address homelessness and mitigate the impacts it has on our communities. Together, we create an assertive, effective, and strategic approach that will serve as the homeless response system.

* + Healthy Communities - with a coordinated, regional response, support our most vulnerable populations in identifying housing opportunities and achieving greater dignity and self-sufficiency.
	+ Coordinated System of Care – a community-wide response to homelessness prioritizes the quality of life for all persons, understanding that each person has unique needs, strengths, and experiences.
	+ Long-term Sustainability-investments in the right solutions will result in effective use of resources and significantly reduce the number of persons experiencing homelessness.



**Roles and Responsibilities**

1. **Operating the Continuum of Care**

 The CoC Executive Board

The CoC Executive Board is the decision-making body for the CoC. Members of the Board include local officials, service provider agencies, formerly homeless individuals, and advocates. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the Advisory Boards in the CoC region. This will ensure a fair distribution of appointment across organizational affiliations and representation of all relevant homeless subpopulations. The roles and responsibilities of the Executive Board are as follows:

* 1. Hold meetings of the full membership, with published agendas, at least semi-annually (24 CFR 578.7);
		1. The CoC will hold meetings monthly;
	2. Issue public invitation for new members to join at least annually;
	3. Adopt and follow a written process to select a board to [act](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=f1c6ee7e16e3c032bcc5c24358438704&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least once every 5 years;
	4. Designate an entity to serve as Administrative Entity
	5. Designate an entity to serve as Collaborative Applicant
	6. Designate an entity to serve as HMIS System Administrator (HMIS SA)
	7. In consultation with the Administrative Agency and the [HMIS System](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=f6a2933add78206fb89862676c45a0a4&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) Administrator, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with designating and operating a HMIS and include [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=b4c41a41a06472a929e5e4445cab139d&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person [acting](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=f1c6ee7e16e3c032bcc5c24358438704&amp;term_occur=2&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) on behalf of the board;
	8. Approve the goals of the NORCAL CONTINUUM OF CARE Strategic Plan;
	9. Approve Advisory Board, Administrative Entity and HMIS SA policies and procedures;
	10. Develop CoC policies and procedures;
	11. In consultation with the Administrative Entity and the HMIS SA, develop, follow, and update annually develop CoC policies and procedures;
	12. In consultation with the Administrative Entity and HMIS SA, develop, follow and update annually a HMIS Governance Charter (Attachment E), which includes all measures needed to comply with designating and operating a HMIS and include HMIS requirements as prescribed by HUD
		1. Designate a single HMIS;
		2. Designate an eligible applicant every two years through a m monitoring process to manage the CoC’s HMIS, known as the HMIS SA;
		3. Approve the privacy, security, and a data quality plan for the HMIS;
		4. Ensure the HMIS is administered in compliance with requirements prescribed by HUD, including procurement of costs and services through an annual monitoring process of the HMIS SA;
		5. Ensure consistent participation of recipients and sub-recipients in the HMIS;
	13. Appoint committees, subcommittees, or workgroups;
	14. Evaluate Strategic Plan performance;
	15. Evaluate outcomes of projects funded under the Emergency Solutions Grants program, the CoC program, and report to HUD and other funders;
	16. Approve gap analysis;
	17. Take action against poor performers who do not meet the minimum established performance targets for CoC activities and funding;
	18. Approve submission of applications in response to Program Notice of Funding Availability (NOFA) opportunities through the Rating and Ranking committee;
	19. Review, and evaluate specific funding requests;
	20. Review and approve Ranking and Rating committee funding recommendations;
	21. Build community awareness inclusive of the needs of all homeless populations;
	22. Approve Consultant applications and request for support materials, services, and supplies.

The Advisory Boards

The CoC Executive Board has established Advisory Boards to include representatives from relevant stakeholders and will include a broad representation of key stakeholder groups found within the counties encompassed in the CoC as articulated in the HUD Interim Rule. Each of the counties participating in the CoC region will be responsible for forming a local Advisory Board. The roles and responsibilities of the Advisory Board are as follows:

1. Adhere to the guidelines in the Governance Charter;
2. Establish, update, and implement to the NORCAL CONTIUUM OF CARE Strategic Plan;
3. Coordinate the implementation of an effective housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services;
4. In conjunction with the Administrative Entity, plan for and conduct an annual Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons;
5. Support programs to meet the goals of the NORCAL CONTIUUM OF CARE Continuum of Care Strategic Plan;
6. Appoint members with program expertise to workgroups;
7. Ensure funding requests meet the specific Strategic Plan goals;
8. Collaborate with the Administrative Entity to plan and conduct an annual gaps analysis of the homeless needs and services available;
9. Develop Advisory Board wide policies and procedures with support from the Administrative Entity;
10. Establish priorities for funding projects in concurrence with the Strategic Plan;
11. Consult with [recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=2&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) and sub[recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=3&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) to establish performance targets appropriate for population and program type and evaluate outcomes;
12. Evaluate outcomes of [projects](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=d7e9ff2577783fdbfee8758941d304b6&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) funded under the [Emergency Solutions Grants](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=67283c7cfa8963b14298eeafc07966a3&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) program and the Continuum of Care program;
13. Build community awareness inclusive of the needs of all homeless populations;
14. Coordinate the local Point-In-Time (PIT) Count and Housing Inventory Count (HIC) within the Counties that meets the following requirements:
	1. [Homeless](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=da1f15b500b4abf5b417c094db4e4377&amp;term_occur=3&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) 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](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=da1f15b500b4abf5b417c094db4e4377&amp;term_occur=4&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) persons;
	2. Persons living in [emergency shelters](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=348997cd46ba8b8de0a877a28626c384&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) and [transitional housing](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=0880f71b11d0341d0c243c93134bdf7c&amp;term_occur=2&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) [projects](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=d7e9ff2577783fdbfee8758941d304b6&amp;term_occur=2&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) must be counted as sheltered [homeless](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=da1f15b500b4abf5b417c094db4e4377&amp;term_occur=5&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) persons; and
	3. Other requirements established by HUD by Notice.
15. Adhere to the requirements as written in the CoC agreements between the Administrative Entity and the Counties and CoC Advisory Boards
16. Collaborate with the Administrative Entity to provide data for the gap analysis;
17. Coordinate, with the support of the Administrative Entity, 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:
	1. Outreach, engagement, and assessment;
	2. Shelter, housing, and supportive services; and
	3. Prevention strategies.
18. Ensure consistent participation of [recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=6&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) and sub[recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=7&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) in the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=b4c41a41a06472a929e5e4445cab139d&amp;term_occur=4&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7); and
19. Develop, with support of Domestic Violence service providers, the emergency transfer plan for the Counties that meets the requirements under [§ 578.99(j)(8)](https://www.law.cornell.edu/cfr/text/24/578.99#j_8).

The Administrative Entity

The CoC Executive Board has established an Administrative Entity role to provide guidance to ensure that duties of the CoC are being met. The Administrative Entity may be a unit of local government, a non-profit agency or an individual person.

The CoC Board will enter into a Memorandum of Understanding (MOU) with the designated Administrative Entity. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

Current Administrative Entity/Interim Administrative Entity

Effective September 19, 2023, the CoC Executive Board votes to designate City of Redding to serve as the CoC’s Administrative Entity/Interim Administrative Entity for two years. With written 90-day notice, the Administrative Entity/Interim Administrative Entity can terminate its status. In accordance with the MOU, written notice must be given to the Executive Board.

Designation and Solicitation Process

Every five years beginning in 2023, the CoC Executive Board will review the performance of the current Administrative Entity and determine if it will publicly solicit an Administrative Entity or continue to designate the current Administrative Entity. That decision can be made and documented within the CoC Executive Board meeting. Simple Majority Vote.

If the Executive Board determines that it needs to procure a new Administrative Entity, it does the following:

1. Form a workgroup to manage the procurement process
2. Use an RFP to procure a new Administrative Entity
3. Designate the Administrative Entity resulting from the procurement process

Review of Administrative Entity Performance

Every five years beginning in 2023, the Executive Board will designate a group to conduct a review of the performance of the current Administrative Entity and make recommendations to continue to designate the same entity to serve as the Administrative Entity or to seek to procure a new Administrative Entity. The performance review will include the following at minimum:

1. Review MOU between CoC Executive Board and CA and status of agreed upon work
2. Review of CoC Planning grant APRs
3. Review of CoC Planning grants for issues with grant execution, match, reporting, or expenditures
4. Review available HUD program monitoring reports and the results of findings/concerns
5. Review compliance with requirements related to the submission of HIC/PIT data, LSA data, System Performance Measures, CoC Planning APR, and the CoC Application
6. Review recent CoC Program grant awards and CoC Application scores
7. Review compliance with all applicable sections of the CoC Program Rule

The designated workgroup will present the results of the Administrative Entity performance review to the Executive Board for consideration, along with recommendations for Administrative Entity designation (either to continue to designate the current Administrative Entity or to procure a new Administrative Entity).

If needed, the Executive Board has the authority to initiate an Administrative Entity performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Executive Board members.

Because the Executive Board did not conduct an Administrative Entity performance review in 2023, the first review will occur in 2024. The next review will be due in 2028.

The Administrative Entity’s roles and responsibilities are as follows:

1. Facilitate meetings with published agendas;
2. Provide access to participate remotely in Administrative Entity hosted meetings;
3. Enhance the knowledge of the service providers to address housing needs;
4. Conduct annual gap analysis;
5. Facilitate the administration of an annual Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons with the Advisory Boards;
6. Set baseline for system performance based on funding;
7. Build community awareness inclusive of the needs of all homeless populations;
8. Inform the Executive Board of program needs;
9. Ensure consistent participation of [recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=6&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) and sub [recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=7&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) in the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=b4c41a41a06472a929e5e4445cab139d&amp;term_occur=4&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7);
10. Complete CoC wide funding applications;
11. Develop and provide CoC trainings including HUD mandated training topics;
12. Monitor performance of funding projects in accordance with the funding contract;
13. Design, operate, and follow a collaborative process for development of applications for funding;
14. Prepare resolutions and reports to the Redding City Council as needed per City of Redding requirements;
15. Oversee the Rating and Ranking processes;
16. Process Consultant applications, invoices and request for support materials, services and supplies;
17. Update, maintain and monitor the CoC website;
18. Report the results of the evaluation outcomes of [projects](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=d7e9ff2577783fdbfee8758941d304b6&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) funded under the [Emergency Solutions Grants](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=67283c7cfa8963b14298eeafc07966a3&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) program and the Continuum of Care program to HUD;
19. Ensure the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=b4c41a41a06472a929e5e4445cab139d&amp;term_occur=5&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) is administered in compliance with requirements prescribed by HUD;
20. Provide information required to complete the Consolidated Plan(s) within the CoC's geographic area;
21. Consult with [State](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=662a16e0eb742b1c291df06dbc29fe3b&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) and local government [Emergency Solutions Grants](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=67283c7cfa8963b14298eeafc07966a3&amp;term_occur=4&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) program [recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=8&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) within the CoC's geographic area on the plan for allocating [Emergency Solutions Grants](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=67283c7cfa8963b14298eeafc07966a3&amp;term_occur=5&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) program funds and reporting on and evaluating the performance of [Emergency Solutions Grants](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=67283c7cfa8963b14298eeafc07966a3&amp;term_occur=6&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) program [recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=9&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) and sub[recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=10&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7);
22. In consultation with [recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=5&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) of [Emergency Solutions Grants](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=67283c7cfa8963b14298eeafc07966a3&amp;term_occur=3&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) 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:
	1. Policies and procedures for evaluating individuals’ and families’ eligibility for assistance under this part;
	2. Policies and procedures for determining and prioritizing which eligible individuals and families will receive [transitional housing](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=0880f71b11d0341d0c243c93134bdf7c&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) assistance (these policies must include the emergency transfer priority required under [§](https://www.law.cornell.edu/cfr/text/24/578.99#j_8) [578.99(j)(8)](https://www.law.cornell.edu/cfr/text/24/578.99#j_8));
	3. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance (these policies must include the emergency transfer priority required under [§ 578.99(j)(8)](https://www.law.cornell.edu/cfr/text/24/578.99#j_8));
	4. Standards for determining what percentage or amount of rent each [program](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=5fe2647a484b6a6e9d5d23c02317cae0&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) [participant](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=5fe2647a484b6a6e9d5d23c02317cae0&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) must pay while receiving rapid rehousing assistance;
	5. Policies and procedures for determining and prioritizing which eligible individuals and families will receive [permanent supportive housing](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=713c6fa442ab779d9e4ff741a2d25f28&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) assistance (these policies must include the emergency transfer priority required under [§](https://www.law.cornell.edu/cfr/text/24/578.99#j_8) [578.99(j)(8)](https://www.law.cornell.edu/cfr/text/24/578.99#j_8)); and
	6. Where the Continuum is designated a [high-performing community](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=97d040274991b8f8e87a16acc38bb7d3&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7), policies and procedures set forth in [24 CFR 576.400(e)(3)(vi)](https://www.law.cornell.edu/cfr/text/24/576.400), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).
23. Assist the Advisory Board with policies and procedures;
24. Act as the Secretary for the Executive Board Meetings;
25. Administrative Entity to determine equitable distribution of funds using framework identified under “Funding” when funds are required to have an equitable distribution.
26. Act as the Fiscal Agent for the CoC;
27. Coordinate, with Advisory Boards, 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:
	1. Outreach, engagement, and assessment;
	2. Shelter, housing, and supportive services; and
	3. Prevention strategies.

The HMIS System Administrator (SA)

The CoC Executive Board designates an entity to serve as the HMIS SA and operate the CoC’s HMIS. With written notice, the HMIS SA can terminate its status. In accordance with the MOU, written notice must be given to the Executive Board.

The CoC Board will enter into a Memorandum of Understanding (MOU) with the designated HMIS SA. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

Current HMIS System Administrator

Effective July 31, 2023, the CoC Executive Board votes to designate United Way of Northern California to serve as the CoC’s HMIS SA to be operational January 1, 2024. Shasta County Health and Human Services Agency will continue to serve as HMIS SA and will assist with the transition of United Way of Northern California until December 31, 2023.

Designation and Solicitation Process

Every five years beginning in 2023, the CoC Executive Board will review the performance of the current HMIS SA and determine if it will publicly solicit a HMIS SA or continue to designate the current HMIS SA. That decision can be made and documented within a CoC Executive Board meeting; Simple majority vote.

If the Executive Board determines that it needs to procure a new HMIS SA, it does the following:

1. Form a workgroup to manage the procurement process
2. Use an RFP to procure a new HMIS SA
3. Designate the HMIS SA resulting from the procurement process

Review of HMIS System Administrator Performance

Every five years beginning in 2024, the CoC Board will designate a group to conduct a review of the performance of the current HMIS SA and make recommendations regarding the HMIS SA designation. The performance review will include the following at minimum:

1. Review MOA between CoC Executive Board and HMIS SA and status of agreed upon work
2. Review of HMIS grant APRs
3. Review of HMIS grants for issues with grant execution, match, reporting, or expenditures
4. Review available HUD program monitoring reports and the results of findings/concerns
5. Review status of Service Participation policy, fee collection, any negative feedback from end users or providers related to administration of the fee policy

The designated workgroup will present the results of the HMIS SA performance review to the Executive Board for consideration, along with recommendations for HMIS SA designation (either to continue to designate the current HMIS SA or to procure a new HMIS SA).

If needed, the Executive Board has the authority to initiate a HMIS SA performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Executive Board members.

Because the Executive Board did not conduct a HMIS SA performance review in 2023, the first review will occur in 2024. The next review will be due in 2028.

The HMIS System Administrator’s roles and responsibilities

1. Identify and contract with HMIS provider with approval from the Executive Board;
2. Review, and revise privacy, security, and a data quality plan for the HMIS to present to the Executive Board;
3. Ensure HMIS software meets the minimum data and technical functionality requirements established by HUD;
4. Establish, procure, and maintain contracts and End User Agreement with HMIS user agencies as referenced in HMIS Policies and Procedures Appendix H;
5. Maintain policies and procedures for HMIS as required by HUD;
6. Develop and provide CoC HMIS trainings;
7. Provide technical assistance and training to HMIS service providers;
8. Develop standard reports and queries of HMIS data;
9. Implement the Coordinated Entry System;
10. Conduct reports as requested by the Administrative Entity, HMIS contracted agency, Advisory Boards or Executive Board;
11. Report program performance to Administrative Entity;
12. In consultation with [recipients](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=7232ee11f948f0268bd0222edcaf05e3&amp;term_occur=4&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) of [Emergency Solutions Grants](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=67283c7cfa8963b14298eeafc07966a3&amp;term_occur=2&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) program funds within the geographic area, establish and operate either a [centralized or coordinated assessment](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=cf90bb6116cc298737c01b6bdf545f40&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) [system](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=cf90bb6116cc298737c01b6bdf545f40&amp;term_occur=1&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The CoC must develop a specific policy to guide the operation of the [centralized or coordinated assessment system](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=cf90bb6116cc298737c01b6bdf545f40&amp;term_occur=2&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) 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;
13. Ensure the [HMIS](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=b4c41a41a06472a929e5e4445cab139d&amp;term_occur=5&amp;term_src=Title%3A24%3ASubtitle%3AB%3AChapter%3AV%3ASubchapter%3AC%3APart%3A578%3ASubpart%3AB%3A578.7) is administered in compliance with requirements prescribed by HUD; and
14. With the approval of the Executive Board, apply for eligible funding.
15. **Membership of Boards**

Representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith- based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals (CFR 578.5). Board composition will:

1. Represent members from the categories set forth in the Interim Final Rule (Attachment A);
2. Be reviewed annually;
3. Board members may represent more than one subpopulation or affiliation;
4. Include at least one homeless or formerly homeless individual; and
5. Seats will be designated by affiliation, community sector, and subpopulation.

The Executive Board

The CoC Executive Board is the decision-making body for the CoC. Members of the Board include local officials, service provider agencies, formerly homeless individuals, and advocates. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the Advisory Boards in the CoC region. This will ensure a fair distribution of appointment across organizational affiliations and representation of all relevant homeless subpopulations.

The Executive Board member must:

* 1. Be elected onto the Executive Board by the Advisory Board;
	2. Have knowledge of the homeless services and organizational needs within their County; and
	3. Actively participate in the interest of their Advisory Board and capacity as an Executive Board member.

Officers of the Executive Board

1. **Designation of Officers:** The officers of the CoC Executive Board shall be Chairperson, and Vice Chairperson.
2. **Election and Term of Officers:** CoC Executive Board shall be elected by each of the seven County’s Advisory Board. The term of services is based on the term of the contract between each of the seven County’s and the Administrative Entity or based on each of the seven County’s written policy on service term. A majority of the Executive Board members present at the meeting at which the elections are held shall constitute a quorum for the election of officers.
3. **Resignation:** Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chairperson and the Administrative Entity. Any such resignations shall take effect at the time specified within the written notice or if the time be not specified therein upon its acceptance by the Executive Board.
4. **Secretary:** All minutes of the meetings of the Executive Board shall be recorded by the Secretary. Minutes shall be distributed electronically to all Executive Board members within 14 days of the date on which the meeting was held. Secretary shall also distribute agendas for upcoming meetings prior to the date of each meeting.
5. **Duties of Officers:**
	1. **Chairperson:** The Chairperson of the CoC Executive Board shall preside at all meetings of the Executive Board and shall have such other powers and duties consistent with this Governance Charter.
	2. **Vice Chairperson:** In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson and shall perform other duties as are designated by the Chairperson. Acts as the backup for all other officer positions.
	3. **Compliance Officer:** The Compliance Officer is responsible for overseeing and managing program and funding compliance as described in funding applications.
	4. **Grievance Officer:** The Grievance Officer acts as an independent official who assists in the resolution of disputes involving matters including but not limited to organization and member participation, and funding denials, program concerns.
	5. **Policy Officer:** The Policy Officer is responsible for the implementation of State and Federal policy changes and oversees the policy and procedure committee.
	6. **Membership Officer:** The Membership Officer is responsible for ongoing recruitment of Advisory Board members and ensuring the engagement and participating of existing members. They act as the lead for stipend consultants.
	7. **Workgroup Officer:** The Workgroup Officer oversees and, if needed, facilitates workgroups. They are responsible for ensuring ongoing progress and task completion of workgroups.

The Advisory Boards

The CoC Executive Board has established Advisory Boards to include representatives from relevant stakeholders and will include a broad representation of key stakeholder groups found within the counties encompassed in the CoC as articulated in the HUD Interim Rule. Each of the counties participating in the CoC region will be responsible for forming a local Advisory Board.

Each of the seven counties shall have written policies to address membership including but not limited to;

1. Designation of Officers such as a chair, vice-chair, and secretary,
2. Nomination of Officers,
3. Election and Term of Officers,
4. Resignation,
5. Filling officer vacancies, and
6. Powers of Duties of Officers.
7. **Committees and Workgroups**

The Executive Board may establish committees and workgroups as needed, to address CoC specific needs. Committee and workgroup members are elected by the Advisory Boards for their County CoC specific topics. All efforts will be made to ensure committee and workgroup members are comprised of representatives from each County within the CoC when working on CoC projects. Each committee or workgroup will select a chair(s) to facilitate meeting and ensure progress is reported to the Executive Member assigned to workgroups.

Advisory Boards shall approve memberships to the CoC PIT and HMIS Committees. The Executive Board shall approve memberships to fill vacancies of selected membership committees excluding the PIT and HMIS Committees upon recommendation of qualified candidates by the Executive Board and by the affirmative vote of the majority of the Executive Board.

Responsibility of the Chair (Executive Board, Advisory Board and Committees and/or Workgroups)

1. Establish regular recurring meetings;
2. Track attendance and active participation;
3. Distribute a written agenda to all committee members prior to each meeting;
4. Ensure meeting minutes is documented each official committee meeting and distributed to all committee members;
5. Report meeting progress, setbacks, and concerns to the Workgroup Officer;
6. Submit meeting minutes to the Administrative Entity to post on the CoC website; and
7. Workgroups: Present project completion or upon request to Executive Board.
8. Committees: Report project summary to the Executive Board on a monthly basis.

Standing Committees and Workgroups

1. Rating and Ranking (R&R)
2. Homeless Youth
3. Policy and Procedures
4. HMIS / Coordinated Entry
5. Point-In-Time Count
6. NOFA template and R&R procedure development
7. **Meetings**

Meeting Schedule

All meetings shall be open to the public except as otherwise determined by the Executive Board or Advisory Boards for reasons, including, but not limited to, discussion of anticipated or pending legal or personnel matters. A CoC Executive Meeting annual calendar will establish a regular meeting day, time, and location and will follow a schedule for the calendar year. The Advisory Boards meeting calendar, to include meeting date and time and location, will be determined by the counties.

The meeting agendas shall be distributed via e-mail and posted on the CoC website. CoC agendas will follow the Meeting Agenda Template (Attachment B).

Quorum and Proxies

Quorum determination must be made at the beginning of each Board meeting. A quorum shall consist of a majority of eligible voters. No business may be officially transacted without a quorum.

Member Conflict of Interest

All CoC members will abide by 24 CFR 578.95 (Conflicts of Interest) in the Interim Rule. CoC members will disclose potential conflicts when the topics of funding awards or other financial benefits that could be gained or lost by an organization which they represent as an employee, agent, consultant or board member or family member represents are under consideration by the group in which they are participating. If a conflict of interest exists, the member(s) will recuse themselves from the discussion and any related votes that take place.

The CoC desires that it, and those entities to which it has delegated authority, make informed as well as non-conflicted decisions. The annual gaps analysis, eligibility criteria for who gets served by what resources in the CoC, prioritization of who gets served, performance targets, etc. are best developed and refined with broad stakeholder input. Funded projects and jurisdictions will not be deemed conflicted in discussions on these topics nor in providing input on local priorities for CoC funding and refinements the scoring criteria for projects or the application process. The Ranking and Rating Committee will evaluate the merits of the input and will make the final determination on the scoring criteria and application process.

Compensation and Supports

The CoC shall have compensation and supports policies in place to facilitate the recruitment and participation of homeless or formerly homeless and youth individuals. Participants eligible for compensation cannot be already paid through their employer to participate in the CoC. The Membership Officer has oversight responsibilities of compensation and supports.

**Point-In-Time Count (PIT) and Housing Inventory Count (HIC)**

Annually, the CoC assesses the needs of homeless persons in the seven Counties through a well- coordinated point in time count, an on-going review of trends through analysis of HMIS data, and an identification of homeless needs and housing/services resources available within the CoC.

1. **Point in Time Count**

The PIT Count of homeless persons within the CoC geographical area enumerates the following:

1. The number of homeless persons who are living in places not designed for or ordinarily used as regular sleeping accommodations for humans (unsheltered homeless persons);
2. Identify the number of homeless persons living in emergency shelters and transitional housing projects (sheltered homeless persons); and
3. Identify other annual count requirements established by HUD by Notices
4. **Housing Inventory Count**

The HIC Count of homeless persons within the CoC geographical area enumerates the following:

1. Available beds dedicated to the homeless population;
2. The number of beds dedicated to serve homeless persons in all available project types including emergency shelters, transitional housing, rapid re-housing, permanent supportive housing, other permanent housing, or safe havens;
3. The number of HMIS dedicated beds; and
4. Beds available for subpopulations including but not limited to veterans and youth.
5. **County Responsibility**

Each County Advisory Board is required to appoint a PIT/HIC lead. The County PIT Lead or designee must;

1. Coordinate the PIT and HIC counts within their County and include all agencies who provide services to the homeless;
2. Participate in the CoC PIT/HIC committees;
3. Act as the lead trainer for their County;
	1. Ensure only trained volunteers participate in the count.
4. Ensure data quality by reviewing submitted surveys;
5. Enter surveys in the online platform; and
6. Report any concerns to the Executive Board and the Administrative Entity.
7. **CoC Member Participation Requirements**

PIT participation is mandatory for CoC voting members.

Participation is defined as any of the following:

* 1. Participate on a PIT committee or sub-committee preparing for PIT
	2. Participate in the PIT Count
	3. Participate as the PIT Administrator
	4. In the alternative, applicant could partner with agency that does currently meet PIT participation requirements.
	5. Additionally, applicant could stipulate when they will meet the PIT participation requirements.
		1. Participant must commit to participating in the following year PIT count.
	6. Participation can include donations to the PIT
	7. Participation can include entering PIT data

**Funding**

The Administrative Entity develops a strong application and aggressively seeks resources from other funding opportunities as appropriate. The CoC adequately manages the funds, conducts activities that achieve CoC outcomes and goals, and maximizes the use of the funds. The CoC follows a collaborative process for developing applications and approving the submission of applications in response to a NOFA published by HUD and/or the State of California; in concert with the funding priorities and plan adopted by the Strategic Plan.

When funding is made available to the CoC, a NOFA process begins, which will include an open application process across the CoC region, including an addendum with County specific criteria if applicable, and use of the Rating and Ranking committee when funds are oversubscribed.

1. **Application Standards and Thresholds**

The Administrative Entity will annually update the requirements for federal and/or state applications, as specified in the funding contract.

All Applicants must meet the following threshold requirements:

1. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count as per section D of the PIT and HIC;
2. Actively collect, enter, and maintain HMIS data, including, but not limited to the following:
	1. Provide timely and accurate HMIS data input, based on current HMIS user policy;
	2. Provide timely responses to data requests; and/or
	3. Applicant may partner with an agency that does currently collect and enter HMIS data. The partner Agency must be listed in the application.
3. Participate in Coordinated Entry, per user agreement as referenced in 24 CFR 578.7;
4. Be a member of their local NorCal CoC Advisory Board, voting or participant in good standing;
5. A completed application is submitted by the deadline;
6. Provide the following completed certifications with the funding application or NOFA;
	1. Advisory Board certification of member status;
	2. HMIS certification of project participation; and
	3. Point in Time Participation certification.
7. The applicant’s organization must adequately demonstrate they have capacity and experience to successfully manage the funds, including consideration of their ability to manage existing grants; additional financials may be requested per the project funding per [**2 CFR Part 200.501**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=af7417a273c89f6ffa0827e56be3072d&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_1501);
8. The applicant's organization must adequately demonstrate they have capacity and experience to implement the project in their application;
9. The grant request is reasonable based upon the proposed scope, number of client services, and availability and utilization of existing competitive programs within the geographical area;
10. The application is likely to improve the CoC’s outcome performance and will contribute to reducing homelessness; and
11. The project meets specific threshold requirements per the NOFA.
12. **Rating and Ranking**

Agencies may be called upon to participate in the Rating and Ranking (R&R) committee. R&R committees are neutral groups without a conflict of interest, consisting of three or more individuals comprised of active CoC voting members or participants who will rate, rank, and determine funding amounts of applications based on the NOFA Application criteria. Committee members should be familiar with housing and homeless needs and be willing to review projects with the best interest of homeless persons in mind. The R&R committee members must be able to meet deadlines set by the Administrative Entity.

1. **Grievance and Appeals**

All funding applications not meeting thresholds will be denied. Applicants may submit a grievance or appeal to the Administrative Entity to be reviewed by the established Grievance Committee. The Grievance Committee will provide a written decision, the Committee’s determination will be considered final.

1. **Grant Sub-recipient threshold requirements**
	1. Any agency awarded CoC funding must maintain threshold requirements throughout the grant performance period, in accordance with the funding agreement.
	2. Upon request of remaining funds, the Administrative Entity will confirm adherence with continuing to meet threshold requirements.
	3. If a Grant Sub-recipient is not maintaining threshold requirements they will not be eligible to receive remaining funds until requirements are met, or will be required to repay the funds, as outlined in the contract.
2. **Shasta CoC Advisory Board Addendum for Application Standards and Thresholds**
	1. Be a voting member in good standing (refer to the NorCal CoC Advisory Board Membership Policy)
	2. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count as per section D of the PIT and HIC; In the alternative, applicant could partner with agency that does currently meet PIT participation requirements.
	3. Provide the following completed certifications with the funding application or NOFA;
		1. Advisory Board certification of member status;
		2. HMIS certification of project participation; and
		3. Point in Time Participation certification.
		4. Coordinated Entry certification, if applicable.
	4. Applications can be submitted for projects that align with the eligible uses, however applications will score additional points if they can demonstrate how their project aligns with the adopted Shasta CoC Advisory Strategic Plan Goals to achieve functional zero homelessness for veterans located in Shasta County over 3 years.
		1. Commitment to look for opportunities to direct existing funding, when possible, toward the achievement of this goal, and when strategic, braid funds together with the funding of other local entities.
	5. All applicants will be required to provide a presentation of their project to the Shasta CoC Advisory Board. If a presentation is not presented, your application will not be eligible for funding consideration.
		1. After the release of the NOFA and before the application deadline, the Shasta CoC Advisory Board will schedule time for each agency seeking project funding to provide a presentation of their proposed application. Presentations should include:
			* Total project budget, with itemization of how funds will be used
			* Identify the eligible use category for this application
			* Total funding requested in application
			* Details of how project prioritizes strategic plan goal
			* Other sources of braided funding
			* How many people this project anticipates to serve
		2. In an effort to avoid over-subscription of available funding, the applicants will have the opportunity to collaborate and the option to make project budget modifications following the presentation process.
		3. If an applicant submits an application requesting funds greater than previously presented to the CoC, their application will only be considered for the amount that was originally presented.
		4. If the submitted applications exceed the available funding amount, the applications will move to a rating and ranking committee for final recommendations to be presented to the Shasta Advisory Board for final approval. The Rating and Ranking Committee will use the following criteria maximum point metrics.

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| Experience | 20 |
| Capacity | 20 |
| Design | 15 |
| Impact/Effectiveness | 20 |
| Funding Plan | 20 |
| Shasta Strategic Plan/Set Aside | 5 |

* 1. Grant Sub-recipient threshold requirements

If a Grant Sub-recipient is not maintaining threshold requirements they will not be eligible to receive remaining funds until requirements are met, or will be required to repay the funds, as outlined in the contract. Funds will be redistributed based on state and Federal program guidelines to other eligible grantees.

1. **Collaborative Applicant**

The Collaborative Applicant is the entity that submits the annual CoC Program Competition Application for project funding on behalf of the CoC. The CoC retains all of its responsibilities to determine which applications are to be included in the annual request to HUD. The Executive Board designates an entity to serve as the collaborative applicant for the CoC who can:

1. Serve as HUD Collaborative Applicant;
2. Submit HUD CoC program application;
3. Submit other funding applications on behalf of the CoC;
4. Contract or hire CoC staff;
5. Conduct funded project monitoring and performance evaluation;
6. Report progress to the Executive and Advisory Boards; and
7. Submit NOFA’s to the communities the CoC serves.

The CoC Board will enter into a MOU with the designated Collaborative Applicant. The MOU is in effect for a maximum of five years and may be re-executed upon a successful performance review, as described below.

Current Collaborative Applicant

Effective August 15, 2023, the CoC Executive Board votes to designate City of Redding to serve as the Interim CoC’s Collaborative Applicant. With written notice, the Collaborative Applicant can terminate its statues. In accordance with the MOU, written notice must be given to the Executive Board.

Designation and Solicitation Process

Every five years beginning in 2023, the CoC Executive Board will review the performance of the current Collaborative Applicant and determine if it will publicly solicit a Collaborative Applicant or continue to designate the current Collaborative Applicant. That decision can be made and documented within a CoC Board meeting. Simple majority vote.

If the Executive Board determines that it needs to procure a new Collaborative Applicant, it does the following:

1. Form a workgroup to manage the procurement process;
2. Use an RFP to procure a new Collaborative Applicant; and
3. Designate the Collaborative Applicant resulting from the procurement process.

Review of Collaborative Applicant Performance

Every five years beginning in 2020, the CoC Board will designate a group to conduct a review of the performance of the current Collaborative Applicant and make recommendations regarding the Collaborative Applicant designation. The performance review will include the following at minimum:

1. Review MOA between CoC Executive Board and Collaborative Applicant and status of agreed upon work;
2. Review of HUD CoC Applications;
3. Review of other funding applications on behalf of the CoC;
4. Review CoC staffing;
5. Review status and outcomes of project monitoring and performance evaluation outcome;
6. Review efficiency of communication with Executive and Advisory Boards; and
7. Review submission of NOFA’s to the CoC.

The designated workgroup will present the results of the Collaborative Applicant performance to the Executive Board for consideration, along with recommendations for Collaborative Applicant designation (either to continue to designate the current Collaborative Applicant or to procure a new Collaborative Applicant).

If needed, the Executive Board has the authority to initiate a Collaborative Applicant performance review outside of the 5-year requirement. This decision must be agreed to by a majority of Executive Board members.

Because the Executive Board did not conduct a Collaborative Applicant performance review in 2023, the first review will occur in 2024. The next review will be due in 2028.

1. **Stipends**

To encourage the recruitment and participation of homeless or previously homeless individuals and youth, the CoC may provide an hourly stipend to active Advisory Board participants in these subpopulations in accordance with the Stipend Policy and Procedure. Additionally, support services may be provided to encourage active participation.

Support services include but are not limited to;

1. Round trip mileage;
2. Childcare reimbursement;
3. Bus passes; and/or
4. Other services as approved by the Executive Board member serving as the Membership Officer.

**Homeless Management Information System (HMIS) and Coordinated Entry System (CES)**

The CoC has designated Service Point Software as the HMIS provider for the CoC.

Effective July 31, 2023, the CoC Executive Board votes to designate United Way of Northern California to serve as the CoC’s HMIS SA to be operational January 1, 2024. Shasta County Health and Human Services Agency will continue to serve as HMIS SA and will assist with the transition of United Way of Northern California until December 31, 2023.

Coordinated entry is a process developed to ensure 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.

1. **Advisory Boards’ Responsibilities**

Each Advisory Board will;

1. Support the utilization of HMIS;
2. Actively advocate of the continuous usage of the system with all stakeholders;
3. Participate in compliance and data integrity reviews;
4. Adhere to HMIS and CES Policies and Procedures; and
5. Report any concerns to the Executive Board and the HMIS SA.

**B. Participation Requirements**

1. Mandatory for agencies receiving CoC funding;
2. Highly encouraged for all other agencies not receiving CoC funding but may apply for funding in the future; and
3. Required per the contractual agreement between the Administrative Entity and each of the seven Counites.

**Policy and Procedure (P&Ps)**

To ensure that the Governance Charter remains relevant and reflective of the needs of the community, the Governance Charter shall undergo regular reviews and updates as outlined below:

Feedback Collection

Feedback from all stakeholders, including board members, committee members, staff, and the broader community, shall be encouraged on an ongoing basis.

Feedback can be submitted through the following channels:

Formal Meetings: Stakeholders may provide feedback during designated feedback sessions at Advisory Board Meetings.

Written Submissions: Stakeholders may submit feedback in writing via email to norcalcoc@cityofredding.org, or other designated methods.

Surveys: Periodic surveys may be conducted to gather input on the effectiveness of the Charter and its implementation.

**Biannual Charter Updates**

The Governance Charter shall be reviewed and updated biannually, with revisions taking effect on January 1st and June 1st of each year.

All feedback received prior to these dates will be reviewed, and proposed amendments will be drafted and presented for approval during the update process.

Review Process:

Governance Charter Workgroup: A designated Workgroup, consisting of members from key committees and stakeholders, shall be responsible for reviewing all feedback and proposed changes.

Drafting Amendments: The Workgroup shall draft any necessary amendments to the Governance Charter based on the feedback received. Proposed amendments must be circulated to the Advisory Board for review and comment a minimum of three weeks prior to final approval.

Approval: The updated Governance Charter, including any amendments, shall be approved by the Advisory Boards through a majority vote. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

Communication of Updates: Once the Charter has been updated, all stakeholders will be informed of the changes through official communications, including email announcements, website updates, and presentations at board or committee meetings.

Emergency Amendments

In exceptional cases where urgent changes are needed outside of the biannual review cycle, the Workgroup may propose emergency amendments. These amendments will follow an expedited review and approval process as determined by the Advisory Boards.

The Expedited Review Process: Proposed amendments will be circulated to each Advisory Board 72 hours prior to final approval. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

**Website**

 [NorCal Continuum of Care](https://www.cityofredding.gov/government/departments/housing/housing___community_development/norcal_continuum_of_care/index.php)

The CoC website will serve as the information hub for the CoC. The website will be maintained and updated by the Administrative Entity. All Advisory Boards are encouraged to view the website on a consistent basis to access up to date information on the CoC. Additionally, Advisory Boards must make available all meeting agendas, minutes and supporting documents to be uploaded to the website.

The Executive Board may convene, at any time, a workgroup to address website needs.

**Strategic Plan**

The strategic plan has been developed to respond to the need to solve the issue of homelessness for the CoC. The Plan is intended to guide non-profit agencies, local governments, and other interested parties in taking concerted action to work toward ending homelessness. Most importantly, the Plan serves as a starting point for stakeholders to work together on the steps that will lead to transformative change in solving homelessness.

The priorities set forth in the Plan offers a framework to achieve the CoC’s vision of solving homelessness. In particular, the CoC envisions a homeless response system that will:

1. Build the Emergency Shelter and Housing System
2. Develop Leadership and Coordination of Effort to reduce homelessness
3. Implement Data Tracking and Prioritization of Housing Services

**A. Advisory Boards’ Responsibility**

Each Advisory Board will compose a County wide Action Plan addressing the CoC goals and may include other goals. On a case by case basis, the Executive Board may consider a County plan that does not include all of the CoC strategies. The Advisory Board must present evidence that they cannot participate in the specified strategy. Additionally, Counties may choose to include additional strategies that are not specified in the CoC’s Strategic Plan.

**B. Executive Board Responsibility**

The Executive Board will compose a CoC strategic plan to provide a structure for aligning efforts to address homelessness.

**C. Administrative Entity Responsibility**

The Lead Agency will assist the Executive and Advisory Boards with the development of the Strategic Plans and provide a template to ensure consistency within the Advisory Boards and the Executive Board.

**Definitions**

*Collaborative applicant* means the eligible applicant that has been designated by the CoC’s Executive Board to apply for a grant for Continuum of Care planning funds on behalf of the CoC.

*Consultant* means an individual who holds a seat on the Advisory or Executives Boards, represents a homeless subpopulation such as homeless individual or homeless youth and is not receiving payment through an employer or another organization, to participate in the Boards.

*Committees* means a group of people appointed for a specific function, typically consisting of members of a larger group and continuously meets to address program’s needs.

*Coordinated Entry System (CES)* is a streamlined system designed to efficiently match people experiencing homelessness to available housing, shelter, and services

*Homeless Management Information System (HMIS)* means the information system designated by the CoC to comply with the HMIS requirements prescribed by HUD.

*HMIS System Administrator* means the entity designated by the CoC in accordance with the Interim Rule to operate the CoC‘s HMIS on its behalf.

*Interim Rule* means the Continuum of Care Program Rule *24 CFR 578,* published July 31, 2012, which details the requirements for establishing and operating a Continuum of Care.

*Workgroup* means a group of people appointed for a specific function, typically consisting of members of a larger group and meets for a short period of time to achieve a specific goal.

**Attachment A: Membership**

Represent members from the categories set forth in the Interim Final Rule

|  |
| --- |
| **Organization/Person Categories** |
| Local Government Staff/Officials |
| CDBG/HOME/ESG Entitlement Jurisdiction |
| Law Enforcement |
| Local Jail(s) |
| Hospital(s) |
| EMS/Crisis Response Team(s) |
| Mental Health Service Organizations |
| Substance Abuse Service Organizations |
| Affordable Housing Developer(s) |
| Disability Service Organizations |
| Disability Advocates |
| Public Housing Authorities |
| CoC Funded Youth Homeless Organizations |
| Non-CoC Funded Youth Homeless Organizations |
| Youth Advocates |
| School Administrators/Homeless Liaisons |
| CoC Funded Victim Service Providers |
| Non-CoC Funded Victim Service Providers |
| Domestic Violence Advocates |
| Street Outreach Team(s) |
| Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates |
| LGBT Service Organizations |
| Agencies that serve survivors of human trafficking |
| Other homeless subpopulation advocates |
| Homeless or Formerly Homeless Persons |
| Mental Illness Advocates |
| Substance Abuse Advocates |
| Other: |

**Attachment B: Agenda Template**

Meeting Agenda Template



**Attachment C: Organizational Chart**

Organizational Chart

Executive Board

1 member from each

County

Admin Entity

Del Norte

County

1 member selected for Executive Board

Lassen

County

1 member selected for Executive Board

Modoc

County

1 member selected for Executive Board

Plumas

County

1 member selected for Executive Board

Shasta

County

1 member selected for Executive Board

Sierra

County

1 member selected for Executive Board

Siskiyou

County

1 member selected for Executive Board

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**Attachment D: End User Agreement**

**HMIS USER AGREEMENT**

Agency: Name of End User:

The NorCal CoC recognizes the importance of client needs in the design and management of HMIS. These needs include maintaining client confidentiality and treating the personal data of clients with respect and care.

As the guardians entrusted with this personal data, Participating Agency End Users have a moral and a legal obligation to ensure that the data they enter into HMIS is being collected, accessed and used appropriately. Proper user training; adherence to the NorCal HMIS Policies and Procedures Manual; and a clear understanding of the privacy, security, and confidentiality policies are vital to achieving these goals.

Your User ID and password give you access to HMIS. Initial each item below to indicate your understanding and

acceptance of the proper use of your User ID and password and your intention to comply with all elements of the Homeless Management Information System Data and Technical Standards Notice published by the U.S. Department of Housing and Urban Development. Unauthorized use or disclosure of HMIS information is a serious matter and any End

User found to be in breach of this agreement will be subject to the following penalties or sanctions, including: the loss or limitation of use of Service Point; adverse employment actions including dismissal; and civil and/or criminal prosecution.

Please initial that you understand and agree to comply with all the statements listed below.

 My ServicePoint User ID and password are for my use only and must not be shared with anyone. (Licensed User Only)

 I will take all reasonable means to keep my User ID and password physically secure. (Licensed User Only)

 If I am logged into ServicePoint and must leave the work area where the computer is located, I must log-off of Service Point before leaving. (Licensed User Only)

 Any computer that has Service Point “open and running” shall never be left unattended. Any computer that is used to access Service Point must be equipped with locking (password protected) screen savers.

 If I notice or suspect a security breach, I must notify the HMIS System Administrator.

 I understand that the only individuals who can view HMIS information are authorized users and the clients to whom the information pertains.

 I understand that in the event a client doesn’t want to share their information with other agencies, it’s my responsibility to make the client’s program enrollment, services, file, etc., private in HMIS and to ensure if the

information is provided during CEP case conferencing; it is done so in a non-identifying manner.

 I understand that I will maintain HMIS data in such a way as to protect against revealing the identity of clients to unauthorized agencies, individuals, or entities (see the Client informed Consent and Release of Information Authorization and the Notice of Privacy Practices in HMIS Policies and Procedures) both within HMIS and during CPE case conferencing.

 I understand that I may only view, obtain, disclose, or use the database information that is necessary in performing my job.

 I understand that these rules apply to all users of HMIS, whatever their work role or position.

 I understand that hard copies of HMIS information must be kept in a secure file.

 I understand that once hard copies of HMIS information are no longer needed, they must be properly destroyed to maintain confidentiality.

**I affirm the following:**

1. I have received the following HMIS trainings:
2. ServicePoint use (Licensed User Only)
3. Privacy
4. Data collection
5. Security policy
6. I have read and will abide by all policies and procedures in the HMIS Policies and Procedures Manual and have adequate training and knowledge to enter data and/or run reports in ServicePoint.
7. I will maintain the confidentiality of client data in ServicePoint as outlined above and in the HMIS Policies and Procedures Manual.
8. I will only search, view, enter or share data in HMIS when a Client Consent Form is on file.

**End User Signature Date**

**End User Printed Name Phone Number**

**Email Address**

***To be filled out by Agency Directory/Supervisor***

Designated Agency HMIS Program Lead Yes No

User will be generating reports Yes No

***Non-Licensed Users***

Volunteer Yes No

Data Collection Only Yes No

Please indicate the programs the end user has been authorized to access.

1. 2. 3.

4. 5. 6.

**Agency Director/ Supervisor Date**