NorCal Continuum of Care™

Governance Charter

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

Revised July 16, 2026

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NorCal CoC Governance Charter - Contents

Charter Revision History 2

Section I. Continuum of Care Overview 2

A. CoC Vision 2

B. CoC Values 3

C. Regional Structure of the CoC 3

Section II. The CoC Executive Board 4

A. Responsibilities of the Executive Board 4

B. Composition of the Executive Board 5

Roles within the Executive Board 5

Executive Board Selection Process 5

Executive Board Service Terms 6

C. Executive Board Meetings 6

D. Executive Board Decision-making Process: Quorum 6

Section III. The CoC Advisory Boards 6

A. Responsibilities of the Advisory Boards 7

B. Advisory Board Membership 7

Roles within the Advisory Board 8

Termination of Advisory Board Membership 8

C. Decision-making for the Advisory Boards 8

Section IV. CoC-wide Committees and Workgroups 9

A. Standing CoC-wide Committees and Workgroups 9

Section V. Designated Entities 10

A. Administrative Entity 10

Designation and Solicitation Process 11

Review of Administrative Entity Performance 11

Responsibilities of the Administrative Entity 11

B. HMIS Lead Agency 12

C. HMIS System Administrator 13

Designation and Solicitation Process 13

Review of HMIS System Administrator Performance 13

Section VI. Code of Conduct 13

A. Conflict of Interest 13
Section VII. Funding 14
A. Application Standards and Thresholds 14
B. Subrecipient Threshold Requirements 15
C. Rating and Ranking 15
D. Grievance and Appeals 15
Section VIII. Review and Amendment of the CoC Governance Charter 15
A. Feedback 15
B. Annual Charter Updates 16
C. Emergency Amendments 16
Section IX. Appendix 16
Advisory Board Membership Application 16
Shasta CoC Advisory Board Addendum 16
Policy Regarding Disruption of Remote Access during Meetings 16

Charter Revision History

Date	Revisions
July 16, 2026	Major revisions including omitting compliance to Brown Act, added Membership Application, Shasta CoC Advisory Board Addendum and Policy Regarding Disruption of Remote Access During Meetings
Sept. 8, 2026	Shasta CoC Addendum revised to include Virtual Meeting Attendance Expectations

Section I. Continuum of Care 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 Executive Board, the Advisory Boards, the Administrative Entity, and the Homeless Management Information System (HMIS) Lead Agency.

A. CoC Vision

The CoC envisions a homeless response system that uses resources efficiently and responds quickly to connect our neighbors with services that help them regain and maintain housing or prevent homelessness altogether. By reducing homelessness, we will improve the quality of life and well-being of everyone in our region.

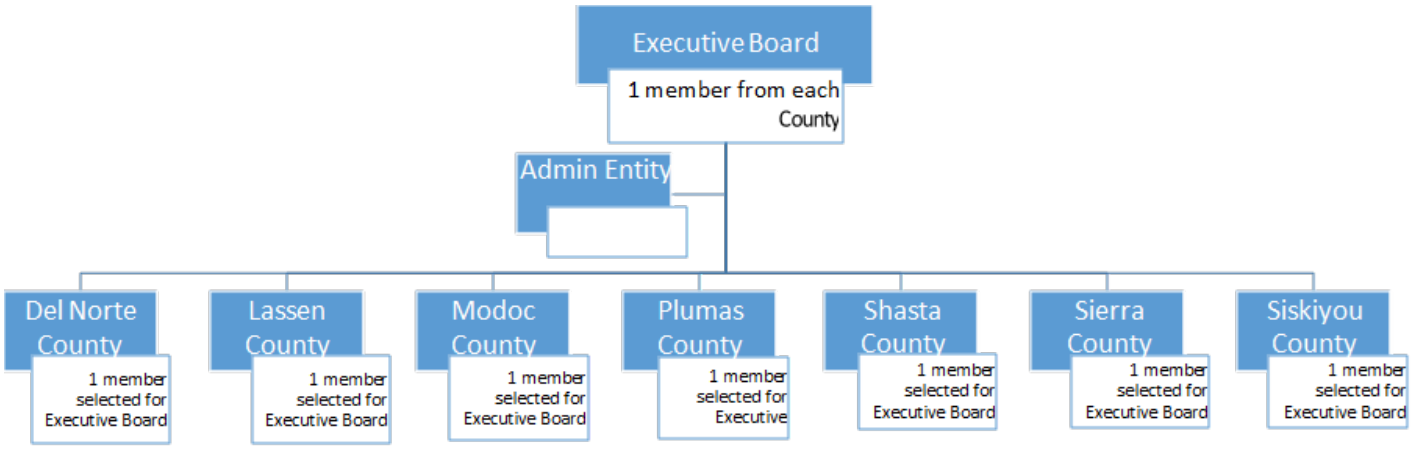
B. CoC Values

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.

C. Regional Structure of the CoC

The Continuum of Care (CoC) serves a geographically expansive region spanning seven Northern California counties: Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, and Siskiyou. This region is defined by its rural and remote communities, sparsely populated areas, small cities, and key service hubs that support surrounding populations. The scale and rural character of the region require a collaborative and adaptable approach that balances local priorities with regional coordination. Each county presents unique demographic, economic, and housing challenges, and the CoC's structure reflects this through Advisory Boards for each county, ensuring that system planning and resource allocation are responsive to local needs while maintaining cohesive, region-wide coordination.





Section II. The CoC Executive Board

The Executive Board (also referred to as "the Board") is the representative, governing body of the CoC and is authorized by CoC members to make decisions on behalf of the CoC. The Board provides oversight and governance on behalf of the CoC to ensure the CoC is consistent with the requirements articulated in the CoC Program Interim Rule and other directives, with applicable federal, state, and local laws, and with the CoC's strategic direction.

A. Responsibilities of the Executive Board

The responsibilities assigned to the NorCal CoC Executive Board are as follows:

- Designate an Administrative Entity (e.g., Collaborative Applicant) for the CoC
- Designate an HMIS Lead and HMIS System Administrator for the CoC
- In consultation with the Administrative Entity and HMIS System Administrator, maintain and update CoC policies and procedures as needed
- In consultation with the Administrative Entity and HMIS System Administrator, develop HMIS governance charter and review annually or updates and revisions
- Manage the CoC's strategic planning process, including the evaluation of progress
- Conduct an annual gaps analysis to determine resource needs of CoC
- Hold meetings of the full CoC membership, with published agendas, at least semi-annually
- Establish standing and ad hoc committees and work groups as needed
- Consult and coordinate with ESG recipients to maximize resources available to prevent and end homelessness
- Review and understand program performance and system-wide analyses of strengths and gaps presented at meetings or gleaned from involvement with the local community

- Manage and oversee the preparation of the HUD Continuum of Care application, in partnership with the CoC Collaborative Applicant (e.g., Administrative Entity).
- Establish impartial Review and Rank Panels as required for local funding applications.
- Oversee completion of other funding applications, such as state funded homeless services grant programs (HHAP)

B. Composition of the Executive Board

The CoC Executive Board is the decision-making body for the CoC. Members of the Board may include local officials, service provider agencies, formerly homeless individuals, advocates, and more. The Executive Board is to be comprised of seven (7) voting members, one representing and elected by each of the counties in the CoC region. This ensures fair representation across the counties, organizational affiliations, and community members. Executive Board composition must include at least one homeless or formerly homeless individual.

The Executive Board member must:

1. Be elected by an 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.

Roles within the Executive Board

Secretary: The Administrative Entity acts as the Executive Board's Secretary. (See the Responsibilities of the Administrative Entity section.) All minutes of the meetings of the Executive Board shall be recorded by the Secretary. Draft minutes shall be distributed electronically to all Executive Board members with the next Executive Board Agenda for review and approval. The Secretary shall also distribute agendas for upcoming meetings prior to the date of each meeting.

Chairperson and Vice-Chairperson: The Executive Board shall be led by a Chair and Vice-Chair. In the event that the Chair cannot fulfill one or more of the duties described below, the Vice-Chair shall fulfill the responsibilities. The Chair may also request the Vice-Chair to collaborate to fulfill these responsibilities.

The Chair shall be responsible for the following:

1. Call and preside over regular and special CoC Executive Board meetings.
2. Set the CoC Executive Board meeting agenda, in consultation with the Administrative Entity
3. Ensure that the CoC Executive Board and committees are working collectively in accordance with the Governance Charter to accomplish goals of the CoC.
4. Represent the NorCal CoC during meetings and submit documentation as needed, to California Housing and Community Development (HCD) and Housing and Urban Development (HUD).

Executive Board Selection Process

Executive Board members will be selected by each of the seven Advisory Boards through the locally defined decision-making process.

The Chairperson and Vice Chairperson of the Executive Board will be selected by the Executive Board through a majority vote.

Executive Board Service Terms

Executive Board Members will be re-certified annually, at which point a new Executive Board member may be appointed by an Advisory Board. Advisory Boards may also re-nominate the same Executive Board member for consecutive terms if desired. Re-certifications will take place in July.

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 is not specified therein upon its acceptance by the Executive Board. In any instance of a vacant seat on the Executive Board, Advisory Boards will be expected to select a new Executive Board member to represent the county as soon as possible, ideally within 90 days, to ensure adequate representation of each county at the Executive Board level.

C. Executive Board Meetings

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. Meetings shall be run by the chair consistent with the Rosenberg's Rules of Order. While meetings are not subject to the Ralph M. Brown Act, the Board will strive to reach these standards to ensure transparency and accountability.

A CoC Executive Meeting annual calendar will establish a regular meeting day, time, and location and will follow a schedule for the calendar year. Notices of CoC Executive Board meetings and agendas shall be distributed via e-mail to Board members and posted on the CoC website. All meeting notices and agendas of the Executive Board, except emergency meetings, should be, when possible distributed no less than three (3) business days prior to the meeting.

D. Executive Board Decision-making Process: Quorum

Quorum determination must be made at the beginning of each Board meeting. A quorum shall consist of a majority (50% +1) of eligible voters. No business may be officially transacted without a quorum.

Section III. The CoC Advisory Boards

The CoC is comprised of six Advisory Boards,[1] which are representative of the seven counties in the CoC's geography. CoC Advisory Boards are comprised of a wide range of partners, constituting the CoC's general membership. Advisory Boards are encouraged to include broad representation of key stakeholder groups and partners working to end homelessness in the region. Membership may include, but is not limited to:

- Representatives from nonprofit homeless assistance providers
- Victim Service Providers (VSPs)
- Faith-based organizations
- Governments
- Local businesses
- Advocates

[1] Plumas and Sierra Counties have one combined Advisory Board.

- Persons with lived experience
- Public housing agencies
- School districts
- Social service providers
- Mental health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans and homeless and formerly homeless individuals

This CoC governance charter provides baseline requirements for Advisory Board responsibilities, membership, and decision-making. To better address the needs of each county, Advisory Boards may develop policies and procedures to provide structure for local operation beyond what is included here. Examples of when an Advisory Board may decide to develop a local policy or procedure are included throughout this section (e.g., membership criteria, decision-making processes, etc.). When available, these Board-specific documents are included in the Appendix. At minimum, they must be maintained at the Advisory Board level and available upon request.

A. Responsibilities of the Advisory Boards

The responsibilities assigned to the NorCal CoC Advisory Boards are as follows:

- Develop local policies and procedures for how the Advisory Board will operate, make decisions, and carry out responsibilities identified in CoC agreement and governance charter;
- Elect or appoint an Executive Board member to represent the county/region;
- Identify a process to identify members with system and program expertise to join committees and workgroups (e.g., volunteer basis, elect, appoint, etc.);
- Collaborate with the Administrative Entity to plan and conduct an annual needs assessment of the homeless needs and services available;
- Support programs within the regional geography to meet the goals of the CoC Strategic Plan;
- Coordinate the implementation of an effective regional housing and service system including outreach, engagement, assessment, prevention, shelter, housing, and supportive services;
- In conjunction with the Administrative Entity and the PIT Committee, plan for and conduct an annual Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons;
- Ensure consistent participation of recipients and subrecipients in the HMIS; and
- Develop, with support of Domestic Violence service providers, the emergency transfer plan for the counties that meets the requirements under § 578.99(j)(8).

B. Advisory Board Membership

Each Advisory Board should be made up of a minimum of 3 members. The CoC does not mandate a maximum number of Advisory Board members; however, a cap may be applied at the local level if it is determined necessary. In order to become an Advisory Board member, an interested party must

complete an Advisory Board membership application. Advisory Boards may establish local policies and procedures for approving and onboarding new Advisory Board members as necessary.

Advisory Board members must attend all regularly scheduled Advisory Board meetings. If an Advisory Board member is aware that they will be unable to attend a regularly scheduled Advisory Board meeting they are responsible for notifying the Advisory Board Chair, Vice Chair, or Secretary in advance to ensure quorum will be met. Voting Members may send an alternate in their place.

Advisory Board members hold voting power and are expected to participate in decision-making at the local level. Because of significant differences across the seven counties, each Advisory Board may establish additional policies related to Advisory Board membership composition as necessary.

~~Note that because Advisory Boards are subject to the Brown Act,~~ Interested parties such as non-member organizations and members of the public may freely attend meetings to learn about the state of homelessness in the community and the work of the CoC.

Roles within the Advisory Board

Advisory Board members will identify a Chair/Co-chair and Secretary to facilitate meetings in accordance with Rosenberg's Rules of Order and carry out administrative tasks such as setting the agendas, meeting minutes, etc. Notices of CoC Advisory Board meetings and agendas shall be distributed via e-mail to CoC members and posted on the CoC website. All meeting notices and agendas of the CoC Advisory Board, except emergency meetings, should be, when possible distributed no less than three (3) business days prior to the meeting.

Advisory Boards may establish and fill additional roles within the board structure as necessary.

Termination of Advisory Board Membership

Advisory Board members may be terminated for good cause upon agreement of a two-thirds majority of the rest of the Advisory Board membership. Good cause may include, but is not limited to:

- Non-participation (For example, accumulating more than 2 consecutive absences without communication with the chair/co-chair or secretary, refusing to carry out Advisory Board functions and responsibilities)
- Engaging in activities that are disruptive and detrimental to the work of the Advisory Board
- Speaking on behalf of the CoC unless authorized to do so

In the event that an Advisory Board member is to be terminated, the Advisory Board must:

- Provide written notice from the chair/co-chair to the Advisory Board member in question at least 15 days prior to the date of the meeting during which the termination will be discussed. Written notice must include the grounds for termination, date/time of upcoming Advisory Board meeting, and any other applicable information.
- Provide an opportunity for the Advisory Board member in question to speak to the rest of the Advisory Board about the situation

C. Decision-making for the Advisory Boards

Advisory Boards conduct business and make decisions in compliance with the Brown Act. A quorum is a majority (50% + 1) of the Advisory Board membership, and this quorum must be present to conduct

business. Advisory Boards may establish additional policies and procedures regarding how decisions are made at the local level as necessary.

Section IV. CoC-wide Committees and Workgroups

The work of the NorCal CoC is carried out in part by committees and workgroups. The CoC's governance structure includes both standing committees and ad hoc work groups that are established by the Executive Board on an as-needed basis to address CoC specific needs. A standing committee is defined as a permanent committee of the CoC that meets regularly. An ad hoc work group is defined as a time-limited work group that is established with a specific goal or purpose, disbanding when that purpose or goal has been met. Standing committees and ad hoc working groups are not subject to the parameters of the Brown Act.

Each committee or workgroup will select a chair(s) to facilitate meetings and ensure progress is reported to the Executive Board. A representative of the Administrative Entity may also serve as a chair as needed. Committee/workgroup Chairs and the Administrative Entity should work together to determine how the following responsibilities will be carried out:

1. Establish regular recurring meetings;
2. Track attendance and active participation;
3. Set and distribute a written agenda to all committee members prior to each meeting;
4. Ensure meeting minutes are documented for each official committee meeting and distributed to all committee members as well as the Administrative Entity for posting;
5. Report on progress to the Executive Board

Committee and workgroup participation is volunteer-based, with the exception of the Rating and Ranking Committee. Advisory Boards may establish a local process for identifying volunteers for CoC-wide committees and workgroups, as needed. Volunteers who are interested in joining a committee may do so by contacting the committee chair/co-chair or Administrative Entity in writing, or by another process described through the committee's outreach for new membership. All efforts will be made to ensure committee and workgroup membership is inclusive of all seven counties to ensure adequate representation. For this reason, it is recommended that each Advisory Board identify a primary member and an alternate to ensure that there is coverage for each meeting in the event that the primary member is unable to attend. The Executive Board will provide support to Advisory Boards on an as-requested basis if an Advisory Board is having difficulty identifying volunteer members for committee and work group participation.

A. Standing CoC-wide Committees and Workgroups

1. **Rating and Ranking (R&R):** The Rating and Ranking Committee oversees the annual rating and ranking process for CoC project applications during the HUD and state funding cycles, assessing program outcomes, compliance, and alignment with CoC priorities. The Committee determines the funding amounts of applications based on the NOFO criteria and is responsible for meeting deadlines set by the Administrative Entity. The Committee is comprised of active CoC members without conflicts of interest. (See Code of Conduct section.) To maintain objectivity, agencies receiving CoC funding do not participate in this process. The Committee meets as needed to recommend improvements that strengthen system performance and funding effectiveness.

2. **HMIS / Coordinated Entry:** The CE and HMIS Committee oversees the design, implementation, and evaluation of the CoC's Coordinated Entry System (CES) and Homeless Management Information System (HMIS). It ensures that the CES effectively connects people experiencing homelessness to appropriate housing and services, while maintaining accurate, timely, and compliant data to inform CoC planning and performance. The Committee monitors system access and outcomes; reviews assessment and referral processes; ensures HUD compliance and data quality; and recommends policy and system improvements to strengthen coordination, accountability, and data-driven decision-making across the CoC.
3. **Point-In-Time Count:** The PIT-Committee oversees the planning, coordination, and execution of the annual Point-in-Time Count across the CoC's seven-county region. The committee ensures compliance with HUD requirements related to the PIT Count and accurate data collection on people experiencing sheltered and unsheltered homelessness, and oversees key reports such as the Housing Inventory Count and Point-in-Time Count. Responsibilities include developing count methodologies and training materials, supporting county community members and volunteers, monitoring data quality, and analyzing trends to inform system planning. The committee also ensures broad participation among CoC members and partners to produce reliable data that guides local priorities and funding decisions.
4. **Project Evaluation:** The Project Evaluation committee advises the CoC Executive Board on both short and long-term strategic funding strategies that support the system of care strategic plan goals and meet performance outcomes indicated by the State of California and Office of Housing & Urban Development. Key responsibilities of the committee include serving as a knowledge base to staff and the HMIS Administrator in the development of tools, benchmarks, processes, and policies that are used to make funding; collaborating with the HMIS Committee on the design the evaluation tool and process for the annual HMIS Lead evaluation and participating in the HMIS Lead Evaluation process; developing and evaluating long-term funding strategies and plans, and serving as a learning opportunity for NorCal homeless programs to improve service delivery through a data-informed approach.

Advisory Boards may establish their own local committees and workgroups that address matters relevant to their geographic area.

Section V. Designated Entities

Per the CoC Program Interim Rule, all CoCs must designate a Collaborative Applicant and a Homeless Management Information System (HMIS) Lead within the CoC's geographic region to help carry out the duties in 24 CFR 578.7–9. These designated entities work collaboratively with CoC membership to prevent and end homelessness. This section outlines the roles and responsibilities of the Collaborative Applicant, also referred to by the NorCal CoC as the Administrative Entity, and HMIS Lead.

A. 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.

Designation and Solicitation Process

Every five years beginning in 2026, 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 through a simple majority vote during the CoC Executive Board meeting. With six months written notice to the Executive Board, the Administrative Entity can terminate its status.

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 2025, the Executive Board will designate a Workgroup, consisting of members of key committees and stakeholders, 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 Administrative Entity 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.

Responsibilities of the Administrative Entity

The responsibilities assigned to the designated Administrative Entity are as follows:

- Serve as the CoC's Collaborative Applicant and Lead Agency, responsible for submitting the annual CoC Registration, Consolidated Application, and Planning Grant to HUD.

- Manage the CoC Program Competition, including reviewing HUD notices and the Grant Inventory Worksheet (GIW), preparing and submitting the CoC Application and Priority Listing, coordinating the Rating and Ranking process, and providing technical assistance to applicants.
- Coordinate and facilitate CoC meetings, including publishing agendas, providing remote participation options, and serving as Secretary for Executive Board meetings.
- Ensure compliance with HUD requirements, including timely submission of reports such as System Performance Measures, the Housing Inventory Count (HIC), and the Point-in-Time (PIT) Count.
- Consult with CoC- and ESG-funded recipients and subrecipients to establish written standards, set performance targets, evaluate outcomes, and support performance improvement.
- Support HMIS administration, ensuring consistent participation, data quality, and compliance with HUD requirements in partnership with the HMIS System Administrator.
- Monitor funded projects to ensure compliance.
- Support CoC governance and operations, including maintaining official policies and procedures.
- Act as fiscal agent for State Homeless Housing, Assistance and Prevention Program (HHAP) and CoC planning and HUD funds, ensuring fair distribution and compliance with funding requirements.
- Coordinate system planning and evaluation, including conducting annual needs assessment, supporting housing and service coordination across the region, and reporting on program outcomes to HUD.
- Enhance provider and community capacity through CoC-wide training, technical assistance, and outreach to increase awareness of homelessness needs and system performance.

B. HMIS Lead Agency

The HMIS Lead Agency is responsible for providing support and accountability for the HMIS. NorCal CoC Executive Board may revisit the HMIS Lead Agency designation at its discretion.

HMIS Lead Responsibilities:

- Serve as recipient of HUD CoC Program HMIS grant, subcontracting with an HMIS System Administrator as applicable
- Serve as the HMIS Lead Agency for the NorCal Continuum of Care.
- Develop, review, and revise all HMIS plans, forms, standards, and governance documents.
- Oversee and ensure the HUD System Performance Measures, AHAR/Longitudinal System Analysis, and State of California HDIS data submissions meet deadlines and the data contains minimal errors.
- Staff the HMIS Committee
- Staff the Ad Hoc Data Reporting Workgroup
- Report to CoC Executive Board and relevant committees upon request
- Strive to ensure that data is reported accurately and with integrity so that the CoC Executive Board and general public have confidence in the credibility of all reported data
- Serves as Liaison and executes contract with HMIS software vendor
- Oversee HMIS licensing - procuring, issuing, removal

C. HMIS System Administrator

The CoC Executive Board, in partnership with the HMIS Lead Agency, may choose to designate an entity to serve as the HMIS System Administrator (SA) and operate the CoC's HMIS. The responsibilities of an HMIS System Administrator are detailed in the NorCal HMIS Policies and Procedures. With six months written notice to the Executive Board, the HMIS SA can terminate its status.

The Administrative Entity on behalf of the CoC Executive Board will enter into a contract with the designated HMIS SA. The contract is in effect for a maximum of two years and may be re-executed upon a successful performance review, as described below.

Designation and Solicitation Process

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 two years, the CoC Board will designate a workgroup 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 contract between the Administrative Entity on behalf of the CoC Executive Board and HMIS SA and status of agreed upon work
2. Review of HMIS data (LSA & SPM)
3. Review of HMIS grants for issues with grant execution, match, reporting, or expenditures
4. If/when applicable, 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, consisting of members of key committees and stakeholders, 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 2-year requirement. This decision must be agreed to by a majority of Executive Board members.

Section VI. Code of Conduct

The NorCal CoC has adopted the following Code of Conduct that provides a foundation for the conduct and ethics of the CoC membership. Any new Executive Board member will be advised of this policy.

A. Conflict of Interest

All CoC members must comply with 24 CFR 578.95 (Conflicts of Interest) in the CoC Program Interim Rule. CoC members must disclose any potential conflict of interest when the CoC is considering funding decisions or other actions that could result in the financial benefit or loss to an organization they, or a

family member, represent as an employee, agent, consultant or board member. When a conflict of interest exists, the member(s) must immediately disclose the conflict of interest. The member must recuse themselves from related discussions and voting and will not be counted in determining the quorum.

The CoC is committed to ensuring that all decisions are informed, transparent, and free from conflict. Broad stakeholder input is essential in developing and refining key system activities such as the annual gaps analysis, eligibility criteria, prioritization standards, and performance targets. Participation in these general planning discussions does not constitute a conflict of interest. Funded projects and jurisdictions may provide input on CoC priorities, funding policies, and scoring criteria. However, the Rating and Ranking Committee is responsible for evaluating this input and making final decisions on scoring criteria and the application process.

Section VII. Funding

There are multiple funding sources distributed through the structure of the CoC, including HUD CoC Program funds, ESG Program funds, and HHAP 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.

A. Application Standards and Thresholds

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

In general, all applicants for funds distributed through the structure of the CoC must meet the following threshold requirements at the time of application:

1. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count;
2. Actively collect, enter, and maintain HMIS data, including, but not limited to the following:
    a. Provide timely and accurate HMIS data input, based on current HMIS user policy;
    b. Provide timely responses to data requests; and/or
    c. Applicant may partner with an agency that currently collects and enters HMIS data. The partner Agency must be listed in the application.
3. Participate in Coordinated Entry, if applicable, per user agreement as referenced in 24 CFR 578.7;
4. Be a participating member of their local NorCal CoC Advisory Board voting or participant in good standing (as defined by the applicable Advisory Board);
5. A completed application is submitted by the deadline;
6. Provide the following completed certifications with the funding application or NOFA;
    a. Verification of Advisory Board member status;
    b. HMIS certification of project participation; and

c. Verification of Point in Time participation.

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;
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 or preventing homelessness; and
11. The project meets specific threshold requirements per the NOFA.

B. Subrecipient Threshold Requirements

1. Any agency awarded funding through the structure of the CoC must maintain threshold requirements throughout the grant performance period, in accordance with the applicable funding type and agreement with recipient agency
2. Upon request of remaining funds, the Administrative Entity will confirm adherence with continuing to meet threshold requirements.
3. If a grant subrecipient 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.

C. Rating and Ranking

Agencies may be called upon to participate in the Rating and Ranking (R&R) Committee. See the section on Committees and Workgroups for more information.

D. Grievance and Appeals

Funding applications that do not meet threshold requirements will be denied. Applicants may submit a grievance or appeal, which will be reviewed by Executive Board members who are neutral and have no conflicts of interest. . The Executive Board is responsible for designating a neutral group of members to review grievances and appeals if no Board members can perform this duty. The Executive Board will provide a written decision.

Section VIII. Review and Amendment of the CoC Governance Charter

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 in this section.

A. Feedback

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 teachinc.modoc.@gmail.com, or other designated methods.

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

B. Annual Charter Updates

The Governance Charter shall be reviewed and updated annually, with revisions taking effect as designated and upon approval by the Executive Board 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:

1. Governance Charter Workgroup: A designated Workgroup, consisting of members from key committees and stakeholders, shall be responsible for reviewing all feedback and proposed changes.
2. 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 two weeks prior to Board approval.
3. 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.
4. 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.

C. Emergency Amendments

In exceptional cases where urgent changes are needed outside of the Annual 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 Advisory Board approval. Once approved through the Advisory Boards, the final approval will be requested by the Executive Board.

Section IX. Appendix

Advisory Board Membership Application

Shasta CoC Advisory Addendum, Revised September 8, 2026

Policy Regarding Disruption of Remote Access during Meetings

Continuum of Care Advisory Board Membership Application

Vision for Success

The NorCal Continuum of Care (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.

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. There may be no more than one Advisory Board per county.

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.

Advisory Board Membership Responsibilities

Responsibilities include providing input, expertise, and recommendations to the Board regarding all matters relating to Continuum of Care ("COC") responsibilities, policies, and procedures, including

- Strategic planning for the COC
- Coordinated entry
- Homeless Management Information System (HMIS)
- Project compliance
- Data quality
- Training
- Community planning
- Resource planning and allocation
- Housing Inventory count
- Point-In-Time count
- Coordination of COC with other community resources
- Establishing workgroups as needed to perform COC functions

Voting Member Responsibilities

A Voting Member must attend regularly scheduled Advisory Board meetings and shall have one vote on all action items.

For additional information please see the NorCal CoC Governance Charter at https://www.teachinc.org/norcal-continuum-of-care/

NorCal Continuum of Care™

Name_____ **County**_____

Phone_____ **Title** _____

Voting Member Email_____

Agency Name (If Applicable) _____

Membership request: _____ Voting Member _____ Voting Member Alternate

Please identify an alternate (If Applicable) _____

Alternate Email _____ **Phone** _____

Please Select the Category that best defines you or your agency type. *What service area, jurisdiction or special population do you represent? (Check all that apply):*

- ⎦ Local Government Staff/Officials
- ⎦ CDBGHOME/ESG Entitlement Jurisdiction
- ⎦ Law Enforcement
- ⎦ Local Jail(s)
- ⎦ Hospital(s)
- ⎦ EMT/Crisis Response Team(s)
- ⎦ Mental Health Service Organizations
- ⎦ Substance Abuse Service Organizations
- ⎦ Affordable Housing Developer(s)
- ⎦ Disability Advocates
- ⎦ Public Housing Authorities
- ⎦ CoC Funded Youth Homeless Org.
- ⎦ Non-CoC Funded Youth Homeless Org.
- ⎦ Other:
- ⎦ 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
- ⎦ LBGT Service Organizations
- ⎦ Agencies that serve survivors of human trafficking
- ⎦ Other homeless subpopulation advocates
- ⎦ Homeless or Formerly Homeless Persons
- ⎦ Emergency shelter
- ⎦ Veteran service providers and advocates
- ⎦ Locality taskforce representatives

Please provide the mission statement of the agency/organization, for individuals, explain your interest in joining the CoC _____

_____

_____

Describe the agencies/organization's or personal experience working to end homelessness:

_____

_____

What does the agency/organization or individual hope to contribute and gain by being a members of the (CoC)? :

_____

_____

_____

Statement of Commitment: By my signature below, if nominated and elected to the Continuum of Care Advisory Board, I understand that I will attend, with frequency, the Advisory Board Meetings, when scheduled. I will collaboratively participate at each meeting and will share knowledge and information freely. I may cancel my membership at any time, and acknowledge my membership may be revoked for cause, if I am not adhering to the NorCal CoC Governance Charter.

Signature:_____ **Date:** _____

Applications can be submitted to the Chair of the CoC Advisory Board to which you are applying or emailed to: jnorthrup@teachinc.org (form Rev. 7/16/26)

July 16, 2026, Revised September 8, 2026

Shasta CoC Advisory Board Addendum to the NorCal CoC Governance Charter

Shasta CoC Advisory Board Application Standards and Thresholds.

All Applicants must meet the following threshold requirements.

1. Be a voting member in good standing
2. Service providers and counties receiving CoC funding must actively participate in the PIT/HIC count. In the alternative, applicant could partner with agency that does currently meet PIT participation requirements.
3. Actively collect and enter and maintain HMIS data, (if applicable) including, but not limited to the following:
    a. Provide timely and accurate HMIS data input, based on current HMIS user policy;
    b. Provide timely responses to data requests; and/or
    c. Applicant may partner with an agency that does currently collect and enter HMIS data. The partner Agency must be listed in the application.
4. Participate in Coordinated Entry, per user agreement as referenced in 24 CFR 578.7 (if applicable);
5. Be a member or participate in at least one NorCal CoC committee or one Shasta CoC Advisory subcommittee
6. Provide the following completed certifications or other notifications, with the funding application or NOFA;
    a. Advisory Board certification of member status;
    b. Point in Time Participation certification;
    c. HMIS certification of project participation;
    d. Coordinated Entry certification, if applicable; and,
    e. NorCal CoC committee or Shasta CoC Advisory subcommittee membership/participation.
7. 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, and when strategic, braid funds together with the funding of other local entities.
8. 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.
    a. 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 must include the following to be eligible to apply for funding:
        i. Total project budget, with itemization of how funds will be used
        ii. Identify the eligible use category for this application
        iii. Total funding requested in application
        iv. Details of how project prioritizes strategic plan goal
        v. Other sources of braided funding, if applicable.
        vi. How many people this project anticipates to serve
    b. The applicants will have the opportunity to collaborate and the option to make project budget modifications following the presentation process.
    c. 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 or provide an explanation.

d. 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.

Experience	20
Capacity	20
Design	15
Impact/effectiveness	20
Funding plan	20
Shasta Strategic plan/grant	
Specific Set Aside	5

9. Grant Sub-recipient threshold requirements

a. 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 at the direction of the Shasta CoC Advisory Board.

b. If a Grant Subrecipient does not maintain established threshold requirements, the Subrecipient will be notified and provided an opportunity to cure the deficiency. Failure to meet requirements may result in suspension of remaining funds, ineligibility for future funding, and/or repayment of funds, consistent with the terms of the contract.

Approved September 8, 2026

Virtual meeting attendance expectations

Camera must be on during the entire meeting

Voting members whose organizations are located within 20 miles of Redding should prioritize attending in person whenever possible. Voting members who organizations are outside 20 miles may participate virtually

If your organization is within 20 miles you cannot attend more than 4 virtual meetings per one calendar year.

Any funding presentations are required to be presented in person. Accommodations can be made prior to the meeting for weather or other extenuating circumstances with as much notice as possible to the Chair and or Vice Chair.

You must sign in using the google form link which will be pasted in the chat.

NorCal CoC Governance Charter
Appendix

NORCAL CONTINUUM OF CARE POLICY REGARDING DISRUPTION OF REMOTE ACCESS DURING MEETINGS

Purpose

The purpose of this policy is to establish the procedures for addressing disruptions to remote access during meetings of the NorCal Continuum of Care. This policy applies to any meeting of the NorCal Continuum of Care at which public participation is made available through a two-way telephonic service or two-way audiovisual platform.

Definitions

"Board" means the NorCal Continuum of Care Executive Board, Advisory Board or Committee
"Host" means the person who operates the remote access system during meetings.
"Meeting" shall be any congregation of a majority of the members of the Executive Board, Advisory Board or Committee at the same time and location, including teleconference locations to hear, discuss, deliberate, or take action on any item within the body's subject matter jurisdiction.

Monitoring Remote Access

The Host of the NorCal CoC Executive Board, Advisory Board or Committee Meetings shall monitor the remote access system during all virtual meetings of the NorCal CoC to ensure that the public is able to observe and participate in the meeting. The Host shall also periodically confirm that the audio, video, and public participation functions remain available to remote attendees.

Procedure Upon Disruption of Remote Access

If the Host determines that remote access to the meeting has been disrupted, the Host shall immediately announce that remote access has been disrupted and shall pause the proceedings. During this pause, no discussion or action shall occur. The Host may also allow a brief period to determine whether remote access can be quickly restored. If the disruption cannot be promptly resolved, the Host shall announce that the meeting is in recess due to disruption of remote access.

During the recess, the NorCal CoC Executive Board, Advisory Board or Committee shall make good-faith efforts to restore telephonic or internet service for a period of not less than one hour. These efforts shall include reasonable troubleshooting steps appropriate to the technology in use,

Resumption of the Meeting Following Restoration of Remote Access

If telephonic or internet service is restored during the recess, the Host shall immediately reestablish remote access to the meeting. The Host shall then notify remote attendees that service has been restored the meeting shall resume once a quorum of the Board is present in the meeting room.

Resumption of the Meeting if Remote Access Cannot Be Restored

If remote access cannot be restored after at least one hour of good-faith efforts, the NorCal CoC Executive Board, Advisory Board or Committee may reconvene without remote access. Before doing so, the Host shall publicly announce that remote access could not be restored despite good-faith efforts.

The Host shall then request that the Board consider making findings to resume the meeting without remote access. Those findings shall be that (i) good-faith efforts were made to restore telephonic or internet service in accordance with this policy and (ii) that the public interest in continuing the meeting outweighs the public interest in providing remote public access.

A member of the Board may move to adopt these findings and to resume the meeting. The motion shall be decided by roll-call vote of the Board. If the motion is approved by a majority of the Board, the meeting may resume in accordance with the posted agenda. If the motion is not made or does not receive the required majority vote, the meeting shall immediately adjourn.