



NorCal
Continuum of Care™

Governance Charter

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

Approved on xx-xx-2019

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Overview

The NorCal Homeless Continuum of Care (NorCal CoC) coordinates the implementation of a housing and service system that meets the needs of persons experiencing homelessness in the Continuum. 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 NorCal CoC, the seven Advisory Boards, the Lead Agency, and the Homeless Management Information System (HMIS) Lead Agency.

Vision

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.

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

A. Operating the CoC

The CoC Executive Board

The Continuum of Care Executive Board is the decision-making body for the Continuum of Care. 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 NorCal 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);**
 - a. The NorCal 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 on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;**
- 4. In consultation with the Lead Agency and the HMIS Lead Agency, 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 requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;**
5. Approve the goals of the NorCal Continuum of Care Strategic Plan;
6. Approve Advisory Board, Lead Agency and HMIS Lead Agency policies and procedures;
7. Develop continuum wide policies and procedures;
- 8. Designate a single Homeless Management Information System (HMIS);**
- 9. Designate an eligible applicant to manage the Continuum's HMIS, known as the HMIS Lead;**
- 10. Approve the privacy, security, and a data quality plan for the HMIS;**
11. Ensure the HMIS is administered in compliance with requirements prescribed by HUD, including procurement of costs and services;
12. 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 Continuum of Care 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 County 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 Continuum of Care Wide Strategic Plan and the County 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 Lead Agency, 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 Continuum of Care Strategic Plan;
6. Appoint members with program expertise to workgroups;
7. Ensure funding requests meet the County specific Strategic Plan goals;
- 8. Collaborate with the Lead Agency 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 Lead Agency;
10. Establish priorities for funding projects in concurrence with the Strategic Plan;
- 11. Consult with recipients and sub recipients to establish performance targets appropriate for population and program type and evaluate outcomes;**
- 12. Evaluate outcomes of projects funded under the Emergency Solutions Grants 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 county that meets the following requirements:**
 - a. Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons;**
 - b. Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons; and**
 - c. Other requirements established by HUD by Notice.**
15. Adhere to the requirements as written in the CoC agreements between the Lead Agency and the County;
- 16. Collaborate with the Lead Agency to provide data for the gap analysis;**
- 17. Coordinate, with the support of the Lead Agency, 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:

- a. Outreach, engagement, and assessment;
 - b. Shelter, housing, and supportive services; and
 - c. Prevention strategies.
18. Ensure consistent participation of recipients and sub recipients in the HMIS; and
19. Develop, with support of Domestic Violence service providers, the emergency transfer plan for the County that meets the requirements under § 578.99(j)(8).

The Lead Agency

The CoC Executive Board has established a Lead Agency role to provide guidance to ensure that duties of the CoC are being met. The Lead Agency may be a unit of local government, a non-profit agency or an individual person. The Lead Agency's roles and responsibilities are as follows:

1. Facilitate meetings with published agendas;
2. Provide access to participate remotely in Lead Agency 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 county program needs;
9. **Ensure consistent participation of recipients and sub recipients in the HMIS;**
10. Complete CoC wide funding applications;
11. Develop and provide Continuum wide trainings including HUD mandated training topic and county requested trainings;
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 Shasta County Board of Supervisors as needed per County 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 NorCal CoC website;
18. **Report the results of the evaluation outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program to HUD;**
19. **Ensure the HMIS is administered in compliance with requirements prescribed by HUD;**
20. **Provide information required to complete the Consolidated Plan(s) within the Continuum's geographic area;**
21. **Consult with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating**

Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub recipients;

22. **In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:**
 - a. **Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;**
 - b. **Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance (these policies must include the emergency transfer priority required under § 578.99(j)(8));**
 - c. **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));**
 - d. **Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;**
 - e. **Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance (these policies must include the emergency transfer priority required under § 578.99(j)(8)); and**
 - f. **Where the Continuum is designated a high-performing community, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).**
23. **Assist the Advisory Board with county wide policies and procedures;**
24. **Act as the Secretary for the Executive Board Meetings;**
25. **Lead Agency 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 Continuum; and**
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:**
 - a. **Outreach, engagement, and assessment;**
 - b. **Shelter, housing, and supportive services; and**
 - c. **Prevention strategies.**

[The HMIS Lead Agency](#)

The CoC Executive Board has established a HMIS Lead Agency role to establish and operate the CoC's Homeless Management Information System. The HMIS Lead Agency's roles and responsibilities are as follows:

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 a contracts and End User Agreement with HMIS user agencies;
5. Maintain policies and procedures for HMIS as required by HUD;
6. Develop and provide Continuum wide 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 Lead Agency, HMIS contracted agency, Advisory Boards or Executive Board;
11. Report program performance to Lead Agency;
- 12. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice;**
- 13. Ensure the HMIS is administered in compliance with requirements prescribed by HUD;**
and
14. With the approval of the Executive Board, apply for eligible funding.

B. 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 Continuum of Care Executive Board is the decision-making body for the Continuum of Care. 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 NorCal 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. Act on behalf of their Advisory Board;
2. Be elected onto the Executive Board by the Advisory Board;
3. Have the capacity to obligate their county to the decisions of the CoC;
4. Have knowledge of the homeless services and organizational needs of their county; and
5. Actively participate in their capacity as an Executive Board member.

Officers of the Executive Board

1. **Designation of Officers:** The officers of the NorCal Continuum of Care Executive Board shall be Chairperson, and Vice Chairperson.
2. **Election and Term of Officers:** NorCal Continuum of Care Executive Board shall be elected by each county's Advisory Board. The term of services is based on the term of the contract between the County and the Lead Agency or based on the 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 Lead Agency. 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:**
 - a. **Chairperson:** The Chairperson of the NorCal Continuum of Care Executive Board shall preside at all meetings of the Executive Board and shall have such other powers and duties consistent with this Governance Charter.
 - b. **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.
 - c. **Compliance Officer:** The Compliance Officer is responsible for overseeing and managing program and funding compliance as described in funding applications.

- d. **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.
- e. **Policy Officer:** The Policy Officer is responsible for the implementation of State and Federal policy changes, and oversees the policy and procedure committee.
- f. **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.
- g. **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 county 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.

C. Committees and Workgroups

The Executive Board may establish committees and workgroups as needed, to address Continuum wide and county specific needs. Committee and workgroup members may volunteer or be elected by the Executive Board for Continuum wide topics or by the Advisory Boards for county specific topics. All efforts will be made to ensure committee and workgroup members are comprised of representatives from each county in the continuum when working on Continuum wide 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.

Vacancies of selected membership committees will be filled, upon recommendation of a qualified candidate by the Executive Board and by the affirmative vote of the majority of that committee.

In order to address the multitude of services and initiatives, the committees can include staff from the agencies represented on the CoC Advisory Boards as well as other subject matter experts that are not members of the CoC.

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 Lead Agency 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

- Rating and Ranking (R&R)
- Homeless Youth
- Policy and Procedures
- HMIS / Coordinated Entry
- Point-In-Time Count
- Notice of Funding Availability (NOFA) template and R&R procedure development

D. 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 NorCal 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.

Members may send a representative in their place from their agency or workgroup. Voting rights of proxies must be determined by each county.

Member Conflict of Interest

All Continuum members will abide by 24 CFR 578.95 (Conflicts of Interest) in the Interim Rule. Continuum 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 Continuum 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 Continuum, 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 Continuum of Care 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 Continuum 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 Continuum.

A. Point in Time Count

The PIT Count of homeless persons within the Continuum 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

B. Housing Inventory Count

The HIC Count of homeless persons within the Continuum 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.

C. County Responsibility

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

1. Coordinate the PIT and HIC counts within the county and include all agencies who provide services to the homeless;
2. Participate in the CoC wide PIT/HIC committees;
3. Act as the lead trainer for the county;
 - a. 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 Lead Agency.

D. 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 county / service provider and the Lead Agency.

Funding

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

When funding is made available to the CoC, one of two methods will be used in accordance with regulation. The first method is a NOFA process, which will include an open application process across the CoC region and use of the Rating and Ranking committee when funds are oversubscribed. The second method is an allocation method, which will include a formula based on the first 80% of the available funding distributed using the most recent HUD approved Point In Time Count and the remaining 20% using the most recent executed contract with the county to provide financial support for the Lead Agency. (See Attachment C) This methodology may also use the Rating and Ranking committee when funds are oversubscribed. In the case of a

particular county being oversubscribed, a Rating and Ranking committee formed locally will be used, which will be formed by the Advisory Board.

A. Application Standards and Thresholds

The Lead Agency will annually update the requirements for application. Service providers and counties receiving COC funding must actively participate in the PIT/HIC count, utilize HMIS for client tracking, participate in Coordinated Entry and be in good standings in accordance with current contractual reporting obligations.

All Applications must meet the following threshold requirements:

1. A completed application is submitted by the deadline,
2. Provide the following documents with the application;
 - a. Advisory Board Lead certification,
 - b. HMIS Lead Agency certification; and
 - c. Point In Time Participation certification.
3. The applicant's organization has adequate capacity to successfully manage the funds, including consideration of their ability to manage existing grants;
4. The applicant meets the HUD eligibility requirements and thresholds;
5. The proposed activities meet McKinney-Vento eligibility requirements;
6. The grant request is reasonable based upon the proposed scope, number of clients services and availability and utilization of existing competitive programs within the geographical area;
7. The application is likely to improve the Continuum's outcome performance and will contribute to reducing homelessness; and
8. The project meets specific threshold requirements per the NOFA.

B. Rating and Ranking

Agencies may be called upon to participate in the Rating and Ranking (R&R) committee. R&R committees are neutral groups of three or more individuals who will rate and rank funding applications based on the R&R policies and procedures. 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 Lead Agency.

C. Grievance and Appeals

All funding applications not meeting threshold will be denied. Applicants may submit a grievance in accordance with the funding grievance policy and the NOFA grievance policy. All grievances will be overseen by the Executive Officer assigned to grievances or the Vice-Chairman, if a conflict exists.

D. 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 has selected the Lead Agency to be the collaborative applicant for the NorCal CoC.

The Lead Agency is the only entity that 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 continuum serves.

E. Stipends

To encourage the recruitment and participation of homeless or previously homeless individuals and youth, the Continuum will 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;

- Round trip mileage;
- Childcare reimbursement;
- Bus passes;
- 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 NorCal CoC. The Executive and Advisory Boards have selected Shasta County Community Action Agency as the HMIS Lead Agency.

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.

A. 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 Lead Agency.

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 county / service provider and the Lead Agency.

Policy and Procedure (P&Ps)

In consultation with the CoC Lead Agency and the HMIS Lead Agency, the Executive and Advisory Boards will develop, follow, and update annually a governance charter that includes all procedures and policies needed to comply with 24 CFR 578.5(b) and with HMIS requirements as prescribed by HUD.

On an annual basis, the P&Ps will be reviewed and updated as necessary by the Continuum. Once approved, the P&Ps will be made available on the NorCal CoC website.

Website

www.NorCalCoC.org

The NorCal CoC website will serve as the information hub for the Continuum. The website will be maintained and updated by the Lead Agency. All Advisory Boards are encouraged to view the website on a consistent basis to access up to date information on the continuum. 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 NorCal Continuum of Care. 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 Continuum's vision of solving homelessness. In particular, the Continuum envisions a homeless response system that:

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

A. Advisory Boards' Responsibility

Each Advisory Board will compose a county wide Action Plan addressing the Continuum wide 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 Continuum wide 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 Continuum's Strategic Plan.

B. Executive Board Responsibility

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

C. Lead Agency 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 Continuum.

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 employers 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 Continuum of Care to comply with the HMIS requirements prescribed by HUD.

HMIS Lead means the entity designated by the Continuum of Care in accordance with the Interim Rule to operate the Continuum'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.

Attachments

Attachment A: Membership

Attachment B: Meeting Agenda Template

Attachment C: Funding Allocation Chart

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



Meeting Name

Date

Time

Location

www.norcalcoc.org

Those who can't attend in person may call in (please advise if you will be calling in):

Dial-in Number: 1-605-472-5660 Access Code: 821529

- 1. Call to Order/Quorum Established/Introductions**
- 2. Approval of Agenda**
 - A. Review proposed Agenda. Make revisions/additions, as necessary
- 3. Approval of (Last Month's) minutes**
- 4. Public Comments (limited to 3 mins. per comment)**
- 5. New Business**
 - A. Topic
 - a. Sub-topic (if needed)
 - b. Sub-topic (if needed)
 - B. Topic
 - a. Sub-topic (if needed)
 - C. Topic
- 6. Committee/Task Area Reports**
 - A. HMIS/Coordinated Entry Process/System Users/Outreach
 - B. Reports from County/City Staff
 - C. Reports from the Executive Board
 - D. Announcement/Agency Update
- 7. Discussion for Next Meeting**
- 8. Adjournment**

Next Meeting

Date

Time

Ongoing New Business

- Policies & Procedures
- Program Updates
- Funding Updates
- New Membership
- Agenda Items for Executive Board

Topics by Month

- Aug-Feb: Point in Time
- Jan-Feb: Strategic Plan
- May: GAP analysis
- Sep: Collaborative Application
- Mar-May: ESG Application

- Mar, Jun, Sep, Dec: Quarterly Regional Mtg
- Jan, Apr, July, Oct: Qtrly Mtg Agenda Items
- Feb: Appoint Rating and Ranking
- Apr: Final PIT report
- Jun: VAWA plan

Attachment C: Funding Chart Template

Funding Chart Template

The table below shows an example of if funding was released on 7/1/19 for \$785,000 that had an equitable distribution method required by regulation. This is an example **only**.

| Funds allocated: | \$785,000 | Allocation per homeless person | = funds allocated / total homeless | \$614.48 |
|-------------------------|-----------------------------|---------------------------------------|---|-----------------------|
| County | Point In Time Number | 80 % Allocation | Contract Expiration date | 20% Allocation |
| Del Norte | 125 | \$76,810 | 6/30/20 | \$26,307.50 |
| Lassen | 55 | \$33,796.40 | 6/30/19 | 0 |
| Modoc | 12 | \$7,373.76 | 6/30/20 | \$2,525.52 |
| Plumas | 96 | \$58,990.08 | 6/30/19 | 0 |
| Shasta | 600 | \$368,688 | 6/30/20 | \$126,276 |
| Sierra | 9 | \$5,530.32 | 6/30/20 | \$1,894.14 |
| Siskiyou | 125 | \$76,810 | 6/30/19 | 0 |
| Total | 1022 | \$627,998.56 | | \$156,993.96 |

Attachment D: Organizational Chart
Organizational Chart

