# Roles and Responsibilities of the CoC and Collaborative Applicant

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## Welcome & Introductions

CoC Number and Name

CoC Collaborative Applicant Organization Name

CoC Geography: Cities, counties, etc.

Something exciting your CoC is working on right now

# HUD Homeless Policy Priorities

1. Ending homelessness for all persons
   - ❑ Foundations: Equity, data, and evidence
   - ❑ Solutions: Housing and supports, crisis response, and prevention

2. Housing First*
   1. Immediate access to permanent housing with no housing readiness requirements
   2. Consumer choice and self-determination
   3. Recovery orientation
   4. Individualized and client-driven supports
   5. Social and community integration

3. Improving System Performance

*https://www.pathwayshousingfirst.org/

# Key Terms

CoC = Continuum of Care (can be referred to as program funding AND a certain geographic area)

NOFA/O= Notice of Funding Availability/Opportunity

CA = Collaborative Applicant (also referred to as the "CoC Lead Agency")

CES = Coordinated Entry System

HMIS = Homeless Management Information System

Consolidated Application = Planning application for the entire CoC + individual project applications + priority listing

Priority Listing = Ranked List = Local competition results

HIC = Housing Inventory Count

PIT= Point in Time Count

LSA= Longitudinal Systems Analysis (formally known as the AHAR)

HDX = Homelessness Data Exchange

SPM = System Performance Measures

CoC General Membership

CoC Committees

CoC Board

CoC Collaborative Applicant/Lead Agency

CoC Grantee/Recipient

CES Lead

HMIS Lead

# Key Players in a CoC

# What is a CoC?

A Continuum of Care (CoC) is the group organized to carry out the responsibilities prescribed in the **_CoC Program Interim Rule_** for a defined geographic area. A CoC should be composed of representatives of organizations *(funded and unfunded).*

*https://www.hudexchange.info/faqs/programs/continuum-of-care-coc-program/program-administration/general/what-is-a-continuum-of-care/

# Establishing a CoC: Minimum

CoC Program interim rule, or 24 CFR 578, requires:

- Communities to establish a CoC for the geographic area in order to receive CoC program funding
- CoC must establish a board to act on behalf of the Continuum using the process established as a requirement by 24 CFR 578.(a)(3)

- CoC Board must:
  - Be representative of relevant organizations and or projects serving subpopulations; and
  - Include at least one person with lived experience

# Collaborative Applicant

The Collaborative Applicant is the eligible applicant designated by the Continuum of Care (CoC) to collect and submit the:

- CoC Registration,
- CoC Consolidated Application (which includes the CoC Application and CoC Priority Listing), and
- Apply for CoC planning funds on behalf of the CoC during the CoC Program Competition.
- The CoC may assign additional responsibilities to the Collaborative Applicant so long as these responsibilities are documented in the CoC's governance charter and the collaborative applicant must have the ongoing capacity to implement those responsibilities.

Eligible entities:

- Instrumentality of state or local government
- Local government
- Nonprofit
- State
- Public Housing Authority (PHA)

# Collaborative Applicant Relationship to the CoC

Acts on behalf of the CoC when applying to HUD for grants

All responsibilities assigned to collaborative applicant have to be documented in the COC's governance charter
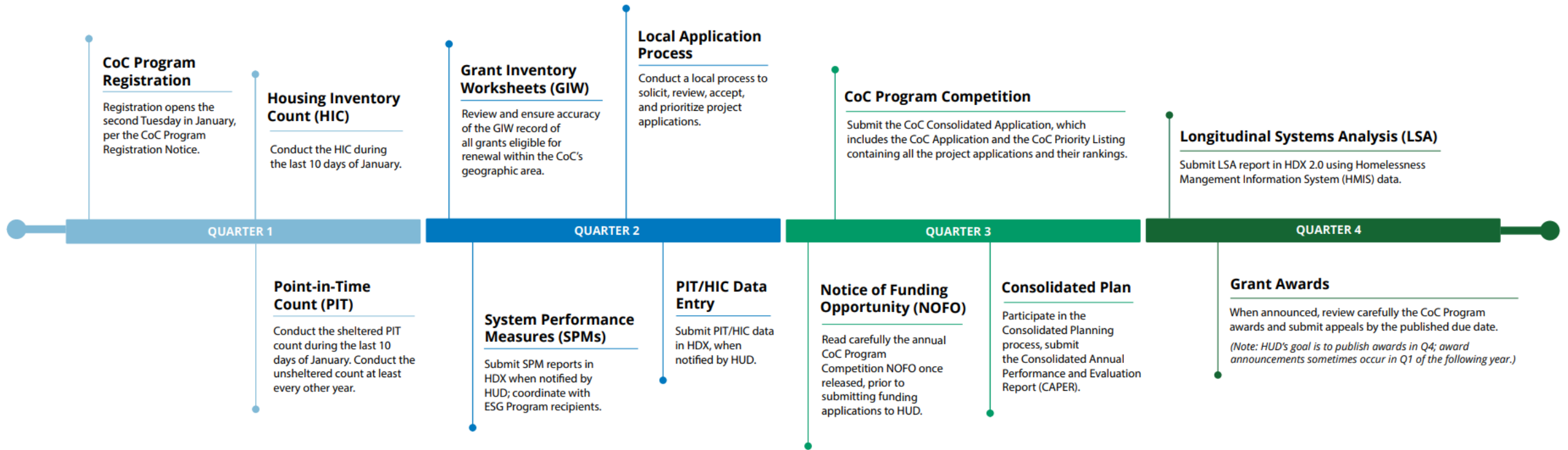
# CoC Board

Must be established by full CoC to act on behalf of the full CoC

- Membership:
  - Must represent relevant organizations and projects serving homeless subpopulations, not just providers
  - Must include at least one currently or former person experiencing homelessness
  - One board member can represent interests of multiple subpopulations

- Other requirements:
  - Board selection process must be reviewed and approved by full CoC at least once every 5 years
  - Must establish code of conduct, conflict of interest, and recusal policies for board members

- All these requirements are usually included in the CoC's governance charter

- CoC interim rule does not include requirements or recommendations around what the CoC Board's responsibilities are; these must be laid out in the governance charter

- There are several items that must or should be decided on by the full CoC membership (not the CoC Board):
  - Board selection process, at least every 5 years
  - Governance charter annual review and approval
  - Membership criteria

CoC
Responsibilities

**CoC Program Registration**

Registration opens the second Tuesday in January, per the CoC Program Registration Notice.

**Housing Inventory Count (HIC)**

Conduct the HIC during the last 10 days of January.

**Grant Inventory Worksheets (GIW)**

Review and ensure accuracy of the GIW record of all grants eligible for renewal within the CoC's geographic area.

**Local Application Process**

Conduct a local process to solicit, review, accept, and prioritize project applications.

**CoC Program Competition**

Submit the CoC Consolidated Application, which includes the CoC Application and the CoC Priority Listing containing all the project applications and their rankings.

**Longitudinal Systems Analysis (LSA)**

Submit LSA report in HDX 2.0 using Homelessness Mangement Information System (HMIS) data.

| QUARTER 1 | QUARTER 2 | QUARTER 3 | QUARTER 4 |
| --- | --- | --- | --- |

**Point-in-Time Count (PIT)**

Conduct the sheltered PIT count during the last 10 days of January. Conduct the unsheltered count at least every other year.

**System Performance Measures (SPMs)**

Submit SPM reports in HDX when notified by HUD; coordinate with ESG Program recipients.

**PIT/HIC Data Entry**

Submit PIT/HIC data in HDX, when notified by HUD.

**Notice of Funding Opportunity (NOFO)**

Read carefully the annual CoC Program Competition NOFO once released, prior to submitting funding applications to HUD.

**Consolidated Plan**

Participate in the Consolidated Planning process, submit the Consolidated Annual Performance and Evaluation Report (CAPER).

**Grant Awards**

When announced, review carefully the CoC Program awards and submit appeals by the published due date.

*(Note: HUD's goal is to publish awards in Q4; award announcements sometimes occur in Q1 of the following year.)*

# CoC Schedule of Events

# Competition

Submission of the consolidated application

- "Planning" Application
- Priority Listing
- Individual Project Applications

# Data

- The Point-in-Time (PIT) count is a locally planned and coordinated count of
  - sheltered (required by HUD annually)
  - unsheltered (required by HUD every other year)

- The Housing Inventory Count (HIC) is a point-in-time inventory of provider programs within a Continuum of Care that provide beds and units dedicated to serve people experiencing homelessness (and, for permanent housing projects, where homeless at entry, per the **HUD homeless definition**), categorized by five Program Types: Emergency Shelter; Transitional Housing; Rapid Re-housing; Safe Haven; and Permanent Supportive Housing.

- Data for the PIT count and HIC are submitted to HUD via the online data submission **Homelessness Data Exchange (HDX)**.

- The Longitudinal Systems Analysis (**LSA**) report, produced from a CoC's Homelessness Management Information System (HMIS) and submitted annually to **HUD** via the HDX 2.0, provides **HUD** and Continuums of Care (CoCs) with critical information about how people experiencing homelessness use their system of care.

# Monitoring, Training, & Planning

CoC Collaborative Applicants ensures organizational capacity within the recipients in their CoC

- "Monitoring"
    - Capacity and compliance supports at system performance levels
- Training
    - Compliance needs, peer sharing, etc.
- Planning
    - Strategic Planning

**Speakers:**

Jennifer Fabbrini, All Chicago – Monitoring/Training

Josh Sabo, Heartland Housed – Homeless Strategic Plan

# Governance & Charter

**Governance** is how groups organize to make decisions

- Governance determines who…
    - Has decision-making authority
    - How stakeholders make their voices heard
    - How decisions are implemented

- The HEARTH Act and CoC Interim Rule define CoC governance responsibilities

**Governance Charter**

- Document that outlines all of the functions and responsibilities assigned by the CoC to the Board, committees, the HMIS Lead, the Lead Agency staff, as well as the process for reviewing and amending the charter.
    - Working document

- By adopting and creating formalized governance, you create transparency and effective communication that in turn creates a more strategic continuum.

- The who, what, when, where and why of CoC responsibilities (not just Collaborative Applicant)

Where do I start?

# Governance Charter

**Housing First Solano CoC Governance Charter - Appendix A**
**Delegation of Authority**

| | CoC Membership | CoC Board | Staff to CoC and CoC Board | Collaborative Applicant – CAP Solano JPA | Other |
|---|---|---|---|---|---|
| **CoC Board Selection and Meetings** | | | | | |
| **Review CoC Board selection process** | | Must be reviewed every 5 years, CoC Board approves as part of Governance Charter | X | | Governance Committee reviews |
| **Recruitment of Board members** | X | X | X | | Governance Committee and Officers take the lead |
| **Nomination of new Board members** | X | X | | | Governance Committee reviews applications, submits slate of nominations |
| **Selection of Board Officers** | | Annually, at the first meeting of the year | | | |
| **Removal of CoC Board members** | | With 2/3 vote of Board for cause | | | |
| **Fill Board member vacancies as they become open** | | X | | | After application reviewed by Governance Committee |
| Fill Board member vacancies as terms | | Annually, at the first | | | |

❑ Determine point person to find the most recent CoC Governance Charter

❑ Find the most recent CoC Governance Charter

❑ Who is the Collaborative Applicant?

❑ Who is the HMIS Lead?

❑ Who is the CES Lead?

❑ What committees are necessary?

❑ Who does what?
  ❑ Appendix- Delegation of Authority

# Governance Charter: CoC Board

❑ Who is on current CoC Board?

❑ Is the makeup representative of the geographic region and consist of those with lived experience?

❑ Who are the Board Officers & Chair?

❑ How often and where do they meet?

❑ How do they provide notice about meetings?

❑ Are Code of Conduct and Conflict of Interest policies completed and up to date?

❑ Is there an executive committee of the CoC Board? Ask questions listed above.

❑ Is the structure working?

❑ Does it bring you joy? Keep or toss?

# Request Technical Assistance

In order to submit an Ask A Question (AAQ) or request HUD-funded technical assistance, you must have a HUDExchange profile.

Login to account, click "My HUD Exchange" from top navigation bar, then select options for submitting an AAQ or request for Technical Assistance.

Potential TA Areas:
- Governance
- Coordinated entry/prioritization
- Grant management & financial management
- HMIS (vendor migration, general operations, etc.)
- Reimagining emergency shelter

# Resources

https://www.hudexchange.info/resource/6224/coc-collaborative-applicant-annual-activities/

https://files.hudexchange.info/resources/documents/HUD-Annual-Requirements-CoC-Collaborative-Applicant-Activities.pdf

https://www.hudexchange.info/trainings/courses/coc-program-understanding-the-role-of-the-collaborative-applicant-webinar/

https://files.hudexchange.info/resources/documents/EstablishingandOperatingaCoC_CoCProgram.pdf

https://www.hudexchange.info/resource/3114/coc-governance-charter/

http://www.csh.org/wp-content/uploads/2018/07/60-Collaborative-Applicant-FO-Roles-and-Responsibilities.pdf

https://www.csh.org/wp-content/uploads/2018/07/02-CoC-Governance-and-Structure-TA-Guidance.pdf

https://www.csh.org/wp-content/uploads/2018/08/4.1Creating-an-Effective-Governance-Charter_FINAL.pdf