

CoC's Rating and Review
Procedure
Public Posting Evidence

1. Humboldt County Continuum of Care Pre-NOFA Rating and Review procedure information (CoC website posting).
Posted to website August 18, 2015.

2. Humboldt County Continuum of Care Technical Assistance handbook, including local application information (CoC website posting).
Publicly circulated October 6, 2015.
Posted to website November 12, 2015.

3. Humboldt County Continuum of Care Local Rating and Review procedure (CoC website posting).
Publicly circulated October 6, 2015.
Posted to website November 12, 2015.

4. Humboldt County Continuum of Care Local Rating and Review procedure information session (CoC website posting).
Posted to website October 1, 2015.

5. Humboldt County Continuum of Care Local Rating and Review procedure information session (listserv email, sent to 170 stakeholders).
Sent October 1, 2015.

The next meeting of the Humboldt Housing and Homeless Coalition (HHHC) will be held at the

Professional Building

Large Mezzanine Room

Corner of 5th and F Street

Eureka, CA

Thursday, September 3, 2015

9 AM - 11 AM

NEWS

SPONSORS

Mel & Grace McLean Foundation

2015 Continuum of Care Program NOFA Process and Application

The 2015 NOFA (Notice of Funding Availability) for HUD homeless housing and services funding ("Continuum of Care Program" funds) will be released soon. The CoC Executive Committee has approved preliminary process and scoring tools. See below.

Please note that some things may change when the NOFA is released; we will send a notice to the CoC when the competition begins. However, we recommend that if you are a renewal project or are interested in submitting an application for possible new project funds that you review these materials closely.

- [Humboldt 2015 Process and Appeals](#): (Please note: the timelines included in the document "Humboldt 2015 Process and Appeals" are from 2014 and are included for your reference only. 2015 timelines will be created and shared as soon as the 2015 competition begins; we anticipate a somewhat longer timeframe this year.)

- [2015 Pre-NOFA Renewal Score Sheet](#)

- [2015 Pre-NOFA New Project Score Sheet](#)

If you need assistance reading any of these materials, have questions, or would like additional information, please contact Sally Hewitt at SHewitt@co.humboldt.ca.us.

Tuesday, August 18, 2015

View as Analog
✓ View as Digital

Open Date & Time Preferences...

[Humboldt County Resource Card-Spanish.pdf](#) 50.93 kb Dec 09, 2010 2217

BROCHURES

[Eureka VA Outpatient Clinic Brochure.pdf](#) 555 kb Jan 05, 2011 2419

[HHHC Brochure.pdf](#) 2.76 mb Dec 14, 2010 2803

REPORTS

[HHHC 2015 PIT Report Final 1.1.pdf](#) 971.25 kb Aug 14, 2015 291

[HUD Continuum of Care 2013 Grant Exhibit 1 - FINAL.pdf](#) 330.77 kb Jan 27, 2014 1007

[2013 Point In Time Count Report.pdf](#) 870.81 kb Jan 06, 2014 1503

[Plan to End Homelessness 2013 Update.pdf](#) 1.63 mb Dec 17, 2013 1642

[United States Interagency Council on Homelessness Opening Doors - 2012 Amendment.pdf](#) 2.17 mb Oct 01, 2013 815

[United States Interagency Council on Homelessness Opening Doors-The Plan.pdf](#) 37.72 mb Oct 01, 2013 801

[Humboldt County Ten Year Plan Phase 1.pdf](#) 208.85 kb Oct 01, 2013 1380

[Humboldt County Ten Year Plan Phase 2- Revised.pdf](#) 344.01 kb Oct 01, 2013 1007

[Executive Summary PIT 2011 - final.pdf](#) 48.72 kb Sep 15, 2011 2433

[Executive Report PIT 2011 - final.pdf](#) 136.87 kb Sep 15, 2011 2255

[Action Steps - July 2011 update.pdf](#) 161.44 kb Sep 15, 2011 2251

[2011 Point In Time.pdf](#) 39.39 kb Jul 08, 2011 2825

[HUD Continuum of Care Grant 2011 Exhibit 1.pdf](#) 225.88 kb Nov 16, 2010 1910

MEDIA

Humboldt County Continuum of Care

**HUD Homeless Assistance
FY 2015 Continuum of Care
NOFA Competition**

Technical Assistance (TA) Handbook

October 6, 2015

Humboldt County Continuum of Care

**HUD Homeless Assistance
FY 2015 Continuum of Care
NOFA Competition**

Technical Assistance (TA) Handbook

October 6, 2015

2015 Continuum of Care Program NOFA Process and Application

HHHC Members and Supporters

The Dept. of Housing and Urban Development's (HUD) 2015 Continuum of Care (CoC) Program Competition began on September 17, 2015. Please visit the following link for more information:

<https://www.hudexchange.info/resource/4688/fy-2015-coc-program-nofa/>

We will be holding a CoC Bidders Conference on Tuesday, October 6th from 1 pm to 3 pm at the DHHS Professional Building, 507 F St., large conference room on the mezzanine, in Eureka. The Bidders Conference is open to representatives of any organization that might be interested in applying for CoC funding. Eligible applicants include nonprofit organizations, local governments, instrumentalities of local governments and public housing agencies. For-profit entities and private citizens are not eligible. Attendees will be briefed on the CoC application process.

This year, the HHHC will be accepting applications for the following types of projects:

- 1. Permanent Supportive Housing** for chronically homeless individuals and families
- 2. Rapid Rehousing** serving individuals, families, or unaccompanied youth that come directly from the streets, shelters, or are fleeing domestic violence or otherwise meet the criteria of paragraph (4) of HUD's definition of homelessness.
- 3. Coordinated Entry/Assessment**

Immediately following the Bidders Conference, from 3 pm to 4 pm in the same conference room, there will be a training session led by Matt Olsson, Staff Attorney at HomeBase, a nonprofit public policy law firm based in San Francisco, on determining eligibility for CoC-funded Permanent Supportive Housing (PSH) and how PSH projects must document chronic homeless status for PSH participants. Anyone involved in determining eligibility for PSH is encouraged to attend, as well as any organization that might be interested in applying for funding for a new PSH project or Coordinated Entry project.

HHHC 2015 PIT Report Final
971.25 kb Aug 14, 2015 590

HUD Continuum of Care 2013
Exhibit 1 - FINAL.pdf 330.77 kb J
2014 1065

2013 Point In Time Count Rep
870.81 kb Jan 06, 2014 1712

Plan to End Homelessness
Update.pdf 1.63 mb Dec 17, 2013 1

United States Interagency Coun
Homelessness Opening Doors -
Amendment.pdf 2.17 mb Oct 01, 20

United States Interagency Coun
Homelessness Opening Doors-The P
37.72 mb Oct 01, 2013 885

Humboldt County Ten Year Plan
I.pdf 208.85 kb Oct 01, 2013 1583

Humboldt County Ten Year Plan Ph
Revised.pdf 344.01 kb Oct 01, 2013

Executive Summary PIT 2011 - fi
48.72 kb Sep 15, 2011 2598

Executive Report PIT 2011 - fi
136.87 kb Sep 15, 2011 2425

Action Steps - July 2011 update.pdf
kb Sep 15, 2011 2426

2011 Point In Time.pdf 39.39 kb
2011 3005

HUD Continuum of Care Grant
Exhibit 1.pdf 225.88 kb Nov 16, 201

MEDIA

BOS Housing and Homeless C
Revised 9-1-11.pdf 165.85 kb S
2011 1775

From: Ward, Robert

Sent: Thursday, October 01, 2015 1:10 PM

Subject: Bidders Conference for Continuum of Care Funding 10/6/15 from 1-3 pm

Good afternoon HHC Members and Supporters,

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Thank you,

Robert Ward
Administrative Analyst I
Humboldt County DHHS
930 6th St, Room 203
Eureka, CA 95501

CoC Process for Reallocating

CA-522: Humboldt County CoC

This attachment contains:

1. Description of Reallocation Process (i.e., this document)
2. Excerpt from publicly available materials detailing reallocation, tiering, and appeals processes and policies (Pages 3-10, specifically Page 3 for reallocation policy)
3. Written notice of voluntary reallocation from project representative (page 11)
4. Evidence of public posting of local process documents (pages 12-13)
5. Evidence of public posting of CoC Board-approved final Priority List, which includes the project that voluntarily reallocated (Pages 14-15)

Description of Reallocation Process

One renewal project in the FY2015 CoC Program Competition chose to voluntarily reallocate their transitional housing project (Multiple Assistance Center, grant number CA0315L9T221407). Project representatives chose not to submit a renewal project application for the Multiple Assistance Center, which awarded them zero points per the local process, which triggered the reallocation process.

Based on the local process, the Review and Rank Committee reviewed all applications for reallocated funds and chose to split the available funds between the coordinated entry project (Coordinated Assessment) and a new permanent supportive housing project (Best Chance PSH).

The Review and Rank Committee's recommendation was made available to all applicants immediately after their convening on November 2. The CoC Board approved the Review and Rank Committee's recommendation to reallocate the funds to the two new projects on November 3. After approval, the ranked list was circulated to the CoC general membership and posted for public viewing on November 4.

**2015 Continuum of Care Program Grants
2015 LOCAL COMMUNITY REVIEW PROCESS**

This section is intended to explain the Review and Rank Process that is used to review and evaluate all project applications submitted in the local competition.

The process will proceed as follows:

- All applicants prepare Project Applications (formerly Exhibits 2) and supplemental information.
- Non-conflicted Review and Rank Committee members are oriented to process and receive applications and scoring materials.
- Review and Rank Committee members review and tentatively score the applications.
- Review and Rank Committee meets to jointly discuss each application and conduct short in-person sessions with applicants to have questions answered and to comment on ways to improve the application. Committee discusses merits of each proposal, scores all projects, and turns in score sheets to staff. Staff combines scores to achieve overall raw scores for new projects.
- Review and Rank Committee considers adjustments for such issues as HUD incentives or requirements. Review and Rank Committee considers proposal changes or project budget adjustments that may be required to meet community needs.
- Review and Rank Committee finalizes and tells agency its rank and approved funding level. Reserve right to adjust rank order when final proposals read, if inadequate (violates threshold requirement; shoddily prepared) for consolidated application.
 - In 2015, it is allowable to reallocate renewal project funds. In the event that the Review and Rank Committee identifies a renewal project (or projects) whose funding should not be renewed (or funding should be decreased) due to substandard performance, the Committee will then determine whether any new project will utilize any reallocated funds and proceed with reallocation (see detail below).
 - In 2015, renewal projects scoring below 60 points out of a total possible of 100 points must be reallocated to a new permanent housing project. If a renewal project scores between 60 and 70 points, the Review and Rank Committee may recommend reallocation at its discretion.
 - In 2015, renewal Transitional Housing projects choosing to reallocate their funds to new permanent housing will receive priority for those funds in a new permanent housing application, and may be placed in Tier 1. (The agency operating the former Transitional Housing project will be awarded the reallocated funds as long as the application is comparable to other new project applications submitted.)
 - In 2015, though HUD is requiring that CoCs rank renewal and/or new projects totaling 15% of the Annual Renewal Demand (ARD) in a second, lower-priority tier, which will be at increased risk to lose funding. Within

Tier 2, it is HUD's priority to fund renewal and new permanent housing projects first.

- Appellate hearings are held, if requested.
- Non-conflicted Executive Committee considers/approves Review and Rank process outcome, which is then included in the County's Consolidated NOFA Application.
- If requested after the close of the competition, projects are given feedback from Review and Rank Panel on quality of application and ways to improve.

All renewal projects must meet a number of "threshold" criteria, as determined by HUD; if it so decides, the Review and Rank Committee may choose not to recommend any project for renewal if it fails to meet any HUD Project Renewal Threshold. These factors include:

- Whether the project applicant's performance met the plans and goals established in the initial application as amended;
- Whether the project applicant demonstrated all timeliness standards for grants being renewed, including the standards for the expenditure of grant funds have been met;
- The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS-dedicated projects;
- Whether there is evidence that project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site;
- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- Audit finding(s) for which a response is overdue or unsatisfactory;
- History of inadequate financial management accounting practices;
- Evidence of untimely expenditures on prior award;
- History of other major capacity issues that have significant affected the operation of the project and its performance;
- History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and,
- History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

Renewal projects are reviewed for capacity, eligibility, timeliness, and quality. When considering renewal projects for award, the Review Panel will focus on identifying performance issues, TA needs, and strengthening our HUD-funded programs with questions like:

- What barriers are you facing?
- What help do you need?

- What are your next steps?
- Are you having difficulties with fundraising? Staff turnover? Long-term strategic planning? Sustainability?

2015 Continuum of Care Program Grants TIERING POLICY

Background

For the first time in 2012, anticipating that the total Annual Renewal Demand (ARD) for all CoCs nationwide exceeded the funding allocated by Congress, HUD required that CoCs rank projects within two tiers: Tier 1 projects were those high-performing projects most in line with CoC priorities, while Tier 2 projects were those of lower priority. In 2013, Tier 1 was equal to the CoC's ARD minus 5 percent, while Tier 2 was equal to the remaining 5% of the ARD plus a designated amount for a planning project. In 2014, Tier 1 was equal to the CoC's Annual Renewal Demand less 2%; Tier 2 was equal to 2% of the CoC's Annual Renewal Demand plus the HUD-approved amount for a planning application. HUD allowed CoCs discretion on how to rank projects (while reserving authority to fund based on its own priorities), but has specified that that all projects, including those in Tier 2, should be high-performing projects meeting CoC needs. Projects that are low-performing or that do not align with CoC priorities should be reallocated in favor of new permanent housing projects.

In 2015, HUD has made significant changes to the tiering process. Tier 2 is much larger than previous years, and HUD will prioritize projects within the tiers differently when determining renewal funding. HUD has indicated that it will be de-funding the lowest ranking Tier 2 projects nation-wide to create funding for Permanent Housing Bonus Projects.

In 2015, the CoC will be required to rank projects in tiers. Tier 1 is equal to the CoC's Annual Renewal Demand less 15%; Tier 2 is equal to 15% of the CoC's Annual Renewal Demand plus the HUD-approved amount for Permanent Housing Bonus funding.

In 2015, projects in Tier 2 will be selected and funded based on a score related to the overall CoC score, the project's ranked order, project type, and Housing First implementation. Therefore, depending on the Humboldt Continuum of Care's Consolidated Application score and the characteristics of the projects, Tier 2 projects may again receive funding. However, if Tier 2 projects do not receive funding, the CoC's ARD (on which amounts for Bonus and Planning project applications are based) will permanently decrease. Therefore, it is important to ensure that Tier 1 be utilized to the greatest extent possible.

In 2014 HUD did not allow any project to fall in both Tiers 1 and 2. If a project fell partly in Tier 1 and partly in Tier 2, HUD considered the whole project as falling in Tier 2. To discourage CoCs from taking projects out of priority order, this year if a project straddles tiers, the Tier 1 portion will be funded in accordance with Tier 1 processes and the Tier 2 portion will be funded in accordance with Tier 2 processes. HUD may award project funds for just the Tier 1 portion, provided the project is still feasible with the reduced funding (e.g., is able to continue serving homeless program participants effectively).

Tiering Policy

Based on the above considerations, the Humboldt Continuum of Care Executive Committee will implement the following strategy:

- In general, projects should be assigned to tiers based on the score assigned by the Review and Rank Committee scoring process. This includes new project applications for reallocated funds, which will compete with renewal projects for Tier 1 placement. However, the following special cases (those projects for which comparable scoring and ranking against housing and services projects is not possible) should be treated as follows:
 - If a new project application scores marginally higher than (within 1 point of) a renewal project, causing that renewal project to fall into Tier 2, the renewal project will be prioritized and funded in Tier 1 above the new project application.
 - If reallocated funds become available and the Review and Rank Committee determines that funds should be reallocated to new project application for a Supportive Service Only project for Coordinated Entry, the new project will be placed as the lowest ranked project in Tier 1.
 - HMIS: Humboldt has one HMIS project renewing in the 2015 competition. HMIS (with a budget of approximately \$69,500) will be placed as the lowest ranked project in Tier 1, or as the second lowest ranked project in Tier 1 if there is a Supportive Services Only new project application for Coordinated Entry.
 - Renewal projects with less than one year of data available for the time period measured (in 2015, these projects are SVK Renewal 1, TAY Division, and Humboldt Housing Expansion) will be reviewed by the Review and Rank panel, but will be automatically placed in Tier 1 immediately above the HMIS projects.

According to these guidelines, a sample ranked list would appear as follows:

- **Tier 1:**
 - High performing renewal projects and new permanent housing projects aligned with CoC priorities
 - Renewal projects with less than one year of data for the time period measured
 - HMIS
- **Tier 2:**
 - High performing renewal projects and new permanent housing projects less aligned with CoC priorities

The HMIS project, and the new SSO project for Coordinated Entry if applicable, will be placed in Tier 1 to reflect their importance as primary funding sources for HUD-mandated HMIS and Coordinated Entry.” According to HUD’s 2015 priorities, transitional housing is at relatively high risk in Tier 2.

2015 Continuum of Care Program Grants APPEALS PROCESS

The Review and Rank Committee reviews all applications and ranks project proposals for funding recommendations to HUD. That review and ranking decision is communicated to all applicants by email within 24 hours of the ranking decision and determination. All applicants are hereby instructed to contact HomeBase (humboldt@homebaseccc.org) if no email notice is received.

Who May Appeal and What May Be Appealed

Projects that are reallocated or not funded are eligible to appeal the result of the Review and Rank Committee. Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.

In order to succeed, the appeal must:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal.

Note that appeals cannot be based upon the judgment of the Review and Rank Committee alone. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

The decision of the Appeal Committee will be final.

Initiating the Formal Appeal

Notice of intent to appeal must be filed with HomeBase (humboldt@homebaseccc.org) AND Sally Hewitt (SHewitt@co.humboldt.ca.us) by noon on November 3, 2015. The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director). The notice of appeal is limited to one single spaced page in 12-point font.

Any and all appeals must be received in writing by noon on November 4, 2015. All notices of appeal (one original and four copies) must be submitted to:

Sally Hewitt
930 6th Street
Eureka, CA 95501
(707) 441-4628

The appeal must include a copy of the application and all accompanying materials submitted to the Review and Rank Committee.

The Appeal Process, Including Involvement of Other Affected Agencies

- All valid appeals will be read, reviewed and evaluated by the Appeal Committee.
- The Appeal Committee will meet to deliberate.
 - All applicants will be invited to attend any appeal and may make a 10-minute statement regarding the appeal.
 - The panel will review the rankings made by the Review and Rank Committee only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Review and Rank Committee. No new information can be submitted by the applicant or reviewed by the Appeal Committee.
 - The decision of the appellate panel must be supported by a simple majority vote.
- The appealing agency will receive, in writing, the decision of the Appeal Committee within 2 business days of the Appeal Committee Meeting. The decision of the Appeal Committee will be final.

Members of the Appeal Panel

The Appeal Committee will be made up of non-conflicted members of the HHC Executive Committee (and additional non-conflicted HHC members as necessary) and one non-voting member of the original Review and Rank Committee. No member of the Appeal Committee may have a conflict of interest with any of the agencies applying for McKinney funding and must sign a conflict of interest statement. The role of the Appeal Committee is to read and review only those areas of the application that are being appealed.



Launch Pad 2015 Project Renewal Application

Bill Rodstrom <planning@rcaa.org>

To: Emily Salvaterra <emily@homebaseccc.org>

Emily,

Thanks for clueing me in on the sections I did not send earlier. I had to go home and do some errands and come back, about a half hour drive each way, hence the delay.

Unfortunately, we had to abandon the \$104,000 for the MAC since we could not find a way to package it to fit the revised HUD guidelines. That money will be reallocated among the other local projects.

I've now scanned the checklists, project description, budget pages, and have a scan of the financial audit which I will send at the same time, shortly.

Bill

Humboldt County Continuum of Care

**HUD Homeless Assistance
FY 2015 Continuum of Care
NOFA Competition**

Technical Assistance (TA) Handbook

October 6, 2015

Humboldt County Continuum of Care

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FY2015 Humboldt County Continuum of Care NOFA Competition Priority List

November 3, 2015

CoC ELIGIBLE AMOUNTS

Annual Renewal Demand: \$724,199.00

Eligible Amount for New CoC Planning Grant: \$21,726.00 (Excluded from Tiering)

Bonus Funding Available for New PSH/RRH: \$108,630.00

Tier 1 Amount: \$615,569.00

Tier 2 Amount: \$217,260.00

TIER 1 (\$0.00-\$615,569.00)

<u>Agency</u>	<u>Project</u>	<u>Component</u>	<u>Grant Amount</u>
Arcata House Partnership	SVK (Renewal)	PSH	\$56,540.00
Arcata House Partnership	Apartments First! (Renewal)	PSH	\$259,953.00
County/DHHS	Humboldt Housing (Renewal)	PSH	\$42,331.00
County/DHHS	Project HART (Renewal)	PSH	\$43,331.00
County/DHHS	Humboldt Housing Expansion (First-Time Renewal)	PSH	\$52,062.00
County/DHHS	TAY Division (First-Time Renewal)	PSH	\$29,522.00
County/DHHS	HMIS (Renewal)	HMIS	\$69,500.00
HCAR/211	Coordinated Assessment (New/Reallocated Funds)	CE	\$31,549.00
County/DHHS	Best Chance RRH (New/Bonus Funds)	RRH	\$30,781.00
<i>Amount Remaining in Tier 1:</i>			<i>\$0.00</i>

FY2015 Humboldt County Continuum of Care NOFA Competition Priority List

November 3, 2015

TIER 2 (\$615,569.01-\$832,829.00)

<u>Agency</u>	<u>Project</u>	<u>Component</u>	<u>Grant Amount</u>
County/DHHS	Best Chance RRH (New/Bonus Funds) - Rollover from Tier 1	RRH	\$77,849.00
Humboldt Bay Hsg Devel. Corporation	MHSA Permanent Supportive Housing (Renewal)	PSH	\$27,721.00
Redwood Community Action Agency	Launch Pad (Renewal)	TH	\$39,092.00
County/DHHS	Best Chance PSH (New/Reallocated Funds)	PSH	\$72,598.00
<i>Amount Remaining in Tier 2:</i>			\$0.00
<i>Total Amount Recommended for Funding:</i>			\$832,829.00

NOT RANKED PER NOFA GUIDELINES

<u>Agency</u>	<u>Project</u>	<u>Component</u>	<u>Grant Amount</u>
County/DHHS	2015 CoC Planning Grant	Planning	\$21,726.00

VOLUNTARILY REALLOCATED

<u>Agency</u>	<u>Project</u>	<u>Component</u>	<u>Grant Amount</u>
Redwood Community Action Agency	Multiple Assistance Center	TH	\$104,147.00

NEW PROJECTS NOT FUNDED

<u>Agency</u>	<u>Project</u>	<u>Component</u>	<u>Grant Amount</u>
Arcata House Partnership	AHP Keys to Success	RRH	\$105,442.00

HUMBOLDT HOUSING & HOMELESS COALITION



HUMBOLDT COUNTY CONTINUUM OF CARE

GOVERNANCE CHARTER

NOVEMBER 2015

HUMBOLDT HOUSING AND HOMELESS COALITION Continuum of Care Governance Charter

Introduction: This governance charter outlines the Humboldt Continuum of Care (CoC) policies and procedures for operating the CoC and planning for the CoC. It designates Humboldt County Department of Health and Human Services as the HMIS Lead Agency. This governance charter shall be updated at least annually, at the HHC General Meeting. Details for each Article shall be included by attachment as they are approved by HHC. The content of this charter will be developed in accordance with 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule, published July 31, 2012

ARTICLE I – NAME AND PURPOSE

Section 1: **Name:** The name of the organization is the *Humboldt Housing and Homeless Coalition*.

Section 2: **Vision and Mission:** Humboldt Housing & Homeless Coalition's (HHC) vision is that all members of our community will have access to safe, decent, affordable housing.

The Mission of HHC is to facilitate countywide collaboration to build awareness, support, partnerships and funding for shelter and affordable housing and to coordinate the Humboldt County Continuum of Care for homeless people.

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ARTICLE II – LEADERSHIP

Section 1: **Executive Committee Role, Size and Composition:** The Executive Committee shall be designated as the CoC Board in accordance with the CoC Interim Rule. The role of the Executive Committee is to coordinate the business and operations of the HHC including providing leadership, resolving issues, setting committee and task force structure, representing the organization in business and public relations matters, and presenting recommendations and proposals to the general membership.

The HHC has chosen to conduct its affairs by consensus; the Executive Committee, as the Continuum of Care Board, is charged with making the final decisions on issues affecting the HHC. The Executive Committee will represent

the organizational and geographic diversity of the HHHC. The Co-Chairs of the HHHC will serve as members of the Executive Committee.

Membership on the Executive Committee shall be for two-year terms. Members may serve multiple terms and terms shall be staggered.

ARTICLE III – EXECUTIVE COMMITTEE MEMBERSHIP

Section 1: **Voting Membership:** Voting membership shall be open to any member of the Executive Committee that supports the vision and mission of the HHHC as expressed in Article 1, Section 2.

One voting membership will be allowed for each private entity, non-profit organization, or governmental agency. While multiple individuals from an agency or branch may attend and participate in meetings, only one vote per entity/organization/agency will be counted.

The Executive Committee aims to fill its membership with participants from the following sectors of housing and homelessness:

- Homeless Assistance Providers
- Victim Service Providers
- Faith-Based Organizations
- Alcohol and Other Drugs/Mental Health Providers
- Social Service Providers
- Public Housing Authority
- Veterans Service Providers
- Health Care
- Tribes
- Private business
- Public sector
- Advocates
- University
- School Districts
- Law Enforcement

The Executive Committee must include at least one currently or formerly homeless individual. It must also have representatives from any agencies that receive Emergency Solutions Grant funding.

Section 2: **Regular Attendance:** Voting membership is contingent upon regular attendance at monthly Executive Committee meetings. A voting member may lose voting privileges after three consecutive, unexcused absences.

ARTICLE IV – MEETINGS OF MEMBERS

Section 1: HHHC General Membership meetings shall occur at least quarterly.

Section 2: **Meetings:** HHHC Executive and Standing Committees will occur at least quarterly.

Section 3: **Special Meetings:** Special meetings may be called by the Co-Chairs of the Executive Committee.

Section 4: **Meeting Notice:** Notice of each meeting shall be given to each member by email and posted on the Humboldt Housing and Homeless Coalition Website. Meetings of the Executive Committee and General Membership shall be open to the public. Written agendas of CoC Meetings will also be posted to the HHHC website as well as emailed to voting members. (1B-5.1)

Section 5: **Meetings, Notice and Quorum:** The Executive Committee will endeavor to meet monthly. A quorum must be present at the Executive Committee before business can be transacted or motions made and passed.

Section 6: **Vacancies:** When a vacancy on the Executive Committee exists, a new member shall be nominated at the next meeting of the General membership to serve on the Executive Committee. The new member shall represent the same service sector as the departed member.

Section 7: **Officers:** The Executive Committee shall consist of three officers: two Co-Chairs, and a Secretary. One of the Co-Chairs shall be a representative of local government. The Chairs shall convene regularly-scheduled Executive Committee meetings and shall preside or arrange for another member of the Executive Committee to preside at the meeting. The Secretary is responsible for keeping records of all Executive Committee actions, including overseeing the taking of minutes, sending out meeting announcements, distributing copies of minutes

and the agenda to the general membership, and maintaining all records of membership and attendance.

Section 8: **Resignation, Termination and Absences:** Resignation or recusal from the Executive Committee must be in writing and received by the Co-Chairs of the HHHC. Executive Committee members who no longer represent the organization type or geographic region they were elected to represent are not eligible to continue as Executive Committee members. An Executive Committee member can be removed for any other reason by either a majority vote of the other Executive Committee members, or by consensus of the general membership, or by three-fourths of the eligible voters at any business meeting where a quorum has been established. (1B-5.6)

Section 9: **Co-Chairs of the HHHC:** The role of the Co-Chairs shall be to publicly represent the HHHC and to facilitate meetings of the general membership. The Co-Chairs also are part of the Executive Committee as voting members and facilitate monthly meetings of the Executive Committee.

Section 10: **Terms, Vacancy, Resignation, Termination and Absence of Co-Chairs:** Voting members of the Executive Committee are elected to four-year staggered terms, with no term limits. Should a Co-Chair vacate their position, a new Co-Chair will be elected by the general membership to serve out the balance of that term. The general membership may terminate the term of the Co-Chair(s) for any reason, including excessive unexcused absences, by either consensus of three-fourths of the eligible voters at any business meeting where a quorum has been established.

Section 11: **Additional Elements of Operating the CoC:** The Executive Committee shall continue its development of the following remaining elements required by the published Interim Final Rule for inclusion in its governance charter:

1. Establish performance targets and procedures to monitor performance, evaluate outcomes, and take action against poor performers, in consultation with Recipients and Subrecipients.
2. Coordinate with ESG Recipients, to evaluate outcomes of ESG and CoC Program Projects, develop a process for monitoring outcomes of ESG Recipients, and report to HUD. (1B-5.3)
3. Continue development of a Centralized or Coordinated Entry and Assessment system, in consultation with ESG Recipients. (1B-5.2)
4. Develop written eligibility policies and procedures for providing CoC assistance, in consultation with ESG Recipients.
5. Continue development of written standards for administering assistance. (1B-5.7)
6. Establish goals to meet the timelines for ending homelessness set forth in Opening Doors, including identifying the individuals, committees, or

organizations that will be responsible for ensuring the CoC meets the goals and timeline established.

Section 12: **Planning for the CoC:** The HHHC will continue its engagement in a strategic planning process to develop CoC policies and procedures, and the following standards, as required by the published Interim Final Rule for inclusion in this governance charter: (1B-5.4)

A. Coordinate implementation of a system that meets the needs of homeless households that includes at minimum:

1. Outreach, engagement, and assessment;
2. Shelter, housing, and supportive services;
3. Prevention strategies;
4. Biennial PIT count (plan and conduct);
5. Annual gaps analysis of homeless needs and services available;
6. Provide information required to complete the Consolidated Plan; and
7. Consult with ESG Recipients on a plan for allocation of ESG funds and performance evaluation and reporting.

ARTICLE V – COMMITTEES and TASK FORCES

Section 1: **Standing Committees:** There are three standing committees of the HHHC; the Executive Committee, the Point in Time Count Committee, and the HMIS Committee.

The Executive Committee shall convene standing and ad hoc committees as needed.

Section 2: **Task Forces:** From time to time, the HHHC membership may designate a task force to work on selected issues and report back to the General membership. Task force issues may be suggested by any member of the HHHC and any member of the HHHC may participate in any task force.

Section 3: **Compensation:** Members of the HHHC, its Committees and Task Forces serve without compensation other than reimbursement for reasonable expenses if there are funds available for this purpose.

ARTICLE VI – AMENDMENTS

Section 1: **Process for Amendment:** These Bylaws may be amended when necessary by a two-thirds majority of members eligible to vote of the Executive Committee, at either a regularly scheduled or special meeting where a quorum has been established.

ARTICLE VII – CONFLICT OF INTEREST

Section 1: **Conflict of Interest:** Per 24 CFR 578.95 of the CoC Program Interim Rule, no Continuum of Care board member may participate in or influence decisions or resulting decisions concerning the award of a grant or other financial benefit to the organization that the member represents. Organizational conflicts may arise in instances where an individual is an employee or board member of an organization funded by the CoC Program.

ARTICLE VIII – RELATED DOCUMENTS

Section 1: **Related Documents:** Governance of the Humboldt Housing and Homeless Coalition and of the Executive Committee in its capacity as the CoC Board, shall operate through several documents, including:

1. The Humboldt Housing and Homeless Coalition Continuum of Care Governance Charter (i.e., this document);
2. The Humboldt Housing and Homeless Coalition CoC-HMIS Governance Charter;
3. The Humboldt Housing and Homeless Coalition Written Standards for Service; and,
4. The Humboldt Housing and Homeless Coalition HMIS Policies and Procedures Manual.

Signature: _____

Signature: _____

Date: _____