CoC’s responsibilities

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| Responsibilities | Responsible parties |
| Establish a board to act and review and approved the written process to select a board at least every 5 years | CoC governing body |
| Hold monthly meeting with full membership, with published agendas | CoC lead agency and governing body |
| Recruit new members at least annually | CoC governing body and lead agency |
| Appoint committees, subcommittees and workgroups | CoC governing body and lead agency and member organizations |
| Update CoC by law annually | CoC board, governing body, membership and lead agency |
| Establish program performance targets | CoC governing body, membership and lead agency |
| Evaluate program performance | CoC lead agency |
| Establish and operate coordinated assessment system | CoC lead agency, committees and governing body |
| Establish written standards | CoC lead agency, membership, committees and governing body |
| Designate and operating an HMIS | CoC board,committee and HMIS lead agency |
| CoC planning | Committees, CoC lead agency and governing body |

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| Committees/Sub-committee/workgroups | Meeting Frequency, member recruitment and committee/sub-committee purposes |
| CoC board | Monthly   * HAWNY Board Meets monthly to govern the non profit that acts as the CoC and HMIS lead |
| CoC monthly meeting | Monthly except one month in summer   * Invitation goes to 650+ people across all members within the CoC * Ongoing efforts to recruit new members * Discuss CoC related topics including but not limited to best practise on services, system and project performance, CoC applications etc. * Niagara Coalition and GOW coalition have separate meeting monthly to include key update from the CoC but also incorporate |
| Project Selection/Performance Review Committee | Quarterly or ad hoc during the project selection period for ESG and CoC   * Review applications for City ESG and CoC * Rank applications and provide recommendation on funding reallocation and other strategies to use fundings * Review quarterly performance reports * Annually recruiting new members. Members cannot be applicant of the funding. |
| HMIS Advisory Committee | Quarterly   * Approve changes or issues in HMIS * Review and approve HMIS P & P annually * Has to be HMIS users |
| HMIS User Meeting | Quarterly   * All users are invited * Discuss frequent issues or new features in HMIS to ensure users are up to date and accurately entering data into HMIS |
| Point In time Committee | Meeting monthly 4-5 months before PIT count or ad hoc for separate count including but not limited to youth count, rural area summer count.   * Establish outreach strategies and approve survey form uses in each count * Recruit volunteers and outreach workers to perform the count |
| Rapid rehousing committee | Monthly   * All rapid rehousing providers * Communicate within rapid rehousing providers to ensure service delivery is good and consistent within the system |
| Rapid Rehousing coordinated entry sub-committee | Quarterly   * All rapid rehousing providers and referral agencies (shelters and outreach teams) * Ensure referral process is smooth and fair * Determine the coordinated assessment is appropriate for referring people to RRH |
| Outreach/PSH subcommittee | Monthly   * A sub-committee under Homeless Coalition. Two members from different outreach team usually co-chair the sub-committee. * All outreach teams (including funded and un-funded outreach programs/individuals) and permanent supportive housing providers funded through the CoC are invited to the meeting * Create and review the by-name list for chronically homeless. Currently Matt urban is responsible on managing the list and making referral * Determine the coordinated assessment is appropriate for referring * people to PSH |
| Youth committee | Monthly   * Create strategies to understand the needs of homeless and at risk youth and make collaborative efforts on addressing those needs and gaps * Taskforces and youth council have developed to tackle specific issues and to empower youth in the planning process |
| Veteran Task Force | Monthly   * Create strategy to end & maintain progress in ending veteran homelessness |
| Veteran By-Name | Bi-Weekly   * Review Veteran by-name list |
| Reentry Task Force- Erie | Monthly   * Reviews and evaluates efforts to discharge those with |
| WNY Coalition for the Homeless | Monthly   * Meets monthly to coordinate services among front line staff. |
| Education Committee of the Coalition | Monthly   * Provides training on issues such as Department of Social Services policies and procedures, Veteran services, refugee services, utility assistance workshops |
| Niagara County Coalition for Services to the Homeless | Monthly   * Helps to coordinate services in Niagara County among agencies and front line staff and to receive CoC updates. |
| Genesee, Orleans and Wyoming Counties Coalition | Monthly   * Helps to coordinate services in 3 rural counties among agencies and front line staff and to receive CoC updates. |
| Re-entry Task Force -Niagara | Monthly   * Coordinates services for those re-entering from prison and discharge planning. |
| Project Homeless Connect Erie/Niagara | Monthly   * Plans one day events in each county to offer one stop services and housing assistance to those that are homeless or unstably housed. |
| Youth Action Board | Bi-weekly   * Youth ages 16–24 with lived experience of homelessness create solutions to end youth homelessness. The youth also learn leadership skills, vote on matters concerning the CoC, and are compensated for their time, which prepares them for entering the workforce in the future. |