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
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| 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
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| 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.
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| HMIS Advisory Committee | Quarterly* Approve changes or issues in HMIS
* Review and approve HMIS P & P annually
* Has to be HMIS users
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| 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
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| 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
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| Rapid rehousing committee | Monthly* All rapid rehousing providers
* Communicate within rapid rehousing providers to ensure service delivery is good and consistent within the system
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| 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
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| 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
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| Youth Taskforce | Monthly* Create strategies to understand the needs of homeless and at risk youth and make collaborative efforts on addressing those needs and gaps
* Lead the development of the Coordinated Community plan in concert with the Youth Action Board bydetailing objectives and strategies for the gaps we have identified.
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| Youth Action Board | Monthly* youth with lived experience and adult allies who work as a team to strategically share their stories and solutions, to identify gaps in services and areas of need for youth experiencing homelessness, to evaluate current and new services, and initiate a change in the status quo. The YAB will lead the creation, evaluation, and implementation of new services provided under the YHDP once funded.
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| Veteran Task Force | Monthly* Create strategy to end & maintain progress in ending veteran homelessness
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| Veteran By-Name  | Bi-Weekly* Review Veteran by-name list
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| Reentry Task Force- Erie | Monthly * Reviews and evaluates efforts to discharge those with
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| WNY Coalition for the Homeless | Monthly* Meets monthly to coordinate services among front line staff.
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| 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
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| 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.
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| 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.
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| Re-entry Task Force -Niagara | Monthly* Coordinates services for those re-entering from prison and discharge planning.
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| 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.
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