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 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 by detailing objectives and strategies for the gaps we have identified. |
| 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. |
| 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. |