

# CoC GOVERNANCE

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Policy No.:	578.5-OR506CoC	Approved By:	HSSN (the CoC)
Effective Date:	April 24, 2003	Revision Date:	February 9, 2021
Prepared By:	Washington County Department of Housing Services 503-846-4760 <a href="http://www.co.washington.or.us/Housing/EndHomelessness/">http://www.co.washington.or.us/Housing/EndHomelessness/</a>		

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**Policy Authority:** This policy is adopted under the authority of the local Continuum of Care (CoC) in Washington County, commonly referred to as the Housing and Supportive Services Network (HSSN).

**Purpose:** Promote community-wide commitment to the goal of ending homelessness.

**Standard:** A structure will be established to govern the HSSN (the CoC) and its responsibilities, the CoC Board (the HSSN Workgroup), the CoC Program and preparing the CoC Collaborative grant application, and coordination of the CoC Program in consultation with the Emergency Solution Grant (ESG) program resources.

**Scope:** Homeless Provider Agencies and Community Stakeholders.

**Authority For Code:** Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act CoC Program regulatory statutes 24 CFR Part 578.1, 578.5, 578.7, 578.9, and 578.95(b).

**Responsibilities:**

**1. HOUSING AND SUPPORTIVE SERVICES NETWORK (HSSN) – THE COC**

The mission of the HSSN is to provide a coordinated and comprehensive community planning process to implement a Continuum of Care (CoC) for individuals and families who are at risk or experiencing homelessness and to prevent a return to homelessness. Authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 113481-11389). *[CoC Program 24 CFR 578.1]*

Meetings are held the first Wednesday of each month from 8:30 a.m. to 10:00 a.m. at Beaverton City Hall. Agenda's are posted on public boards, the county website, and distributed via the HSSN email listserv.

Why are we here?

- To promote communitywide commitment to the goal of preventing and ending homelessness through the development of strategic planning that integrates housing and service systems.
- To implement a collaborative and coordinated system to assist homeless persons and persons with special needs obtain housing, supportive services and mainstream programs necessary to achieve self-sufficiency.
- To secure funding to quickly, efficiently and effectively re-house people experiencing homelessness to optimize self-sufficiency.
- The services we provide are important!

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How do we do this?

- Define the special needs of the current at-risk and homeless population.
- Develop a network of organizations that meet regularly to provide a framework that is both dynamic and responsive to changing housing and service needs over time.
- Implement strategic and outcomes-based homeless prevention and housing plans. The CoC's roadmap of strategies and programs is identified in *A Road Home: Community Plan to Prevent and End Homelessness in Washington County* (2018 to 2025). <http://www.co.washington.or.us/Housing/EndHomelessness/a-road-home.cfm>
- Create and sustain sufficient capacity throughout the CoC system to facilitate movement of homeless persons to permanent housing and independent living.
- Prioritizing resources for people with the greatest need, in accordance with "Defining Homeless" in 24 CFR Parts 91 and 578.3 and demonstrate results in reducing the length of homelessness and recidivism.
- Data on homeless demographics. Reference CoC and HMIS Lead roles and responsibilities in HMIS Governance, policy 578.7-OR506CoC.

Guiding Principles:

- Create equal access to housing and services for all people at-risk or experiencing homelessness.
- Provide culturally specific and trauma informed services.
- Prioritize affordable permanent housing for people experiencing homelessness quickly without preconditions.
- Emphasize diversity, equity and inclusion in programmatic and system development.

## 2. CoC GOVERNANCE STRUCTURE

### HSSN (the CoC)

The HSSN is comprised of community stakeholders representing cross-sector public and private housing and provider organizations, victim service providers, faith-based organizations, advocates, business, school district homeless liaisons, mental health and substance addition providers, law enforcement, US Veterans Affairs outreach and case workers, hospital/health clinic, Pacific University, private citizens, homeless/formerly homeless consumers, and the CoC's HMIS Administrator. The HSSN is a coordinated, inclusive and outcome-oriented community planning process developed to address the components of a CoC system and designed to serve all homeless subpopulations in the community. The meeting is open to the public and marketed through media, speaker forums, public billboards, the County's website on homelessness, and the HSSN email listserv. [*CoC Program 24 CFR 578.5*]

The HSSN is facilitated by an elected Chair and Co-Chair positions. The HSSN membership has authority to make the following decisions on behalf of the CoC:

- Elect the Chair and Co-Chair of the HSSN, and Chair of HSSN Subcommittees.
- Authorize guest speakers for the HSSN meeting agenda. The focus of guest speakers is to broaden knowledge of HSSN providers in resources, programs, policy, and other activities to include disaster/emergency preparedness.

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- Nominate the CoC Lead Agency and the HMIS Lead Agency and forward to the CoC Board for approval and entering into Memorandum of Understanding between the CoC and HMIS Lead Agencies regarding roles and responsibilities.
- Adopt the annual CoC Planning Calendar.
- Adopt the annual Work Plan for implementing *A Road Home: Community Plan to Prevent and End Homelessness in Washington County*.
- Review System Performance Measurements and recommend to the CoC Board for approval to submit to HUD.
- Review Longitudinal Systems Analysis (LSA) and recommend to the CoC Board for approval to submit to HUD.
- Approve annual funding formula for Emergency Food and Shelter Program (EFSP) by percentage for shelter, rent assistance and food/meals categories.
- Perform scoring of CoC Program grant project applications and submit scores to the CoC Board for action to rank and rate projects, as well as reallocated project funding.

### HSSN Chair (Facilitator)

The Chair facilitates the HSSN (the CoC) process to include coordination with the CoC Board, perform selection of guest speakers, coordination and prepare monthly HSSN Agenda, arrange meeting room and catering, preside over the HSSN meeting, prepare and publish minutes, and provide leadership in strategic planning and policy development. The Chair and Co-Chair will preside over CoC Board meetings, with one representative from the public agency sector and the other position representing the non-profit sector.

- Elected by consensus vote at the June HSSN Meeting.
- 2-Year Term (July 1- June 30), elected in even number years; e.g. 2018, 2020.

### HSSN Co-Chair (Co-Facilitator)

In the absence of the Chair, the Co-Chair will assume the duties of the Chair for the HSSN. The Co-Chair will be required to attend CoC Board meetings and provide report updates at HSSN meetings.

- Elected by consensus vote at the June HSSN Meeting.
- 2-Year Term (July 1- June 30), elected in odd number years; e.g. 2019, 2021.

### CoC Board (the HSSN Workgroup)

The Board is representative of the relevant organizations and projects serving homeless subpopulations who meet bi-monthly to perform CoC strategic planning, systems and capacity development, review HMIS data quality, HUD-funded project and system performance outcomes, and system discharge analysis.

In support of 24 CFR 578.7(a)(3) and 24 CFR 578.95(b), the Board membership will serve four-year renewable terms and be comprised of 19 representatives.

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<b>Non-Voting Board Positions</b>	
	<b>HSSN Chair and HSSN Co-Chair</b> <i>**Tie-breaker one (1) vote only</i>
	<b>HMIS Lead Agency</b> <i>Non-voting member</i>
<b>Voting Board Positions</b>	
1.	ESG/CDBG/HOME: County or City Agency
2.	Business
3.	Chronic Homeless
4.	Mental Illness
5.	Substance Addiction
6.	Runaway/Unaccompanied Youth
7.	Veterans
8.	Victims of Domestic Violence
9.	Families With Children
10.	Homeless/Formerly Homeless Consumer
11.	Community Corrections or Jail
12.	Development Disabilities
13.	HIV/AIDS
14.	Outreach or Citizen At-Large
15.	Faith-based Organization
16.	McKinney-Vento Homeless Student Liaison
17.	Housing Authority
18.	Mainstream Resource Provider
19.	Legal Services

The HSSN Chair and Co-Chair are the governance leadership of the Board elected to two-year terms, with nominees published for approval and appointment at regular meetings of the HSSN. The HSSN and CoC Board both comply with the Code of Conduct and Recusal Process.

The Board has authority to make the following decisions on behalf of the CoC, and outside of a regular HSSN meeting:

- Authorize submittal of the annual Point In Time (PIT) and Housing Inventory Chart (HIC) to HUD. The data is reported to the HSSN at a regular meeting.
- Approve project ranking and rating for the CoC Program Homeless Assistance grant application. Authority to determine ranking is based on scoring results for new projects presented at the HSSN, and HUD APR performance outcomes for renewal projects.
- Authorize submittal of CoC Program Homeless Assistance grant application to HUD.
- Approve submittal of annual System Performance Measurements report to HUD.
- Approve submittal of annual Longitudinal Systems Analysis (LSA) report to HUD.
- Approve number of representative positions on the CoC Board.

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### HSSN Subcommittees

The Subcommittee Chair is elected by the HSSN (the CoC) during a regular scheduled HSSN meeting. Chair of the Subcommittee do not have term limits and serve until resignation or a request to elect a new Subcommittee chair has been presented and voted upon at a regular schedule HSSN meeting.

The subcommittees work collaboratively to end homelessness through strategic planning, promote access to mainstream programs, optimize self-sufficiency, propose projects, and make recommendation to address gaps or propose events for consideration by the entire HSSN. Joint Subcommittees may be formed or new Subcommittees added to assist the HSSN in meeting their mission and goals. The Subcommittee's report to the HSSN membership (the CoC). Subcommittees include:

- Children (Homeless Education Network)
- Youth
- Homelessness/Outreach
- Housing and Health Subcommittee
- Development Disability Dialogue
- Veteran and Seniors Subcommittee
- Anti-Poverty Workgroup
- HMIS Workgroup

### **3. MEMBERSHIP ROLES AND RESPONSIBILITIES**

The HSSN is an open and inclusive network of community stakeholders the work in cooperation and coordination to plan and implement the housing and services necessary to end homelessness. Duties of the membership include:

- The full membership participates regularly in monthly HSSN planning meetings and provide support to program and system development work of the CoC Board and HSSN Subcommittees focused on addressing specific subpopulation and/or capacity building.
- Continuum-wide provider participation, homeless/formerly homeless representation, and citizen participation in the HSSN, the CoC Board and Subcommittees.
- Participate in evaluating program outcomes and prioritizing of public funds for programs.
- Participate in data collection initiatives, to include the Point-in-Time (PIT) homeless count.
- All CoC Program and Emergency Solution Grant (ESG) programs will participate in data collection through use of the local Homeless Management Information System (HMIS). Non-federal funded projects are encouraged to submit data in HMIS or submit data for use in reporting outcomes to federal, state and the local homeless plan.
- Consult with State and local government ESG program recipients within the CoC geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG projects.
- Perform an annual gaps analysis and propose projects for funding to address the needs of the homeless population and subpopulations in Washington County.
- Provide housing and services in alignment with the Coordinated Entry System.
- Participate in the Consolidated Plan and Fair Housing Plan process.

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### 4. CODE OF CONDUCT AND RECUSAL PROCESS

The implementation of a Code of Conduct for the HSSN, inclusive of the Chair, Co-Chair, CoC Board, and associated Subcommittees, is an essential element that supports the inclusive, collaborative, and objective goals of the HSSN. [CoC Program 24 CFR 578.95]

1. Meetings will be open to the public.
2. Members will provide information that is truthful and accurate.
3. Members will be respectful to others at all times.
4. Decision making process will:
  - a. Be made by consensus at scheduled meetings.
  - b. For non-funding decisions, all members present will have an option to participate in the voting, e.g. – selection of chair, co-chair, or other general membership decisions.
  - c. For decisions involving funding, one vote per member organization (required attendance of at least 6 meetings in past 12 months) and one vote per community at-large member.
  - d. Conflict of Interest. Members will withdraw/excuse themselves from participating in decision-making (voting) process concerning awards of grants or provisions of financial benefit to which such member or his/her organization could have a future financial interest or involvement.

### 5. HSSN PLANNING CALENDAR ACTIVITIES

On an annual basis the following activities will occur:

- Invite monthly guest speakers to present information on new or expanding housing and service programs, local/state/federal policy, etc.
- In alignment with HUD announced NOFA, public RFP for new projects and schedule presentations at the next HSSN meeting. The presentation will include a project description, how the project fits HUD funding guidelines, and project budget inclusive of HUD funding request. Project scoring is completed by the HSSN.
- In alignment with HUD announced NOFA, complete the McKinney-Vento CoC Program Homeless Assistance grant application. Approval by the Board to submit to HUD.
- January - Perform the Homeless Point-In-Time (PIT) Street and Shelter Count. Prepare the annual CoC Housing Inventory (HIC) and Unmet Bed Need analysis.
- February – HMIS Lead will present the System Performance Measurement outcomes to CoC Board for approval to submit to HUD.
- April – CoC Board will review and approve the Point-In-Time and Housing Inventory Chart submittal to HUD. Perform gaps analysis that will inform the development of annual Work Plan.
- May - Project sponsor agencies present to the HSSN all HUD-funded project performance outcomes. Information to include Annual Progress Report data; e.g. - budget, # people served, project performance measurements, fiscal management of funds, and agency audit.
- June – CoC Board will develop CoC Planning Calendar and annual Work Plan in support of *A Road Home: Community Plan to Prevent and End Homelessness*.
- August – CoC Board will review and update HSSN Governance Charter and CoC Written Standards. Approval by the HSSN at the September HSSN meeting.

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## 6. BUILDING A NETWORK OF PARTNERS

The HSSN has developed collaborative and integrated partnerships with community leaders and advocacy groups to further the community-wide commitment to end homelessness.

These partnerships include:

- **Homeless Plan Advisory Committee (HPAC):** A 17-member executive leadership committee appointed by the Washington County Board of Commissioners to provide oversight to the implementation of *A Road Home: Community Plan to Prevent and End Homelessness*, the jurisdiction’s homeless plan. The HSSN makes recommendations and reports to the HPAC on policy and funding that support the goals outlined in *A Road Home*.
- **Coalition of Housing Advocates (CHA):** A network of housing developers and community advocates focused on increasing affordable housing opportunities for low-income, homeless and persons with disabilities, connecting affordable housing to jobs and transportation, and develop funding and policy to promote affordable housing.
- **Washington County Thrives:** A collaboration of cross-sector partners committed to a community where people in poverty and homelessness can access appropriate nutrition, health and wellness, stable homes, quality education, and economic security.

## 7. CONTINUUM OF CARE (COC) GOVERNANCE CHART

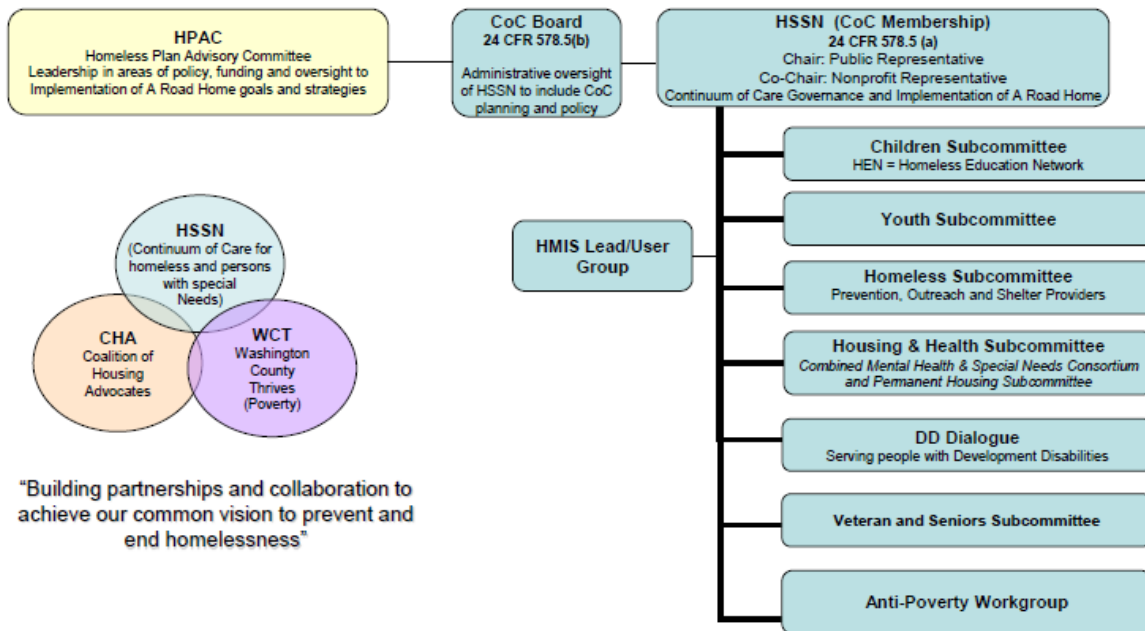
### Housing and Supportive Services Network (HSSN)

Washington County, Oregon

*Our community benefits when basic needs are provided for all citizens.*

*The HSSN leads a coordinated community planning process and implementation of the county’s homeless response system that works effectively to provide housing and services for vulnerable populations with special needs, to prevent and end homelessness, and to prevent a return to homelessness.*

*HSSN meetings are the 1<sup>st</sup> Wednesday each month, 8:30 a.m. **\*\*Virtual meetings due to COVID-19\*\****  
<https://www.co.washington.or.us/Housing/EndHomelessness/hssn.cfm>



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# CoC GOVERNANCE

## REVISION HISTORY

Revision Date	Description	Author
4/1/2020	Section 7, CoC Governance Chart: Remove meeting location and asterisk that meetings are now virtual due to COVID pandemic and remove Interfaith Committee on Homelessness from “Building Partnerships” as they have not been meeting for a few years.	Annette Evans
2/9/2021	Section 2, CoC Governance Structure: Create a 19 <sup>th</sup> position (odd number of voting positions) to add Legal Services representation.	Annette Evans