



CENTRAL SIERRA CONTINUUM OF CARE: GOVERNANCE CHARTER

Revised: November 4, 2019

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SECTION A: CONTINUUM OF CARE

A Continuum of Care (CoC) is the group organized to coordinate homeless housing, service, and prevention activities within a defined geographic area. A CoC Charter is required by the federal Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) and Interim Rule to define the structure and responsibilities of the CoC. Key areas of CoC responsibility defined under the HEARTH Act include:

- Operating the CoC
- Designating and operating a Homeless Management Information System (HMIS)
- CoC planning

1. Responsibilities of the Continuum of Care

The Continuum of Care must:

- Hold meetings of the full membership, with published agendas, at least semi-annually.
- Make an invitation to new members to join publicly available within the geographic area at least annually.
- Adopt and follow a written process to select a board to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least once every 5 years.
- Appoint additional committees, subcommittees, or workgroups.
- In consultation with the Collaborative Applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of 24 CFR 578.7 and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board.
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers.



- Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report to HUD.
- In consultation with recipients of ESG program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.
- In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance; at a minimum these written standards must include:
 - Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance/
 - Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
 - Where the CoC is designated a high-performing community, as described in subpart G of 24 CFR 578.7, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).

2. Continuum of Care Planning

The CoC must develop a plan that includes:

- Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
 - a. Outreach, engagement, and assessment;



- b. Shelter, housing and supportive services;
- c. Prevention strategies.
- Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:
 - a. Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 - b. Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
 - c. Other requirements established by HUD by Notice.
- Conducting an annual gaps analysis of the homeless needs and services available within the geographic area.
- Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area.
- Providing information required to complete the 10 Year Plan within the CoC's geographic area.
- Consulting with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.

3. Continuum of Care Planning Activities

- In general. Collaborative Applicants may use up to 3 percent of the Final Pro Rata Need (FPRN), or a maximum amount to be established by the Notice of Funding Availability (NOFA), for costs of:
 - a. Designing and carrying out a collaborative process for the development of an application to HUD;
 - b. Evaluating the outcomes of projects for which funds are awarded in the geographic area under the CoC and the ESG program; and
 - c. Participating in the consolidated plan(s) for the geographic area(s).
- CoC planning activities. Eligible planning costs include the costs of:
 - a. Developing a communitywide or regionwide process involving the coordination of nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts,



- social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals;
- b. Determining the geographic area that the CoC will serve;
 - c. Developing a CoC system;
 - d. Evaluating the outcomes of projects for which funds are awarded in the geographic area, including the ESG program;
 - e. Participating in the consolidated plan(s) of the jurisdiction(s) in the geographic area; and
 - f. Preparing and submitting an application to HUD on behalf of the entire CoC membership, including conducting a sheltered and unsheltered point-in-time count and other data collection as required by HUD.
- Monitoring costs. The costs of monitoring recipients and subrecipients and enforcing compliance with program requirements are eligible.



SECTION B: GENERAL MEMBERSHIP

1. Meetings

The Central Sierra Continuum of Care (CSCoC) will hold general meetings of the full membership, with published agendas, semi-annually. Agendas will be made available online and provided to current members prior to the meeting. The CSCoC may conduct committee meetings, both regular committees and ad hoc committees, as needed for planning, ranking of applications for funding, specific projects such as annual surveys and other activities in compliance with HUD requirements. Annual meetings will be held during the month of April. CSCoC runs under calendar year – January through December.

2. Service Area

The CSCoC service area covers the geographic area encompassing all of Amador County, Calaveras County, Tuolumne County and Mariposa County, and includes the housing and service plans for homeless persons and persons experiencing a housing crisis for each area.

3. General Membership

CSCoC general membership is open to all public wishing to participate. To maintain records of membership and facilitate communication and the work of the CSCoC, new members must fill out a brief new member application, including organization affiliation, to provide contact and other pertinent information. Membership is acknowledged as either an Organization member or an Individual member and will be referred to in this Charter as “member.” General membership should reflect stakeholder categories as seen in Attachment A.

4. Fee

There is no membership fee.

5. Invitation for New Members

The CSCoC will issue a public invitation for new members from within the service area at least annually via member agencies’ websites and through a Public Service Announcement in the local press. Members may recruit at any time, year-round.



6. Decision Process

CSCoC decisions are made through consensus. In cases where consensus cannot be reached, the decision will be subject to a simple majority vote. For voting purposes, members will vote on behalf of said organization. Only one person (either the appointed member or designee for an organization member) may vote. Individual members not affiliated with an organization will vote on behalf of themselves.

7. CSCoC Staffing

The Collaborative Applicant will be responsible for staffing the CSCoC.

8. Responsibilities of General Members

Most of the responsibilities of the CSCoC will be carried out by its Governing Board, with the following exceptions:

- a. Members will vote directly to approve the governance framework outline in this Charter and subsequent changes or additions to that framework;
- b. Every five years following initial approval of this charter, members will review, update and approve the process for selecting directors; and
- c. Unless the Governing Board selection process is changed by a subsequent amendment of the charter, members will vote annually to elect directors to the available board positions.



SECTION C: GOVERNING BOARD

A CSCoC Governing Board is established to act on behalf of the CSCoC and in compliance with [24 CFR 578.7\(a\)\(3\)](#) and [24 CFR 578.95\(b\)](#). Governing Board organization member will be elected to the Governing Board and represented by their appointed members or designee. Individuals not affiliated with an organization will represent themselves. Governing Board membership must be representative of the relevant organizations and projects serving homeless or formerly homeless persons in the CSCoC Service Area.

1. Governing Board Member Selection

Governing Board members are seated through an election by the full CSCoC at a general membership meeting. Governing Board members may be selected as Organizations (with a member and a designee) or may be an individual not affiliated with any organization, and will be referred to in this Charter as Governing Board member. If the Governing Board is full, elections are held annually at the first meeting of the year for seats open due to expiring terms. Special elections may be held at general CSCoC meetings to fill empty seats or seats vacated throughout the year. The same procedures apply.

2. Governing Board Candidates

Candidates for Governing Board membership may be self-nominated by representatives of an Organization or may be nominated by the Governing Board, by CSCoC members, or by community members. The candidate representing an Organization, or an individual candidate must fill out a brief application that indicates general information about them, their level of interest, and which categories and subpopulations they represent. CSCoC staff will review all applications to ensure that the candidate matches an open Governing Board seat prior to placing the applications before the general membership for a vote.

3. Board Composition

The Governing Board will have a minimum of nine and a maximum of eleven members, including: not less than four local (government/county-specific/geographical) seats, not less than four nonprofit/private/other* seats, and at least one homeless or formerly homeless seat. Governing Board composition must meet all requirements as specified in the HEARTH Act and Interim Rule.

* See Attachment C for glossary.



The guidance below applies to the composition of the Board:

- a. Represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance abuse disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault and stalking.
- b. One Governing Board member may represent the interests of more than one homeless subpopulation.

The following lists the Governing Board member categories and subpopulation sectors/geographic areas represented. CSCoC staff will maintain a current Governing Board member list.

Category	Subpopulation Sector Representative/Geographic Area	
Local Geographical Area Representatives		
1. Amador County	Health, Mental Health, Social Services	
2. Calaveras County	Health, Mental Health, Social Services	
3. Tuolumne County	Health, Mental Health, Social Services	
4. Mariposa County	Health, Mental Health, Social Services	
Nonprofit/Private/Other* Representatives		
5.		
6.		
7.		
8.		
Homeless or Formerly Homeless Person		
9. Individual	Homeless or formerly homeless representative	

To the extent possible, the Governing Board must represent all homeless subpopulations within the CSCoC. Any vacancies or gaps in representation will be addressed with recruiting strategies. Consideration may be given to representatives of specific stakeholder categories,



as well as sub-populations and geographical areas to ensure a well-rounded Governing Board membership.

4. Governing Board Responsibilities

The CSCoC Governing Board is responsible for carrying out all requirements of the HEARTH Act and Interim Rule. The Governing Board may assign responsibility for specific tasks to committees. All committee actions and recommendations must be approved by the Governing Board, unless they have been granted authority to make decisions on behalf of the Governing Board.

Additional responsibilities include:

- Review, approve, and oversee ranked CSCoC applications
- Review, rate, certify and oversee ranked ESG projects
- Approve the CSCoC Charter
- Approve any changes to the Charter and CSCoC structure
- Approve annual changes to CSCoC membership
- Approve any changes to the CSCoC Collaborative Applicant
- Approve any changes to the HMIS Lead or HMIS software
- Decide any significant issues or problems that arise in the CSCoC

5. Governing Board Meetings

The Governing Board shall meet in person not less than quarterly. For time-sensitive action items (such as funding application processes), special meetings may be held by the Governing Board via teleconference, video conference, or email. Special meetings may only be utilized when a deadline or Governing Board action is necessary before the next regularly scheduled Governing Board meeting.

6. Governing Board Officers/Executive Committee

The Governing Board shall have four (4) Officers elected from Governing Board members: Chair, Vice Chair, Treasurer, and Secretary. Board Officers shall be elected by a simple majority of the Governing Board members. Officers shall serve two-year terms and can be replaced or renewed by a simple majority of the Governing Board Members. Any majority of Officers can call for a special meeting of the Board.

Governing Board Chair: The Governing Board Chair shall chair meetings of the Governing Board



Governing Board Vice Chair: The Governing Board Vice Chair shall serve as chair in the Chair's absence.

Governing Board Treasurer: The Treasurer shall accept and review fiscal reports as provided by the Collaborative Applicant. It is permitted for the Governing Board to combine the offices of Treasurer and Secretary as needed.

Governing Board Secretary: The Secretary shall ensure that minutes of all meetings are taken, and such minutes are maintained for public review upon request.

7. Election of Governing Board Officers

The CSCoC Governing Board will elect with nomination, a slate of officers to serve as the Executive Committee (Chair, Vice Chair, Treasurer, and Secretary). To qualify for the elected positions, the person seeking office must be a Governing Board member of CSCoC.

8. Governing Board Quorum

A quorum of the Governing Board is defined as 50% plus 1 of the currently seated Governing Board Members. Meetings require a quorum.

9. Voting

Voting consists of meeting the quorum requirements. Voting approval of an Agenda Item requires 50% plus 1 of the Governing Board members present - contingent upon a quorum of the seated members being present.

10. Attendance and Termination

Governing Board shall meet not less than quarterly. Governing Board members shall not miss more than 25% of Governing Board meetings in a 12-month period. Attendance of a properly designated Governing Board Designee at a meeting will satisfy the attendance requirement. If a Governing Board member misses more than 25% of Governing Board meetings in a 12-month period, the Governing Board Chair may call for a vote to dismiss the Governing Board member. A Governing Board member may also be dismissed from the Governing Board for other reasons by a three-fourths vote of the remaining Governing Board members. Discussion and possible action on the dismissal of any Government Board member must be specifically listed as a meeting agenda item. If a Governing Board member wishes to resign, they shall submit a letter of resignation to the Governing Board.



COMMITTEES OF THE GOVERNING BOARD

- **Executive Committee**

The Executive Committee of the Governing Board will be comprised of a Governing Board Chair, Governing Board Vice Chair, Governing Board Treasurer, and Governing Board Secretary. The purpose of this committee is to guide and oversee the work of the other Committees, establish new committees as needed, lead the biennial update of the quad-county 10 Year Plan to End Homelessness, and provide final approval of the CSCoC consolidation application. The Executive Committee may also form ad hoc committees to complete specific tasks.

Responsibilities: The Executive Committee creates the agenda for CSCoC meetings, schedules and approves speakers for the meetings, maintains the group email lists and sends out meeting announcements, minutes and special notices. The CSCoC Administrative Agent reports to the Executive Committee on a regular basis for status of contracts entered into.

- **HMIS Committee**

This committee works with the HMIS Lead Agency to ensure that the CSCoC meets HUD-required HMIS standards for quality and participation, researches and develops privacy, security and data quality plans for HMIS, develops MOU's between Lead Agency and Users, reviews vendor contract and performance, and advises HMIS Coordinator of any concerns.

Responsibilities: The HMIS Committee is responsible for planning, coordinating, and evaluating the implementation of HMIS for CSCoC, and for data collection and processing (e.g. APR preparation), as well as for making recommendations to improve the local processes. This committee will design performance success measures, implement data report sharing, and will share outcomes with the Governance/Planning Committee. This committee is also responsible for reviewing, revising, and recommending to the Governing Board a privacy plan, security plan, and data quality plan for the HMIS, and for ensuring consistent participation of the recipients and sub-recipients in the HMIS. This committee shall be comprised of five members in good standing who utilize the HMIS system.

- **Coordinated Entry Committee**

This committee meets at least annually to evaluate the intake, assessment, and referral process associated and mandated by Coordinated Entry. It will also update written CSCoC



Coordinated Entry Policies and Procedures and solicit feedback of Coordinated Entry for agencies and clients.

Responsibilities: The Coordinated Entry Committee is responsible for the design, implementation, success, and on-going evaluation of the CSCoC housing solutions, specifically how the system triages clients, prioritizes them for service, and tracks client through the CSCoC. They will review procedures for monitoring the Coordinated Entry System, service prioritization tool, and correcting any identified deficiencies. The committee also assists the Board in establishing either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services, and in developing a specific policy consistent with the requirements established by HUD to guide the operation of the centralized or coordinated assessment system on how the system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This committee will be comprised of a representative from each county in the CSCoC.

- **ESG Committee**

This committee works with the Collaborative Applicant to provide guidance in preparing the application and updates to assist the CSCoC in application and grant processes. This committee also meets with new applicants to mentor them on project guidelines and accessing eSNAPS.

Responsibilities: The ESG Committee is responsible for creating CSCoC applications for competition and ESG oversight. They will keep the Board informed of changes in HUD's policies for coordinated assessment, shelter diversions and new eligibility for rental assistance, HMIS, street outreach, and shelter funding. This Committee will develop the new ESG written standards for eligibility annually. The committee will be comprised of members from each county and agencies in good standing that have experience with COC/ESG RR/HP. Members of this committee will be responsible to submit competitive applications to HCD as required.



- **Veterans Committee (Veterans Action Team)**

This committee is comprised of representatives from agencies who serve Veterans in the CSCoC. This group works collaboratively to identify, assess, and refer all Veterans to appropriate services through the Veteran's Interdisciplinary Team; a Veteran specific coordinated entry where ongoing assessments and warm hand-off referrals are conducted.

Open communication amongst all key partners that aids in building and maintaining a shared vision and action plan to end Veteran homelessness. Additionally, effective communication with the larger system, through activities like sharing ongoing results and updates, will support transparency and provide opportunities to evaluate and improve upon the Central Sierra Coordinated Entry System (CES)

Keeping the veteran's preference in mind, the system will utilize low-barrier housing options that prioritize connecting people to housing first, before focusing on other stability-related goals, if the veteran family chooses this path. The system will also ensure that these households have access to the supports and services they may need to maintain their housing.

Committee members prioritize homeless Veteran families and work together to identify and determine the level of housing need to include but not limited to; Emergency Shelter, VA Grant Per Diem (GPD), Transitional Housing, and Supportive Services for Veteran Families (SSVF) or ESG Rapid Re-Housing (RRH), or Homeless Prevention (HP) as well as Permanent Supportive Housing (PSH) such as HUDVASH. The combined programs provide resources including but not limited to: health care, employment, life skills, education/training, VA navigation/advocacy, family support, senior services, legal aid, food and clothing, transportation, and other barriers to Veteran services and housing stability.

Responsibilities: The Veterans Action Team is responsible for identifying, tracking and coordinating services for all Veterans, prioritizing homeless Veterans and Veterans at imminent risk of homelessness across the CSCoC. This committee will implement and maintain a quality Veteran By-Name List for each county in the CSCoC to track inflow and outflow of homeless Veterans and to better assess and implement needed services. The committee will maintain the Veterans Interdisciplinary Team, a coordinated referral process that aligns with the CSCoC yet targets resources available to veterans, to include general services and veteran-specific assistance. This committee will be comprised of SSVF grantees, GPD grantees, VA and HUD-VASH case managers, VA Medical Center



representatives and other Veteran service providers from each county in the CSCoC.

This group will meet monthly to; review data, evaluate progress, and brainstorm solutions on the topics of operationalizing coordinated entry and achieving the Federal Criteria and Benchmarks, coordinating efforts in order to end Veteran homelessness. We will conduct a quarterly review of each service provider's assessment and referral process to ensure Veterans are being referred to relevant services through a coordinated effort(Coordinated Entry System (CES). We will discuss Veteran outreach coordination, prioritizing homeless veterans, and improve upon those outreach efforts, as necessary.

Client and program level data shall be shared quarterly with the Leadership and Community Teams. This will assist with transparency of data at the program and agency level without sharing identifying information of Veterans. This will also assist both teams in reviewing lessons learned and will help with the facilitation of discussions about how resources should be used based on current needs.

- **Review and Ranking Committee**

This committee publicizes CSCoC competition and funds available, sets project selection timeline, reviews all new and renewal projects, and prepares the ranking list.

Responsibilities: The Review and Ranking Committee is responsible for submitting a ranked list of applications to the Governing Board. This committee is responsible for reviewing new and renewing projects and ranks them by criteria determined by funding source. Additionally, this committee will prioritize the needs of homeless subpopulations. This committee shall be comprised of five to seven members in good standing with at least one member from each county.

- **Point-in-Time Committee**

This committee is responsible for the collection and consolidation of data, preparing point-in-time reports for completion of the Continuum of Care Plan and Consolidated Plan and assists in the completion of a final report to the Collaborative Applicant for electronic submission to HUD.

Responsibilities: The Point-in-Time Committee is responsible for establishing the survey methods and tools for the annual homeless count in the CSCoC Service Area. In addition, this committee coordinates the annual homeless count ensuring that proper procedure is followed. The Chair of this committee is also known as the "Census Coordinator" who



will appoint, as “Team Captain”, one committee member from each county. This committee shall be comprised of five to seven members in good standing with at least one member from each county.

- **Governance and Strategic Planning Committee**

This committee assists the Governing Board in the further development and annual update of the Governance Charter, the development of the written standards for providing Continuum of Care assistance, and in making any recommendations for revisions to such standards.

Responsibilities: The Governance and Strategic Planning Committee is responsible for assisting in the development of the Continuum of Care plan and making recommendations to the Board regarding implementation of and revisions to such plan. The committee identifies and recommends to the Board sources of funding to support strategic planning. This committee shall be comprised of five to seven members in good standing. Two seats shall be filled by recipients/sub-recipients of CSCoC funding.

Additional Committees: The Executive Committee will appoint additional committees, subcommittees or work groups as needed.



SECTION D: FUNDING OPPORTUNITIES

1. Good Standing

In order to submit a grant application to the CSCoC, an organization must be a member in good standing as determined by the Executive Committee. Good standing is defined as a CSCoC member organization that:

- a. Has at least one representative attend 75% of meetings in a year.
- b. Has at least one representative actively participating in a CSCoC Committee (Attachment B).
- c. Is an active participant in the HMIS system or be willing to become an active participant in HMIS. If the member organization already participates in HMIS, data must be up-to-date at the time of application for CSCoC membership.
- d. Actively participates in the Point-in-Time and the Housing Inventory Counts.
- e. Uses the CSCoC Coordinated Entry Systems and all Housing First Standards.
- f. Cooperates with any performance review of their organization and/or program by the CSCoC.

2. Ranking

The CSCoC Governing Board will establish a nonconflicted Review and Rank Committee that rates and ranks any Amador, Mariposa, Calaveras, or Tuolumne County organization's application for ESG, HUD, and any other source of funding designated to the CSCoC and submits said ranked list to the Governing Board for approval. This committee will also prioritize homeless subpopulations to establish priorities for funding projects.

3. Administration

The HMIS Lead Agency/Collaborative Applicant and/or Administrative Entity will be selected by the Governing Board to carry out all duties, including contracts, administrative functions, and program monitoring.

4. Performance Monitoring

The CSCoC will monitor performance and evaluate outcomes of recipients and sub-recipients for both ESG and the CSCoC Competition funds. Unless there are existing performance targets through the funding source, the CSCoC will establish performance targets appropriate for population and program type. The CSCoC may act against poor performers



due to monitor findings and lack of CSCoC participation. All CSCoC/ESG funded programs must perform consistent with current approved Written Standards. Findings against poor performers could include reallocation of awarded funds to another CSCoC program.

5. Competitive Applicants

Organizations applying for competition funding must have been active members for at least six (6) months prior to the application deadline.

6. Noncompetitive Applicants

The CSCoC Governing Board will make every effort to minimize the awarding of noncompetitive funding that unnecessarily duplicates projects already being funded under other awards. Considerations include, but are not limited to:

- the needs of the general population;
- the needs of the poverty population;
- the geographic area of highest need;
- Point-in-Time results;
- and other existing resources available.



SECTION E: EMERGENCY SOLUTIONS GRANT PROGRAM

1. Coordinated Entry

The CSCoC shall coordinate with the ESG program to conduct an initial comprehensive assessment of the needs of persons experiencing homelessness in the Service Area. This initial assessment shall be updated annually with a gaps analysis that compares available housing and services in the Service Area to the need for services. In consultation with recipients of ESG funds within the CSCoC, implement the written standards for providing CSCoC assistance through a coordinated assessment and entry process that complies with 24 CFR 578.7(a)(9).

2. Geographic Overlap

The CSCoC shall coordinate with State and local government ESG recipients with overlapping geography on the plan for allocating ESG funds.

3. Performance

The CSCoC shall report on and evaluate the performance of ESG recipients and subrecipients. The performance of recipients and subrecipients will be monitored by project type to ensure effective service delivery. The CSCoC shall consult with recipients and subrecipients to establish performance targets appropriate for population and program type. It will evaluate the outcomes of projects funded under ESG and CSCoC programs and work with projects that perform poorly to improve performance. The ESG Committee shall develop the targets, in consultation with the Governing Board with final approval by the full membership of the CSCoC.



SECTION F: ADDITIONAL CHARTER CRITERIA

1. Conflict of Interest

No CSCoC Governing Board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to the organization that the member represents or, for individual members, any organization with whom they have any significant affiliation as noted in their CSCoC General Membership Application. All Governing Board members must sign a code of conduct/conflict of interest and recusal statement prior to taking part in Governing Board activities.

2. Updates

This Governance Charter will be updated at least once per year as required by the HEARTH Act and Interim Rule. Updates will be tracked by date of approval.

3. Centralized or Coordinated Assessment

The CSCoC has established a coordinated assessment system and policies and procedures that meet HUD standards. The system will be updated or expanded as needed for future program requirements and as more funding becomes available.

4. Written Standards

The CSCoC has established and consistently follows written standards for providing CSCoC/ESG assistance, in consultation with the recipients of ESG program funds. These standards will be publicly available on the CSCoC website.

5. HMIS Governance Charter

In consultation with the CSCoC Collaborative Applicant and the HMIS Lead Agency, CSCoC will maintain a Governance Charter that includes all procedures and policies as prescribed by HUD.

6. 10 Year Plan

In consultation with the CSCoC Collaborative Applicant and the HMIS Lead Agency, CSCoC will create and maintain a 10 Year Plan to End Homelessness, to be reviewed by the Governing Board at least biennially and provided to the general CSCoC membership at least once every 5 years to review, amend, or renew.



CENTRAL SIERRA CONTINUUM OF CARE: GOVERNANCE CHARTER: ATTACHMENT A

Stakeholder Categories for CSCoC General Membership

1. Domestic Violence Advocates
2. Homeless or Formerly Homeless Persons
3. Local Government Staff/Officials
4. Mental Health Service Organizations
5. Mental Illness Advocates
6. Affordable Housing Developers
7. Agencies that serve Survivors of Human Trafficking
8. Other homeless subpopulation advocates
9. Street Outreach Teams
10. Substance Abuse Advocates
11. Substance Abuse Service Organizations
12. Local Jail
13. LGBTQ+ Service Organizations
14. EMS/Crisis Response Teams
15. Nonprofit Homeless Assistance Providers
16. Faith-Based Organizations
17. Businesses
18. Public Housing Agencies
19. School Districts



20. Social Service Providers
21. Mental Health Agencies
22. Hospitals
23. Universities
24. Law Enforcement
25. Organizations that Serve Veterans
- 26. CSCoC Funded Victim Service Providers***
- 27. CSCoC Funded Youth Homeless Organizations***

**** Categories which are contingent upon CoC Program funding***



**CENTRAL SIERRA CONTINUUM OF CARE:
GOVERNANCE CHARTER: ATTACHMENT B**

REVISED OCTOBER 21, 2019

CSCoC COMMITTEE ROSTER

<p>Governing Board & Executive Committee</p>	<p>The Executive Committee of the Governing Board will be comprised of a Governing Board Chair, Governing Board Vice Chair, Governing Board Treasurer, and Governing Board Secretary. The purpose of this committee is to guide and oversee the work of the other Committees, establish new committees as needed, lead the biennial update of the quad-county 10 Year Plan to End Homelessness, and provide final approval of the CSCoC consolidation application. The Executive Committee may also form ad hoc committees to complete specific tasks.</p>			
<p>Organization</p>	<p>Name</p>	<p>Phone</p>	<p>Email</p>	<p>Membership</p>
<p>Amador County H&HS</p>	<p>James Foley Stephanie Hess</p>	<p>209-223-6625 209-223-6308</p>	<p>jfoley@amadorgov.org shess@amadorgov.org</p>	<p>Board</p>
<p>ATCAA</p>	<p>Denise Cloward Sandra Sturzenacker</p>	<p>209-223-1485 x263 209-533-1397 x251</p>	<p>dcloward@atcaa.org ssturzenacker@atcaa.org</p>	<p>Board</p>
<p>Berkeley Food HP - Roads Home Program</p>	<p>Stephen Martin Kim Garrett</p>	<p>503-421-3378 209-770-5464</p>	<p>smartin@bfhp.org kgarrett@bfhp.org</p>	<p>Board</p>
<p>Calaveras H&HS</p>	<p>Kristin Stranger Lee Kimball</p>	<p>707-754-6445 209-754-6734</p>	<p>kstranger@co.calaveras.ca.us lkimball@co.calaveras.ca.us</p>	<p>Board</p>
<p>CMCAA</p>	<p>Staci Johnston</p>	<p>209-754-6054</p>	<p>sjohnston@co.calaveras.ca.us</p>	<p>Board</p>
<p>Mariposa County H&HS</p>	<p>Chevon Kothari Katie Cotter</p>	<p>209-966-2000</p>	<p>ckothari@mariposahsc.org kcotter@mariposahas.org</p>	<p>Board</p>
<p>Sierra Hope</p>	<p>Jerry Cadotte Nathan Miles</p>	<p>209-736-6792 x305 209-736-6792 x306</p>	<p>jerry@sierrahope.org nmiles@sierrahope.org</p>	<p>Board</p>
<p>Tuolumne County H&HS</p>	<p>Steve Boyack Rebecca Espino</p>	<p>209-533-5716 209-533-5746</p>	<p>sboyack@co.tuolumne.ca.us respino@co.tuolumne.ca.us</p>	<p>Board</p>



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Amador, Calaveras, Mariposa and Tuolumne Counties

Working together to promote a community-wide commitment to the goal of ending homelessness in the Central Sierra Foothills

VA Central California	Kellie Ridenour	559-400-1435	Kellie.ridenour@va.gov	Board
VA Palo Alto	Derek McGinnis	650-906-4426	derek.mcginnis@va.gov	Board
Victory Village	Michele Siefer Larry Nunez	209-223-2286	msiefer@victoryvillageamador.org lnunez@victoryvillageamador.org	Board



<p>Coordinated Entry Committee</p>	<p>This committee meets at least annually to evaluate the intake, assessment, and referral process associated and mandated by Coordinated Entry. It will also update written CSCoC Coordinated Entry Policies and Procedures and solicit feedback of Coordinated Entry for agencies and clients.</p>			
Organization	Name	Phone	Email	Membership
Adventist Health Sonora	Valerie Shuemake	209-536-3398	shuemavj@ah.org	Member
Alliance for Community Transformations	Lisa Parker Ron Hull	209-966-7770	lisa@alliance4you.org ron@alliance4you.org	Member
Amador County H&HS	James Foley Stephanie Hess	209-223-6625 209-223-6308	jfoley@amadorgov.org shess@amadorgov.org	Board
ATCAA	Denise Cloward Sandra Sturzenacker Eva Questo Betty Mann Kate Murphy	209-223-1485 x263 209-533-1397 x251 209-533-1397 x238 209-223-1485 x243 209-223-1485 x223	dcloward@atcaa.org ssturzenacker@atcaa.org equesto@atcaa.org bmenn@atcaa.org kmurphy@atcaa.org	Board
Berkeley Food HP - Roads Home Program	Stephen Martin Kim Garrett	503-421-3378 209-770-5464	smartin@bfhp.org kgarrett@bfhp.org	Board
Calaveras H&HS	Kristin Stranger Lee Kimball Margo Kelley Robin Carter	707-754-6445 209-754-6734 209-754-6424	kstranger@co.calaveras.ca.us lkimball@co.calaveras.ca.us mkelley@co.calaveras.ca.us rcarter@co.calaveras.ca.us	Board
DRAIL	Jennifer Priest Jennifer Grabowski	209-498-2210 209-288-3302	jenniferp@drail.org jennifer@drail.org	Member
Mariposa County H&HS	Chevon Kothari Katie Cotter	209-966-2000	ckothari@mariposahsc.org kcotter@mariposahas.org	Board
Sierra Hope	Jerry Cadotte Nathan Miles	209-736-6792 x305 209-736-6792 x306	jerry@sierrahope.org nmiles@sierrahope.org	Board
Tuolumne County Behavioral Health	Michelle Carlson Jeannie Day	209-533-6245 209-533-5739	mcarlson@co.tuolumne.ca.us jday@co.tuolumne.ca.us	Member
VA Central California	Kellie Ridenour	559-400-1435	Kellie.ridenour@va.gov	Board
VA Palo Alto	Derek McGinnis	650-906-4426	derek.mcginis@va.gov	Board



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Victory Village	Michele Siefer Larry Nunez	209-223-2286	msiefer@victoryvillageamador.org lnunez@victoryvillageamador.org	Board
	John Houston	209-532-6061	1sozofellowship@gmail.com	



<u>Veterans Action Team</u>	This committee is comprised of representatives from agencies who serve Veterans in the CSCoC. This group works collaboratively to identify, assess, and refer all Veterans to appropriate services through the Veteran’s Interdisciplinary Team; a Veteran specific coordinated entry where ongoing assessments and warm hand-off referrals are conducted.			
Organization	Name	Phone	Email	Membership
Amador County H&HS	James Foley Stephanie Hess	209-223-6625 209-223-6308	jfoley@amadorgov.org shess@amadorgov.org	Board
Berkeley Food HP - Roads Home Program	Stephen Martin Kim Garrett Angela Upshaw	503-421-3378 209-770-5464 510-921-2306	smartin@bfhp.org kgarrett@bfhp.org aupshaw@bfhp.org	Board
Calaveras County Veterans Services	Chele Beretz Natasha Johnson	209-754-6624 209-754-6438	cberetz@co.calaveras.ca.us njohnson@co.calaveras.ca.us	Member
VA Central California	Kellie Ridenour	559-400-1435	Kellie.ridenour@va.gov	Board
VA Palo Alto	Derek McGinnis	650-906-4426	derek.mcginnis@va.gov	Board
Victory Village	Michele Siefer Larry Nunez Nichole Mulford	209-223-2286	msiefer@victoryvillageamador.org lnunez@victoryvillageamador.org nmulford@victoryvillageamador.org	Board
	John Houston	209-532-6061	1sozofellowship@gmail.com	



<p>Point-in-Time Committee</p>	<p>This committee is responsible for the collection and consolidation of data, preparing point-in-time reports for completion of the Continuum of Care Plan and Consolidated Plan and assists in the completion of a final report to the Collaborative Applicant for electronic submission to HUD.</p>			
<p>Organization</p>	<p>Name</p>	<p>Phone</p>	<p>Email</p>	<p>Membership</p>
<p>Alliance for Community Transformations</p>	<p>Lisa Parker Ron Hull</p>	<p>209-966-7770</p>	<p>lisa@alliance4you.org ron@alliance4you.org</p>	<p>Member</p>
<p>ATCAA</p>	<p>Denise Cloward Sandra Sturzenacker Eva Questo Betty Mann Lesley Mace Kate Murphy</p>	<p>209-223-1485 x263 209-533-1397 x251 209-533-1397 x238 209-223-1485 x243 209-223-9215 209-223-1485 x223</p>	<p>dcloward@atcaa.org ssturzenacker@atcaa.org equesto@atcaa.org bmenn@atcaa.org lmace@atcaa.org kmurphy@atcaa.org</p>	<p>Board</p>
<p>Blue Mountain Coalition for Youth & Families</p>	<p>Catherine Lambie Terra Forgette</p>	<p>209-293-7177 209-293-4500</p>	<p>trnscnd@volcano.net</p>	<p>Member</p>
<p>Calaveras H&HS</p>	<p>Kristin Stranger Lee Kimball Robin Carter</p>	<p>707-754-6445 209-754-6734</p>	<p>kstranger@co.calaveras.ca.us lkimball@co.calaveras.ca.us rcarter@co.calaveras.ca.us</p>	<p>Board</p>
<p>DRAIL</p>	<p>Jennifer Priest Jennifer Grabowski</p>	<p>209-498-2210 209-288-3302</p>	<p>jenniferp@drail.org jennifer@drail.org</p>	<p>Member</p>
<p>Mariposa County H&HS</p>	<p>Chevon Kothari Katie Cotter</p>	<p>209-966-2000</p>	<p>ckothari@mariposahsc.org kcotter@mariposahas.org</p>	<p>Board</p>
<p>Tuolumne County Behavioral Health</p>	<p>Michelle Carlson</p>	<p>209-533-6245</p>	<p>mcarlson@co.tuolumne.ca.us</p>	<p>Member</p>
<p>VA Central California</p>	<p>Kellie Ridenour</p>	<p>559-400-1435</p>	<p>Kellie.ridenour@va.gov</p>	<p>Board</p>
<p>Veterans Service Office</p>	<p>Debora Kay Esque</p>	<p>209-743-8666</p>	<p>desque@co.tuolumne.ca.us</p>	<p>Member</p>
<p>Victory Village</p>	<p>Michele Siefer Larry Nunez</p>	<p>209-223-2286</p>	<p>msiefer@victoryvillageamador.org lnunez@victoryvillageamador.org</p>	<p>Board</p>



<u>HMIS Committee</u>	This committee works with the HMIS Lead Agency to ensure that the CSCoC meets HUD-required HMIS standards for quality and participation, researches and develops privacy, security and data quality plans for HMIS, develops MOU's between Lead Agency and Users, reviews vendor contract and performance, and advises HMIS Coordinator of any concerns.			
Organization	Name	Phone	Email	Membership
Alliance for Community Transformations	Lisa Parker Ron Hull	209-966-7770	lisa@alliance4you.org ron@alliance4you.org	Member
Amador County H&HS	James Foley Stephanie Hess	209-223-6625 209-223-6308	jfoley@amadorgov.org shess@amadorgov.org	Board
ATCAA	Denise Cloward Sandra Sturzenacker Eva Questo Betty Mann Kate Murphy	209-223-1485 x263 209-533-1397 x251 209-533-1397 x238 209-223-1485 x243 209-223-1485 x223	dcloward@atcaa.org ssturzenacker@atcaa.org equesto@atcaa.org bmenn@atcaa.org kmurphy@atcaa.org	Board
Berkeley Food HP - Roads Home Program	Stephen Martin Kim Garrett	503-421-3378 209-770-5464	smartin@bfhp.org kgarrett@bfhp.org	Board
Calaveras H&HS	Kristin Stranger Lee Kimball Suzette Ariza	707-754-6445 209-754-6734	kstranger@co.calaveras.ca.us lkimball@co.calaveras.ca.us sariza@co.calaveras.ca.us	Board
DRAIL	Jennifer Priest Jennifer Grabowski	209-498-2210 209-288-3302	jenniferp@drail.org jennifer@drail.org	Member
Sierra Hope	Jerry Cadotte Nathan Miles	209-736-6792 x305 209-736-6792 x306	jerry@sierrahope.org nmiles@sierrahope.org	Board
VA Palo Alto	Derek McGinnis	650-906-4426	derek.mcginis@va.gov	Board
Victory Village	Michele Siefer Larry Nunez	209-223-2286	msiefer@victoryvillageamador.org lnunez@victoryvillageamador.org	Board



<p><u>ESG Committee</u></p>	<p>This committee works with the Collaborative Applicant to provide guidance in preparing the application and updates to assist the CSCoC in application and grant processes. This committee also meets with new applicants to mentor them on project guidelines and accessing eSNAPS.</p>			
<p>Organization</p>	<p>Name</p>	<p>Phone</p>	<p>Email</p>	<p>Membership</p>
<p>Alliance for Community Transformations</p>	<p>Lisa Parker Ron Hull</p>	<p>209-966-7770</p>	<p>lisa@alliance4you.org ron@alliance4you.org</p>	<p>Member</p>
<p>ATCAA</p>	<p>Denise Cloward Sandra Sturzenacker Eva Questo Betty Mann Kate Murphy</p>	<p>209-223-1485 x263 209-533-1397 x251 209-533-1397 x238 209-223-1485 x243 209-223-1485 x223</p>	<p>dcloward@atcaa.org ssturzenacker@atcaa.org equesto@atcaa.org bmenn@atcaa.org kmurphy@atcaa.org</p>	<p>Board</p>
<p>Mariposa County H&HS</p>	<p>Chevon Kothari Katie Cotter Carolyn Wice</p>	<p>209-966-2000 209-742-0860</p>	<p>ckothari@mariposahsc.org kcotter@mariposahas.org cwice@mariposahsc.org</p>	<p>Board</p>



Review & Ranking Committee	This committee publicizes CSCoC competition and funds available, sets project selection timeline, reviews all new and renewal projects, and prepares the ranking list.			
Organization	Name	Phone	Email	Membership
Alliance for Community Transformations	Lisa Parker Ron Hull	209-966-7770	lisa@alliance4you.org ron@alliance4you.org	Member
Berkeley Food HP - Roads Home Program	Stephen Martin Kim Garrett Angela Upshaw	503-421-3378 209-770-5464 510-921-2306	smartin@bfhp.org kgarrett@bfhp.org aupshaw@bfhp.org	Board
Calaveras H&HS	Kristin Stranger Lee Kimball Susan Sells	707-754-6445 209-754-6734	kstranger@co.calaveras.ca.us lkimball@co.calaveras.ca.us ssells@co.calaveras.ca.us	Board
DRAIL	Jennifer Priest Jennifer Grabowski	209-498-2210 209-288-3302	jenniferp@drail.org jennifer@drail.org	Member
Mariposa County H&HS	Chevon Kothari Katie Cotter	209-966-2000	ckothari@mariposahsc.org kcotter@mariposahas.org	Board
Mother Lode Job Training	Emily Graham Amy Torres	209-536-4702 209-536-4701	egramham@mljt.org atorres@mljt.org	Member
Resiliency Village	Erin O'Hare Shelley Muniz	209-770-7147 209-770-4347	erino@resiliencyvillage.org shelleym@resiliencyvillage.org	Member
Sierra Hope	Jerry Cadotte Nathan Miles	209-736-6792 x305 209-736-6792 x306	jerry@sierrahope.org nmiles@sierrahope.org	Board
Tuolumne County H&HS	Steve Boyack Rebecca Espino	209-533-5716 209-533-5746	sboyack@co.tuolumne.ca.us respino@co.tuolumne.ca.us	Board
Victory Village	Michele Siefer Larry Nunez	209-223-2286	msiefer@victoryvillageamador.org lnunez@victoryvillageamador.org	Board
	Steve Christensen	209-267-0615	christensen668@sbcglobal.net	Member



<p>Governance & Strategic Planning Committee</p>	<p>This committee assists the Governing Board in the further development and annual update of the Governance Charter, the development of the written standards for providing Continuum of Care assistance, and in making any recommendations for revisions to such standards.</p>			
<p>Organization</p>	<p>Name</p>	<p>Phone</p>	<p>Email</p>	<p>Membership</p>
<p>Alliance for Community Transformations</p>	<p>Lisa Parker Ron Hull</p>	<p>209-966-7770</p>	<p>lisa@alliance4you.org ron@alliance4you.org</p>	<p>Member</p>
<p>ATCAA</p>	<p>Denise Cloward Sandra Sturzenacker</p>	<p>209-223-1485 x263 209-533-1397 x251</p>	<p>dcloward@atcaa.org ssturzenacker@atcaa.org</p>	<p>Board</p>
<p>Blue Mountain Coalition for Youth & Families</p>	<p>Catherine Lambie Terra Forgette</p>	<p>209-293-7177 209-293-4500</p>	<p>trnscnd@volcano.net</p>	<p>Member</p>
<p>Calaveras H&HS</p>	<p>Kristin Stranger Lee Kimball</p>	<p>707-754-6445 209-754-6734</p>	<p>kstranger@co.calaveras.ca.us lkimball@co.calaveras.ca.us</p>	<p>Board</p>
<p>DRAIL</p>	<p>Jennifer Priest Jennifer Grabowski</p>	<p>209-498-2210 209-288-3302</p>	<p>jenniferp@drail.org jennifer@drail.org</p>	<p>Member</p>
<p>Mariposa County H&HS</p>	<p>Chevon Kothari Katie Cotter</p>	<p>209-966-2000</p>	<p>ckothari@mariposahsc.org kcotter@mariposahas.org</p>	<p>Board</p>
<p>Mother Lode Job Training</p>	<p>Emily Graham Amy Torres</p>	<p>209-536-4702 209-536-4701</p>	<p>egramham@mljt.org atorres@mljt.org</p>	<p>Member</p>
<p>Tuolumne County H&HS</p>	<p>Steve Boyack Rebecca Espino</p>	<p>209-533-5716 209-533-5746</p>	<p>sboyack@co.tuolumne.ca.us respino@co.tuolumne.ca.us</p>	<p>Board</p>
<p>VA Central California</p>	<p>Kellie Ridenour</p>	<p>559-400-1435</p>	<p>Kellie.ridenour@va.gov</p>	<p>Board</p>
<p>Victory Village</p>	<p>Michele Siefer Larry Nunez</p>	<p>209-223-2286</p>	<p>msiefer@victoryvillageamador.org lnunez@victoryvillageamador.org</p>	<p>Board</p>
	<p>Steve Christensen</p>	<p>209-267-0615</p>	<p>christensen668@sbcglobal.net</p>	<p>Member</p>



CENTRAL SIERRA CONTINUUM OF CARE: GOVERNANCE CHARTER: ATTACHMENT C

GLOSSARY

1. Other: Anything that does not fit into these categories:
 - a. Government Seat
 - b. Nonprofit Seat
 - c. Private Seat
 - d. Homeless or Formerly Homeless Person
2. Organization: An organized body of people established to meet formal requirements of the following categories:
 - a. Government
 - b. Other Public Organization
 - c. Nonprofit
 - d. Private