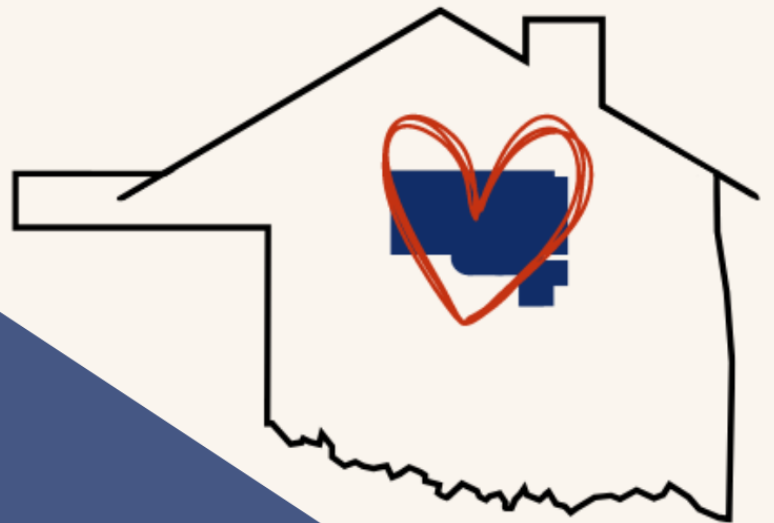


2024

North Central Oklahoma Continuum of Care

GOVERNANCE CHARTER*



***INCLUDES OK-500 ADOPTED POLICIES,
PLANS, AND PROCEDURES**

Table of Contents

- INTRODUCTION 4**
- COC GOVERNANCE STRUCTURE 4**
- MISSION OF THE COC 5**
- CONTINUUM OF CARE BOARD 5**
 - PURPOSE..... 5
 - CoC BOARD MEETINGS 6
 - QUORUM..... 6
 - CODE OF CONDUCT 6
 - MEMBERSHIP & STRUCTURE..... 7
 - VACANCIES 8
- BOARD OFFICER ROLES & RESPONSIBILITIES 8**
 - BOARD OFFICERS..... 8
 - ELECTION OF BOARD OFFICERS 8
 - RESIGNATION AND REMOVAL OF BOARD OFFICERS 8
 - BOARD CHAIRPERSON REQUIREMENTS..... 9
 - COLLABORATIVE (COMMITTEE) CHAIRPERSON REQUIREMENTS..... 9
- BOARD AUTHORITY & REQUIREMENTS..... 9**
 - DECISION-MAKING AUTHORITY 9
 - ELECTED MEMBER REQUIREMENTS 9
- MEMBERSHIP RIGHTS AND GENERAL PROVISIONS 9**
 - CoC MEMBER VOTING..... 9
 - ACTIVE MEMBERSHIP RIGHTS: SECTION ONE..... 10
 - ACTIVE MEMBERSHIP: SECTION TWO 10
 - COLLABORATIVE (COMMITTEE) CHAIRPERSON REQUIREMENTS..... 10
 - FISCAL YEAR..... 10
 - PARLIAMENTARY PROCEDURE..... 11
 - ADOPTION AND AMENDMENT OF BYLAWS 11
- COLLABORATIVE APPLICANT..... 11**
 - ROLE & RESPONSIBILITY 11
- HMIS LEAD AGENCY 11**
 - ROLE & RESPONSIBILITY 12
- COORDINATED ENTRY COLLABORATIVE 13**
 - OVERVIEW..... 14
 - MEETING, PARTICIPATION, AND CONDUCT 14
- DATA QUALITY COLLABORATIVE 17**
 - OVERVIEW..... 17
 - MEETING, PARTICIPATION, AND CONDUCT 17

EMERGENCY SOLUTIONS GRANT (ESG) COLLABORATIVE	21
OVERVIEW.....	21
MEETING, PARTICIPATION, & CONDUCT.....	21
GOVERNANCE & STEERING COLLABORATIVE (COC BOARD)	24
OVERVIEW.....	24
MEETING, PARTICIPATION, & CONDUCT.....	24
LIVED EXPERIENCE COLLABORATIVE	27
OVERVIEW.....	27
MEETING, PARTICIPATION, & CONDUCT.....	27
LOCAL JURISDICTION COLLABORATIVE	29
OVERVIEW.....	30
MEETING, PARTICIPATION, & CONDUCT.....	30
RACIAL EQUITY COLLABORATIVE	35
OVERVIEW AND RELATIONSHIP TO COC.....	35
MEETINGS, PARTICIPATION, AND CONDUCT	35
MEMBERSHIP STRUCTURE	36
RECOMMENDED REC MEMBERSHIP CATEGORIES:	36
MEMBER INCLUSION	36
TERM LIMITS.....	36
MEMBERSHIP SELECTION	37
REC CO-CHAIRS	37
ROLES AND RESPONSIBILITIES OF REC	37
RANK & RATING COLLABORATIVE.....	39
PURPOSE	39
ROLES AND RESPONSIBILITIES	39
YOUTH ACTION COLLABORATIVE.....	40
OVERVIEW.....	40
MEETING, PARTICIPATION, AND CONDUCT.....	40
.....	43
RANK, REVIEW, AND REALLOCATION PROCESS.....	44
GENERAL PROCESS	44
PHASE I – SCORING MATERIALS, RANK AND REVIEW COMMITTEE, COLLABORATIVE APPLICANT ROLE, SCORECARD	44
PHASE II – APPLICATION REVIEW	45
THRESHOLD REVIEW	48
PHASE III – EMERGENCY PROCEDURE	48
REALLOCATION PLAN	49
APPEALS PROCESS	49
CONSOLIDATED APPLICATION	51

INTRODUCTION

This Charter identifies the goals, purpose, composition, responsibilities, and governance structure of the North Central Oklahoma Continuum of Care. The purpose of the Continuum is:

1. Provide a network that shares ideas, concerns, and resources applicable to homeless issues and foster collaboration in addressing their needs.
2. Increase community awareness of the causes of homelessness, the needs of public education and advocacy.
3. Participate in developing and supporting public policy to assist homeless people and end homelessness.
4. Research and develop funding sources to support Continuum projects.

The North Central Oklahoma Continuum of Care (“CoC”) has worked with a diverse array of partners to develop regional solutions to end homelessness. Each year, the expertise of the CoC, its member agencies, and community partners has resulted in more people being housed and supported in their quest for stability. Staffed by Community Development Support Association (“CDSA”), Inc. since 2018, the CoC has successfully competed in the national application for funding for housing and services; the amount of funding awarded to the CoC by HUD has increased over the years; and now supports more than 14 homeless assistance programs in 6 different agencies in the region. This HUD funding has been an important and consistent source of funding for the community.

The CoC-funded programs include permanent supportive housing for disabled persons, rapid rehousing, homeless prevention, street outreach, supportive services, and the Homeless Management Information System (HMIS).

Based upon the HEARTH Act and ongoing input, the CoC continues to seek to adapt and respond to the community needs and new regulations. Responses continue to be identified and championed by talented partners throughout the region. Thanks to the dedication of the people involved, the Continuum of Care is positioned to continue making a difference in the lives of those who experience homelessness.

CoC GOVERNANCE STRUCTURE

The CoC will have a Board, Collaboratives, and ad hoc stakeholder work groups established to accomplish the responsibilities of the Continuum of Care, as defined in the Interim Rule and available in the “Duties of the Continuum of Care” section below. The charter and governance structure will be reviewed every other year and updated as necessary (see below under Continuum of Care Board).

- Governance & Steering Collaborative
- Workgroups
- Continuum of Care Board
- Data Quality Collaborative/HMIS Joint Advisory Workgroup
- ESG Collaborative
- Lived-Experience Collaborative
- Local Jurisdiction Collaborative
- Racial Equity Collaborative
- Rank & Review Collaborative
- Standing/Ad Hoc Collaborative
- Youth Action Collaborative

MISSION OF THE CoC

The Mission of the North Central Oklahoma Continuum of Care (NCOkCoC) is to form a seamless system of services and resources that will insure housing and community support for homeless individuals and families throughout Creek, Grant, Garfield, Kay, Noble, Osage, Pawnee, and Payne counties.

Each HUD-funded CoC is governed by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, as well as the implementing regulations set forth in the CoC Program Interim Rule. The Continuum of Care will ensure it meets all aspects of HEARTH Act compliance, as well as its duties under the Interim Rule including operating the Continuum of Care, designating an HMIS Lead for the Continuum of Care, and planning for the Continuum of Care.

CONTINUUM OF CARE BOARD

PURPOSE

Through the infrastructure of the Continuum of Care including providers, individuals with lived experience, and subject matter experts, the Continuum of Care Board determines policy and makes decisions within the homeless response system for providers and agencies connected to the Continuum of Care. Also known as the “Governance & Steering Collaborative”, The Continuum of Care Board plans for the region, convenes diverse stakeholders that address and are impacted by homelessness, and makes regional policy recommendations to local leaders. We stand ready to lean in, support, and provide expertise to local efforts addressing homelessness. The Board shall insure the business of the Continuum is conducted in a proper manner. The Executive Board shall determine the general policies and guidance of the affairs of the Continuum.

CoC BOARD MEETINGS

The full Continuum Board shall meet monthly. Special meetings of the members may be called by the Executive Board or by a majority of the Continuum board members by indicating in writing or by telephone to a member of the Executive Board. The Executive Board shall meet and discuss reason for special meeting prior to giving notice to the board members of date, time, and place of all board meetings. Formal meeting agendas and materials will be developed by the Collaborative Applicant with input from the co-Chairs and will be posted on the Collaborative Applicant's website at www.ncokcoc.org. Each agenda will include an opportunity to request future agenda items.

1. The Agenda shall be emailed to the membership no less than two business days prior to the monthly meeting.
2. Meeting Agendas shall be posted in a conspicuous place at the Collaborative Applicant's normal place of business, and the host agency.
3. The agenda shall be posted no less than two business days prior to the meeting.

QUORUM

Those members present at any meeting will constitute a quorum. The act of most of the members present shall be the act of full membership except as may be otherwise specifically provided by statute or these Bylaws.

CODE OF CONDUCT

The Continuum shall maintain a Code of Conduct for the Continuum Board.

The Chairman and all members of the Continuum decision-making Executive Board shall not participate in decisions concerning awards of grants or provision of financial benefits to such member or the organization that such member represents. Such members should excuse themselves from considering projects in which they have an interest.

All Continuum board members are prohibited from solicitation and/or acceptance of gifts or gratuities from officers, employees, and agents for their personal benefit.

The Continuum shall review the Code of Conduct at regular intervals during the year at full meetings and provide a copy of the Code to all new members.

MEMBERSHIP & STRUCTURE

Any organization or individual that subscribes to the purpose and basic policies of the Continuum and whose admission will contribute to the Continuum's ability to carry out its purposes may become a member of the Continuum Board. At least seventy-five percent of the membership must represent nonprofit and private sector. Meetings of the Continuum are open to all whether or not a member.

Membership is open to the following:

- Persons with current and past lived experience of homelessness and/or at-risk of homelessness
- Interested and concerned members of the community
- Providers of the full array of services to persons who are /at risk of homelessness
- Representative (Lived / Providers) of Homelessness High Risk Populations (Youth, Family, Veterans)
- Local and State government Agencies
- Public Housing Authority (Local and State)
- Mainstream Benefit /Social Services Providers
- Healthcare Providers
- Behavioral Healthcare Providers
- Educators
- Faith Community

- Funders/Foundations/Development Specialists
- Business Community / Financial Institutions
- Employment Agencies and Potential Employers
- Public Policy Experts / Advocates
- Judicial System/Law Enforcement Agencies
- Tribal Entities

VACANCIES

Vacancies on the Board occur by the expiration of the normal term, resignation, death, or removal by the Continuum. Vacancies shall be filled by nomination by the Continuum members in the same manner as original appointments. Such appointment shall be for the remainder of the un-expired term, and the member shall then be eligible for re-appointment by election.

BOARD OFFICER ROLES & RESPONSIBILITIES

BOARD OFFICERS

The Officers shall consist of the Chairperson, Vice Chairperson, and Secretary elected by the Continuum Board and shall serve two (2) year terms.

ELECTION OF BOARD OFFICERS

Election of Officers: At the October meeting of the second year, the Continuum Board shall elect officers for the coming term. The term of leadership begins at the January meeting.

RESIGNATION AND REMOVAL OF BOARD OFFICERS

Any Officer, except the Chairperson, may resign by tendering a written notice to the Chairperson. The Chairperson may resign by tendering written notice to the Continuum. Any Officer may be removed by the Continuum whenever, in the judgment of the Continuum, the best interests of the organization will be served thereby. A two-thirds (2/3) vote of the Continuum present and voting shall be required to remove an Officer.

BOARD CHAIRPERSON REQUIREMENTS

1. To preside at all meetings of the Continuum and Board.
2. To be an ex-officio member of all committees.
3. To represent or appoint a representative for the Continuum for all meetings where representation may be required.

COLLABORATIVE (COMMITTEE) CHAIRPERSON REQUIREMENTS

1. Attend meetings of the Continuum regularly and individual committees as required.
2. To perform all duties as assigned by the Chairperson(s) or Executive Board.

BOARD AUTHORITY & REQUIREMENTS

DECISION-MAKING AUTHORITY

Decision-making authority is the responsibility of the Continuum of Care board members. Any decisions recommended by CoC Collaboratives shall be brought before the Continuum at scheduled board meetings for approval.

ELECTED MEMBER REQUIREMENTS

1. Attend all meetings of the Continuum and the Executive Board, and individual committee as required.
2. To perform all duties as assigned by the Chairperson(s) or Executive Board.
3. To assist and coordinate the activities of each Standing Committee and report back to the Executive Board and Continuum as required.
4. To familiarize his/herself with the rules of Roberts Rules of Order.

MEMBERSHIP RIGHTS AND GENERAL PROVISIONS

CoC MEMBER VOTING

Each agency/organization/unit of government shall have at least one official designated representative and shall have one vote regardless of the number of representatives present at any given meeting, except for the HMIS Coordinator regardless of what organization the HMIS Coordinator is a member of. The HMIS Coordinator will be a full voting member. (A memorandum of understanding between the Continuum and the agency/organization/unit of government, etc., must be signed and kept updated annually.)

ACTIVE MEMBERSHIP RIGHTS: SECTION ONE

1. Have voting rights (one vote per agency or individual membership, HMIS Coordinator is a full voting member).
2. Receive letters of support for grants indicating length of membership and level of participation.
3. Receive information and updates via NCOkCoC email list
4. Serve on committees
5. New members must attend meetings for nine (9) months prior to applying for funding.
6. Apply for state and federal fund if:
 - i. Be a member in good standing.
 - ii. Participate in the annual point-in-time count.
 - iii. Use the Homeless Management Information System (HMIS) or if a Domestic Violence Agency other approved system.
 - iv. Meet the requirements of the Grantor.

ACTIVE MEMBERSHIP: SECTION TWO

1. Membership in NCOkCoC will be updated annually, on the calendar year. Inactive members will be removed from the membership list.
2. A person/agency will be considered a member in good standing, or Active Member, by attending 75% of any/all full membership meetings and serving on one or more committees.
3. If the agency is not in good standing, the Governance Committee will notify them.
4. A Board member must attend three consecutive meetings, a combination of membership and board meetings, to return to good standing.
5. Members not on the board must attend two consecutive membership meetings to return to good standing. Members should participate in the annual point and time count.

COLLABORATIVE (COMMITTEE) CHAIRPERSON REQUIREMENTS

1. Attend meetings of the Continuum regularly and individual committees as required.
2. To perform all duties as assigned by the Chairperson(s) or Executive Board.

FISCAL YEAR

The fiscal year of the Continuum shall be January 1 to December 31.

PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedures not specifically covered by these Bylaws.

ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws may be amended at a regular or special meeting of the Continuum by a two-thirds (2/3) affirmative vote of the members present and voting

COLLABORATIVE APPLICANT

ROLE & RESPONSIBILITY

Community Development Support Association (CDSA) Inc, is the Collaborative Applicant for the North Central Oklahoma Continuum of Care. As the Collaborative Applicant, CDSA is the recipient of the planning grant from HUD to carry out planning activities and staffing of the CoC. CDSA is empowered to create ad-hoc working groups to achieve its purpose and goals.

1. Plan for and conduct (in collaboration with community volunteers), at least biennially, a Point-in-Time count of homeless persons within the CoC's geographic area that meets HUD's requirements.
2. Communicate CoC-funded program performance to the CoC Board to recognize accomplishments, provide support to, and carry out action taken by Board relating to the performance of CoC-funded projects.
3. Complete activities defined in the CoC Planning Grant, as approved by HUD.
4. Work collaboratively with other community stakeholders toward ending homelessness throughout the Region.
5. Keep the CoC Website current with accurate news, contact information, and links.
6. Attend all meetings of the Continuum and CoC Board, and individual committees as required.
7. Submit the registration and application in the CoC Competition on behalf of North Central Continuum of Care.
8. Coordination and oversight of the CoC planning efforts, certification and submission of the CoC homeless assistance funding application.
9. Coordinate CoC Board meetings no less than once each quarter.

HMIS LEAD AGENCY

ROLE & RESPONSIBILITY

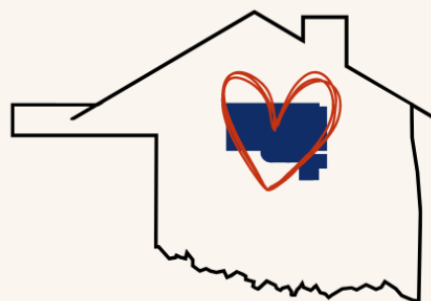
The HMIS Lead Agency's roles and responsibilities include, but are not limited to:

1. Ensuring consistent participation in HMIS by HUD-funded projects.
2. Ensuring the HMIS is administered in compliance with the requirements prescribed by HUD, including:
 - a. Collecting unduplicated counts of individuals and families experiencing homelessness;
 - b. Analyzing patterns of use of assistance provided for the geographic area involved;
 - c. Providing information to project sponsors and applicants for needs analyses and funding priorities;
 - d. Providing documentation, including keeping an accurate accounting, proper usage, and disclosure of HMIS data;
 - e. Providing access to HMIS data by staff, contractors, law enforcement, and academic researchers; and
 - f. Criminal and civil penalties for unlawful disclosure of data.
 - g. Comply with the Memorandum of Understanding between the CoC and HMIS Administrator.
 - h. Notify CoC staff of grievances that occur in conjunction to the HMIS system.
 - i. Inform Data Collaborative and CoC staff of new agencies onboarded.
 - j. Work with Coordinated Entry Leads on data quality concerns or changes.
 - k. Participation in Collaboratives and workgroups that impact HMIS.
 - l. Provide training related to HMIS on a minimum semi-annual basis and ensure training is completed by every agency.
 - m. Oversight and monitoring of HMIS agencies and users.

North Central Oklahoma Continuum of Care

**COLLABORATIVE
&/OR WORK
GROUP
DESCRIPTIONS**

ADOPTED BY THE BOARD SEPT 3, 2024



COORDINATED ENTRY COLLABORATIVE

OVERVIEW

The Coordinated Entry Collaborative (CEC) provides input and makes recommendations to the Continuum of Care Board on principles, guidelines, policies, and operations for the Coordinated Entry System.

MEETING, PARTICIPATION, AND CONDUCT

Meeting

The CEC should meet at least every other month. Agendas and notes are developed by the Collaborative Applicant with input from the CEC Chair and available upon request. Each meeting agenda will include an opportunity to request future agenda items. CEC minutes should be submitted to the Collaborative Applicant by the last calendar day of each month of a meeting.

Participation

After two consecutive absences, the Co-Chairs or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his/their interest in continuing to serve on the CEC and inform the member that if he/she/they do not attend the next scheduled meeting, the seat will be considered vacant. Proxy member participation is not applicable to the CEC except for the HMIS Representative who may be represented by whomever the Executive Director of the grantee agency designates to attend.

Code of Conduct

A CEC member must disclose personal, professional, and business relationships when making decisions and acting on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or acting on that item. Each CEC member signs a conflict-of-interest statement to acknowledge this rule.

Membership Structure

CEC should have at least 9 seats with no more than 13 seats at any given time. Representatives of approved Coordinated Entry Systems will serve on CEC as voting members and will recuse themselves from voting and discussion on grievance and evaluation matters, when the matter is directly related to the members Organization.

Recommended CEC Membership Categories:

CATEGORY	MINIMUM # OF SEATS
ESG Recipient Agency	1
Regional Behavioral Health Authority Representative	1
Domestic Violence Provider Representative	1
Youth Provider Representative	1
HMIS Lead Agency Representative	1
Person with Lived Experience	1
Jails Representative	1
Coordinated Entry Lead	1
CoC Board Member	1

Member Inclusion

- **Racial Diversity:** The CEC will select members based on proposed contribution to the CEC weighing racial equity. The CEC will attempt to have at least one member representing the racial diversity present in the homeless service system.
- **LGBTQIA+ and Underrepresentation:** The CEC will select members based on proposed contribution to the CEC weighing underrepresented groups. The CEC will attempt to have at least one member representing LGBTQIA+ and other underrepresented populations.
- CEC members will serve three-year term limits, with the exception of the Coordinated Entry Leads, the HMIS Representative, and the CoC Board member. Members may reapply for their seats.

Membership Selection

An organization may only have one representative on the CEC. If a member changes employment for an employer that does not serve the stakeholder group the member was chosen to represent, the seat will be considered vacant.

Annually, the CEC will open membership. To solicit new CEC members, an invitation will be extended by the Collaborative Applicant to stakeholders requesting potential members to apply. Notification of vacancies for community members will be solicited through the NCOkCoC website, the CoC email distribution list, and announcements at CoC Collaborative and CoC Board meeting. The Collaborative Applicant will prepare a list of people who submitted applications with the category(ies) they represent to the

Membership Workgroup. The Membership Workgroup will review the list, resumes, and applications and make recommendations to the CEC Collaborative for membership. The CEC Collaborative will review recommendations and vote to fill vacancies on the Collaborative. Members cannot vote for themselves. The CEC Collaborative will base the decision on ensuring diverse representation of the Collaborative. If membership drops below 9 outside of the identified solicitation of new members, the Collaborative will send out a request for new members in collaboration with the Collaborative Applicant.

Primary Roles and Responsibilities

- i. Establish, and recommend to the CoC Board, written standards for determining standard prioritization criteria for individuals and families.
- ii. Recommend prioritization principles and guidelines for the Coordinated Entry System.
- iii. Collaborate and problem solve with other systems of care, such as veterans, justice system, healthcare / behavioral health (including substance abuse), and domestic violence system to promote access and integration with the Coordinated Entry system.
- iv. Identify, review and share data on Coordinated Entry to recommend policy changes and system improvements. Ensure opportunities to consistently review data.
- v. Provide feedback to the Collaborative Applicant staff on monitoring and evaluation of the Coordinated Entry System.
- vi. Recommend guiding principles to the Board for the Coordinated Entry system.
- vii. Consult with Collaborative Applicant staff on identified areas that need improvement within the current system.
- viii. Review and make recommendations regarding funding needs of the Coordinated Entry System to the Board. Review annual NOFO applications as a support to the Rank and Review Collaborative.
- ix. Serve as a resource for the NCOkCoC for problem-solving and/or formal grievances regarding the Coordinated Entry System.
- x. Assist in the development of operations flow charts for community distribution.
- xi. Create ad-hoc working groups to achieve its purpose and goals as needed that are time limited, goal driven, and data driven.
- xii. Support communication across working groups, Collaboratives, and all CoC entities established for the purpose of carrying out the roles and responsibilities of the Collaborative.

DATA QUALITY COLLABORATIVE

OVERVIEW

The Data Quality Committee/Collaborative (DQC), also operating to as “HMIS Joint Advisory Committee”, meets monthly provides input and makes recommendations to the CoC Board on policies related to HMIS. DQC minutes should be submitted to the Collaborative Applicant by the last calendar day of the month. DQC shall be comprised of an ESG recipient, a community member with data/evaluation experience, two members of the CoC with HMIS background, and a representative from the HMIS Lead Agency. Membership will be renewed annually each March. The objectives of the DQC are to:

1. Support the collaborative applicant and the CoC in community data governance by providing HMIS oversight and drafting community data policies and procedures.
2. Review and recommend Continuum of Care (CoC) policies and procedures as required by HUD and suggested by ODOC and/or HMIS Statewide Collaborative Workgroups.
3. Encourage the use of accurate information with appropriate context in communications with the wider public.
4. Ensure data is an asset by ensuring the quality and availability of data and that it is used in performance evaluation, strategic planning, and CoC decisions.
5. Ensure community values and mission are imbedded in how data is collected, shared, and used, including equity and client voice.
6. Suggest and develop strategies for meaningful data reporting of OK-500 activities.

MEETING, PARTICIPATION, AND CONDUCT

Meeting

The DQC should meet at least every other month. Agendas and notes are developed by the Collaborative Applicant with input from the DQC Chair and available upon request. Each meeting agenda will include an opportunity to request future agenda items. DQC minutes should be submitted to the Collaborative Applicant by the last calendar day of each month of a meeting.

Participation

After two consecutive absences, the Co-Chairs or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his/their interest in continuing to serve on the DQC and inform the member that if he/she/they do not attend the next scheduled meeting, the seat will be considered vacant. Proxy member participation is not applicable to the DQC except for the HMIS Representative who may be represented by whomever the Executive Director of the grantee agency designates to attend.

Code of Conduct

A DQC member must disclose personal, professional, and business relationships when making decisions and acting on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or acting on that item. Each DQC member signs a conflict-of-interest statement to acknowledge this rule.

Membership Structure

DQC should be at least 6 seats with no more than 9 seats at any given time. A representative of the HMIS Lead Agency will serve on the DC as a non-voting member.

Recommended DQC Membership Categories

CATEGORY	MINIMUM # OF SEATS
ESG Recipient Agency	1
CoC-funded Provider Representative	1
Community Member (with data/evaluation experience)	1
CoC or Community Stakeholder with HMIS Background	1
HMIS Lead Agency Representative	1
Person with Lived Experience	1

Members of the DC will include:

- a) Racial Diversity: The DQC will select members based on proposed contribution to the DQC weighing racial equity. The DQC will attempt to have at least one member representing the racial diversity present in the homeless service system.
- b) LGBTQIA+ and Underrepresentation: The DQC will select members based on proposed contribution to the DQC weighing underrepresented groups. The DQC will attempt to have at least one member representing LGBTQIA+ and other underrepresented populations.
- c) DQC members will serve three-year term limits, except for the HMIS representative. Members may reapply for their seats.

Membership Selection

An organization may only have one representative on the DQC. If a member changes employment for an employer that does not serve the stakeholder group the member was chosen to represent, the seat will be considered vacant.

Annually, the DQC will open membership. To solicit new DQC members, an invitation will be extended by the Collaborative Applicant to stakeholders requesting potential members to apply. Notification of vacancies for community members will be solicited through the NCOKCoC website, the CoC email distribution list, and announcements at CoC Collaborative and CoC Board meeting. The Collaborative Applicant will prepare a list of people who submitted applications with the category(ies) they represent to the Membership Workgroup. The Membership Workgroup will review the list, resumes, and applications and make recommendations to the DQC Collaborative for membership. The DQC Collaborative will review recommendations and vote to fill vacancies on the Collaborative. Members cannot vote for themselves. The DQC Collaborative will base the decision on ensuring diverse representation of the Collaborative. If membership drops below 5 outside of the identified solicitation of new members, the Collaborative will send out a request for new members in collaboration with the Collaborative Applicant.

Primary Roles and Responsibilities

- i. Ensure programmatic areas are feasibly measured using HMIS for project level data dashboards.
- ii. Review, revise and recommend approval of a privacy plan, security plan and data quality plan for HMIS.
- iii. Review, revise and recommend approval of the Release of Information and Privacy Notice.
- iv. Review and recommend HMIS policies and procedures including a system-wide data sharing policy.
- v. Review and recommend non-HMIS data policies and procedures including system-wide data sharing policy and template.
- vi. Encourage and support data transparency for peer review purposes.
- vii. Establish common definitions for data elements (example, entry and exit).
- viii. Review and provide feedback of the System Flow Dashboard synthesis prior to presentation to the Board.
- ix. Review and provide feedback on additional data relevant to the homelessness response system prior to presentation to the Board.
- x. Review HMIS reports submitted to US Department of Housing and Urban Development (HUD) such as the Point in Time Count, Housing Inventory Count, System Performance Measures, and Longitudinal Systems Analysis (LSA).
- xi. Provide feedback on the HMIS evaluation tool.
- xii. Support the technical assistance plan developed by the Collaborative Applicant for lower scoring projects related to data.
- xiii. Provide input into gaps analysis.
- xiv. Provide feedback to the Collaborative Applicant staff on the feasibility of scorecard metrics.
- xv. Create ad-hoc working groups to achieve its purpose and goals as needed that are time limited, goal driven, and data driven.
- xvi. Support communication across working groups, Collaboratives, and all CoC entities established for the purpose of carrying out the roles and responsibilities of the Collaborative.

EMERGENCY SOLUTIONS GRANT (ESG) COLLABORATIVE

OVERVIEW

The ESG Collaborative provides input and makes recommendations to the Continuum of Care Board to foster collaboration and coordination for the homeless services system and partners with the CoC to comply with the requirements set forth in 24 CFR Subpart "Establishing and Operating a Continuum of Care" of the Interim Final Rule, responsibilities outlined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, and HUD Notice of Funding Availability Requirements.

MEETING, PARTICIPATION, & CONDUCT

Meeting

The ESG Collaborative meets monthly. Agendas and notes are developed by the Collaborative Applicant with input from the ESG Chairs and available upon request. Each meeting agenda will include an opportunity to request future agenda items. ESG Collaborative minutes should be submitted to the Collaborative Applicant by the last calendar day of each month of a meeting.

Participation

After three consecutive absences, the ESG Collaborative shall consider the seat vacated. After two consecutive absences, the Chair or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his/their interest in continuing to serve on the ESG Collaborative and inform the member that if he/she/they do not attend the next scheduled meeting, the seat will be considered vacant. If the ESG representative does not attend meetings in accordance with the policy described or leaves the agency they represent, the Chair or Collaborative Applicant will inquire with the jurisdiction about designating a new representative.

Code of Conduct

An ESG member must disclose personal, professional, and business relationships when making decisions and acting on items. If there is a conflict of interest, the member must recuse herself/himself/them self from voting on or acting on that item. Each ESG Collaborative member signs a conflict-of-interest statement to acknowledge this rule.

Membership Structure

ESG Membership consists of recipients of Emergency Solutions Grants funds in the region. Four ESG recipients: Mission of Hope-Stillwater, Northern Oklahoma Youth Services, Payne County Youth Services, and Grand Mental Health will have representation on the Collaborative (24 CFR, Subpart B, 578.5). In addition, the Collaborative may include other funders in the region to align resources for services for individuals and families experiencing homelessness.

Roles and Responsibilities

- a) Provide input on the CoC's responsibility to "evaluate the outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program and report to HUD".
- b) Work with the CoC "to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities".
- c) Leverage shared learning and standardization to improve implementation of ESG locally.
- d) Consult on the operation of the centralized or coordinated assessment system including the needs of families and individuals 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.
- e) Consult on policies and procedures for "determining and prioritizing which eligible individuals and families will receive transitional housing assistance".
- f) Consult on policies and procedures for "determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance".
- g) Consult on policies and procedures for "determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance".
- h) Consult and consistently follow standards for "determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance".
- i) Create ad-hoc working groups to achieve its purpose and goals as needed that are time limited, goal driven, and data driven.
- j) Support communication across working groups, Collaboratives, and all CoC entities established for the purpose of carrying out the roles and responsibilities of the Collaborative.

- k) Provide policy and/or procedure compliance recommendations for guidance/best practices suggested by Oklahoma workgroups, Collaboratives, and all CoC entities.
- l) Understand the inventory of ESG funded projects in the region and review the Housing Inventory Chart.

(The language in quotes was copied from the [Interim Rule, 24 CFR Part 578.](#))

GOVERNANCE & STEERING COLLABORATIVE (CoC BOARD)

OVERVIEW

The CoC Board shall insure the business of the Continuum is conducted in a proper manner. It shall determine the general policies and guidance of the affairs for the Continuum and shall be comprised of the Lead Agency, Emergency Solutions Grant Recipient, the HMIS Coordinator, Homeless or formally Homeless and one other elected board member.

The Governance and Steering Collaborative (GSC) shall ensure the business of the Continuum is conducted in a proper manner. It shall determine the general policies and guidance of the affairs for the Continuum. GSC will monitor and evaluate the NCOkCoC governance structure, review the CoC governing documents, monitor attendance, establish a collaborative nominations workgroup, and coordinate the annual election process as described in Section 10.

The Governance and Steering Collaborative shall monitor the NCOkCoC governance structure. When conducting regular monitoring of the NCOkCoC Governance Charter, the Governance Collaborative shall ensure these documents meet the current need of the Continuum and will make recommendations for amendments, as needed. This serves as a mechanism to ensure the Continuum is working efficiently and effectively towards the goals established in the Bylaws.

MEETING, PARTICIPATION, & CONDUCT

Meeting

The GSC should meet at least once a quarter. Agendas and notes are developed by the Collaborative Applicant with input from the GSC Chair and available upon request. Each meeting agenda will include an opportunity to request future agenda items. GSC minutes should be submitted to the Collaborative Applicant by the last calendar day of each month of a meeting.

Participation

After two consecutive absences, the Chair or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his interest in continuing to serve on the GSC and inform the member that if he/she does not attend the next scheduled meeting, the seat will be considered vacant.

Code of Conduct

A GSC member must disclose personal, professional, and business relationships when making decisions and acting on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or acting on that item. Each GSC member signs a conflict-of-interest statement to acknowledge this rule.

Membership Structure

GSC Membership should be at least 5 seats with no more than 8 seats at any given time.

Recommended GSC Membership categories:

CATEGORY	MINIMUM # OF SEATS
Lead Agency representative	1
Emergency Solutions Grant Recipient	1
HMIS Coordinator	1
CoC Lived Experience Member	1
Elected Board Member	1

Member Inclusion:

- **Racial Diversity:** The GSC will select members based on proposed contribution to the GSC weighing racial equity. The GSC will attempt to have at least one member representing the racial diversity present in the homeless service system.
- **LGBTQIA+ and Underrepresentation:** The GSC will select members based on proposed contribution to the GSC weighing underrepresented groups. The GSC will attempt to have at least one member representing LGBTQIA+ and other underrepresented populations.

GSC Term Limits

GSC members will serve three-year term limits. Members may reapply for their seats.

Membership Selection

Annually, the GSC will open membership. To solicit new GSC members, an invitation will be extended by the Collaborative Applicant to stakeholders requesting potential members to apply. Notification of vacancies for community members will be solicited through the NCOKCoC website, the CoC email distribution list, and announcements at CoC Collaborative and CoC Board meeting. The Collaborative Applicant will prepare a list of people who submitted applications with the category(ies) they represent to the Membership Workgroup. The Membership Workgroup will review the list, resumes, and applications and make recommendations to the re Collaborative for membership. The re Collaborative will review recommendations and vote to fill vacancies on the Collaborative. Members cannot vote for themselves. The re Collaborative will base the decision on ensuring diverse representation of the Collaborative. If membership drops below 5 outside of the identified solicitation of new members, the Collaborative will send out a request for new members in collaboration with the Collaborative Applicant.

Primary Roles and responsibilities of GSC

- a) Annual review of the governance charter and making recommendations for changes to the NCOKCoC Board;
- b) Overseeing NCOKCoC Board member appointment process, including reviewing applications and nominating candidates to the NCOKCoC Board;
- c) Annually inviting membership to NCOKCoC and developing strategies to ensure broad participation, including persons with lived experience within to the NCOKCoC, NCOKCoC Board, and its collaboratives; and
- d) Exchange information, discuss challenges and opportunities related to current efforts, and develop strategies to present to improve CoC collaboration, agency development, and active measurable progress to assist in ending and preventing homelessness.

LIVED EXPERIENCE COLLABORATIVE

OVERVIEW

The Lived Experience Collaborative (LEC) provides input and makes recommendations to the Continuum of Care Board on how principles and guidelines for the Continuum of Care affects individuals experiencing homelessness. LEC minutes should be submitted to the Collaborative Applicant by the last calendar day each month.

MEETING, PARTICIPATION, & CONDUCT

Meeting

The LEC should meet at least every other month. Agendas and notes are developed by the Collaborative Applicant with input from the LEC Chair and available upon request. Each meeting agenda will include an opportunity to request future agenda items. LEC minutes should be submitted to the Collaborative Applicant by the last calendar day of each month of a meeting.

Participation

After two consecutive absences, the Chair or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his interest in continuing to serve on the LEC and inform the member that if he/she does not attend the next scheduled meeting, the seat will be considered vacant.

Code of Conduct

A LEC member must disclose personal, professional, and business relationships when making decisions and acting on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or acting on that item. Each LEC member signs a conflict-of-interest statement to acknowledge this rule.

Membership Structure

LEC Membership should be comprised of 7 seats with no more than 10 seats at a given time. The 7 seats should have each of the following represented: Single representative, Family representative, Youth representative, Formerly Homeless, and Currently Experiencing Homelessness. In addition, the 7 seats should attempt to have at least one member from Kay County, Garfield County, Payne County, and Creek County and should demonstrate inclusion by attempting to have at least one member representing racial and ethnic diversity and one member representing LGBTQIA+. Membership terms are limited to three years.

Recommended LEC Membership Categories

CATEGORY	MINIMUM # OF SEATS
Single Person Household Representative	1
Household with at least One Child Representative	1
Youth (Age 18-24) Representative	1
Formerly Homeless Representative	1
Currently Homeless Representative	1

Member Inclusion

- **Racial Diversity:** The GSC will select members based on proposed contribution to the GSC weighing racial equity. The GSC will attempt to have at least one member representing the racial diversity present in the homeless service system.
- **LGBTQIA+ and Underrepresentation:** The GSC will select members based on proposed contribution to the GSC weighing underrepresented groups. The GSC will attempt to have at least one member representing LGBTQIA+ and other underrepresented populations.

LEC Term Limits

LEC members will serve three-year term limits. Members may reapply for their seats.

Membership Selection

Annually, the LEC will open membership. To solicit new LEC members, an invitation will be extended by the Collaborative Applicant to stakeholders requesting potential members to apply. Notification of vacancies for community members will be solicited through the NCOKCoC website, the CoC email distribution list, and announcements at CoC Collaborative and CoC Board meeting. The Collaborative Applicant will prepare a list of people who submitted applications with the category(ies) they represent to the Membership Workgroup. The Membership Workgroup will review the list, resumes, and applications and make recommendations to the LE Collaborative for membership. The LE Collaborative will review recommendations and vote to fill vacancies on the Collaborative. Members cannot vote for themselves. The LE Collaborative will base the decision on ensuring diverse representation of the Collaborative. If membership drops below 5 outside of the identified solicitation of new members, the Collaborative will send out a request for new members in collaboration with the Collaborative Applicant.

Primary Roles and Responsibilities of LEC

- a) Provide feedback to Collaborative Applicant staff on monitoring and evaluation.
- b) Recommend guiding principles to the Board.
- c) Consult with Collaborative Applicant staff on identified areas that need improvement within the current system.
- d) Review and make recommendations regarding funding needs of the homeless response system.
- e) Serve as a resource for the Continuum of Care for problem-solving and/or formal grievances regarding the homeless response system.
- f) Assist in the development of operations flow charts for community distribution.
- g) Create ad-hoc working groups to achieve its purpose and goals as needed that are time limited, goal driven, and data driven.
- h) Support communication across working groups, Collaboratives, and all CoC entities established for the purpose of carrying out the roles and responsibilities of the Collaborative.

LOCAL JURISDICTION COLLABORATIVE

OVERVIEW

The Local Jurisdiction Collaborative (LJC) provides input and makes recommendations to the Continuum of Care (CoC) Board from the perspective of local government; supports cross-jurisdictional learning of best practices and problem-solving; and serves as a platform for coordinating services to end homelessness.

The Local Jurisdiction Collaborative is responsible for reviewing, evaluating, and making recommendations for the following:

1. CoC policies, principles, or guidelines
2. CoC funding coordination
3. Multi-jurisdictional programs or service delivery
4. Multi-jurisdictional issues needing mitigation and proposed solutions
5. Emerging or best practices in homeless response
6. Issues, activities, or feedback related to the implementation of regionally adopted strategies related to homelessness

MEETING, PARTICIPATION, & CONDUCT

Meeting

The LJC meets monthly. Agendas and notes are developed by the Collaborative Applicant with input from the LJC Co-Chairs and available upon request. Each meeting agenda will include an opportunity to request future agenda items. LJC minutes should be submitted to the Collaborative Applicant by the last calendar day of each month of a meeting.

Participation

After two consecutive absences, a Co-Chair or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his/their interest in continuing to serve on the LJC and inform the member that if he/she/they do not attend the next scheduled meeting, the seat will be considered vacant. Upon a vacated seat, the Collaborative Applicant will contact the jurisdiction.

Code of Conduct

A LJC member must disclose personal, professional, and business relationships when making decisions and acting on items. If there is a conflict of interest, the member must recuse herself/himself/them self from voting on or acting on that item. Each LJC member signs a conflict-of-interest statement to acknowledge this rule.

Membership Structure

Each local government within the NCOkCoC area shall designate a representative from their agency for the LJC. An agency choosing not to designate a representative must do so in writing with an explanation of the business reason for electing to not participate on the LJC. It is requested that agency representatives commit to serving on the LJC for a minimum of one year recognizing that if staffing changes occur an agency-selected representative will be eligible to fill the vacant seat. The Collaborative Applicant will notify an agency's designated Intergovernmental Programs liaison or appropriate staff to address any attendance or vacancy issues for the jurisdiction and to coordinate a replacement.

NCOkCoC Area Includes:

JURISDICTION	# OF SEATS
Creek County	1
Garfield County	1
Grant County	1
Kay County	1
Noble County	1
Osage County	1
Pawnee County	1
Payne County	1
City of Bristow	1
City of Sapulpa	1
City of Enid	1
City of Medford	1
City of Blackwell	1
City of Ponca City	1
City of Perry	1
City of Barnsdall	1
City of Pawhuska	1
City of Pawnee	1
City of Cushing	1
City of Stillwater	1
Iowa Tribe	1
Kaw Tribe	1
Ponca Tribe	1

Tonkawa Tribe	1
Otoe-Missouria Tribe	1
Pawnee Tribe	1
Osage Tribe	1
Creek Tribe	1

LJC Co-Chair Leadership

The Local Jurisdiction Collaborative will be led by two Co-Chairs elected by LJC members who will serve two-year staggered terms. The Collaborative Applicant will solicit letters of interest from the LJC membership to fill a Co-Chair position when a vacancy occurs. The Collaborative Applicant will provide a list of the names and jurisdiction they represent to the LJC with the letters of interest. The LJC will vote on recommendations for the Co-Chair, to fill the vacancy. Strong consideration will be given to those candidates who have demonstrated ongoing, active engagement in the Continuum of Care. See full job description below:

Co-Chair Job Description

Leadership provides direction and fosters trust and motivation by promoting an inclusive and productive atmosphere at meetings. Co-chairs collaborate with the Collaborative Applicant staff and the other Continuum of Care Board and Collaboratives. Co-chairs are nominated and elected to serve a two-year staggered term to the other co-chair. Upon a vacancy, the Collaborative Applicant will solicit letters of interest from the CoC Collaboratives membership with a vote on recommendations for the co-chair.

Co-Chair Qualifications

- i. Active member of the Board or Collaborative in good standing.
- ii. Understand and have an interest in the Board or Collaborative's roles and responsibilities, including the relationship with the Board and other Collaboratives.
- iii. Able to interact effectively with people from diverse social, economic, and cultural backgrounds.
- iv. Demonstrates communication skills, effective meeting facilitation, a willingness and ability to speak well in front of Collaboratives, encourage and motivate others, exercise diplomacy and tact, and a willingness to delegate responsibilities.
- v. Demonstrates problem-solving and decision-making skills.
- vi. Experience in homelessness and related fields.

Co-Chair Participation Requirements

- i. Monthly agenda setting meetings
- ii. Monthly Board or Collaborative meetings
- iii. Response to CDSA staff within 48 business hours

- iv. Other Board and Collaborative meetings as needed
- v. Workgroup participation when applicable to role

Co-Chair Responsibilities

- i. In partnership with Collaborative Applicant (CDSA) staff, develop and review agendas for all Board or Collaborative meetings.
- ii. Facilitate meetings of the Board or Collaborative with assistance from Collaborative Applicant (CDSA) staff.
- iii. Determine how co-chair responsibilities shall be shared between co-chairs.
- iv. In conjunction with Collaborative Applicant (CDSA) staff, ensure that the tasks of the Board or Collaborative are completed in a timely manner.
- v. Work with Collaborative Applicant (CDSA) staff to address any issues that arise in an expedient and timely manner.
- vi. Present recommendations and/or motions to other CoC Collaboratives.
- vii. Remain objective and impartial as the co-chair(s) role changes from participant to facilitator.
- viii. Promote and advance the mission of the Board or Collaborative. Ensure community representation is incorporated into the work of the Board or Collaborative.
- ix. In conjunction with Collaborative Applicant (CDSA) staff, adhere to the Governance Charter policies and procedures.
- x. Assist in the recruitment of Board or Collaborative members and co-chairs upon your term completion.

LJC Roles and Responsibilities

- a) Provide guidance to the Board on jurisdiction-related concerns on homelessness.
- b) Assist the CoC Board in implementing the CoC Board Strategic Plan including related regional action plans for local and tribal governments.
- c) Provide feedback to the Collaborative for development of Community Adopted Best Practices that impact local jurisdictions.
- d) Bring forward concerns from each local jurisdiction that can be jointly addressed or brought forward to the Board for feedback.
- e) Provide feedback to the Collaborative Applicant staff on monitoring and evaluation and crossover with local jurisdiction monitoring and evaluation.
- f) Review and make recommendations regarding funding needs of a homeless response system.

- g) Create ad-hoc working groups to achieve its purpose and goals as needed that are time limited, goal driven, and data driven.
- h) Support communication across working groups, Collaboratives, and all CoC entities established for the purpose of carrying out the roles and responsibilities of the Collaborative.

RACIAL EQUITY COLLABORATIVE

Overview and Relationship to CoC

The Racial Equity Collaborative (REC) provides input and makes recommendations to the Continuum of Care Board on how principles and guidelines for the Continuum of Care disproportionately impact people of color experiencing homelessness. The Racial Equity Lens should be embedded into each area of operation within the CoC, ensuring that equitable outcomes can be reached across the Continuum of Care. The REC produces tools to support CoC funded services in achieving equitable outcomes. REC works together across all Collaboratives to ensure every policy, principle, and guideline is rooted in equity.

Meetings, Participation, and Conduct

Meetings

The REC should meet at least every other month. Agendas and notes are developed by the Collaborative Applicant with input from the REC Co-Chairs and available upon request. Each meeting agenda will include an opportunity to request future agenda items. REC minutes should be submitted to the Collaborative Applicant by the last calendar day of each month of a meeting.

Participation

The REC has a robust workload and requires members to be active and engaged participants. After three consecutive absences, the REC shall consider the seat vacated. After two consecutive absences, the Co-Chairs or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his interest in continuing to serve on the REC and inform the member that if he/she does not attend the next scheduled meeting, the seat will be considered vacant.

Code of Conduct

A REC member must disclose personal, professional, and business relationships when making decisions and acting on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or acting on that item. Each REC member signs a conflict-of-interest statement to acknowledge this rule.

Membership Structure

REC Membership should be at least 8 seats with no more than 14 seats at any given time. A seat is held on the REC for one member from each of the CoC's Collaboratives to encourage cross collaboration and review of all CoC policies and work through a race equity lens.

Recommended REC Membership Categories:

CATEGORY	MINIMUM # OF SEATS
CoC Board Member	1
CoC Collaborative Member	1
CoC ESG Collaborative Member	1
CoC Lived Experience Collaborative Member	1
Front Line Staff of CoC Agency	1
Person with Lived Experience	1
Community Member	1

Member Inclusion

- **Geographic Representation:** The REC will select members based on proposed contribution to the REC weighing geographic representation. The REC will attempt to have at least one member representing each County included within the CoC.
- **Racial Diversity:** The REC will select members based on proposed contribution to the REC weighing racial equity. The REC will attempt to have at least one member representing the racial diversity present in the homeless service system.
- **LGBTQIA+ and Underrepresentation:** The REC will select members based on proposed contribution to the REC weighing underrepresented groups. The REC will attempt to have at least one member representing LGBTQIA+ and other underrepresented populations.

Term Limits

REC members will serve three-year term limits. Members may reapply for their seats.

Membership Selection

Annually, the Race Equity Collaborative will open membership. To solicit new RE members, an invitation will be extended by the Collaborative Applicant to stakeholders requesting potential members to apply. Notification of vacancies for community members will be solicited through the NCOKCoC website, the CoC email distribution list, and announcements at CoC Collaborative and CoC Board meetings. The Collaborative Applicant will prepare a list of people who submitted applications with the category(ies) they represent to the Membership Workgroup. The Membership Workgroup will review the list, resumes, and applications and make recommendations to the RE Collaborative for membership. The RE Collaborative will review recommendations and vote to fill vacancies on the Collaborative. Members cannot vote for themselves. The RE Collaborative will base the decision on ensuring diverse representation of the Collaborative. If membership drops below 8 outside of the identified solicitation of new members, the Collaborative will send out a request for new members in collaboration with the Collaborative Applicant.

REC Co-Chairs

The Race Equity Collaborative will be led by two Co-Chairs, representing different categories who will serve two-year staggered terms. The Collaborative Applicant will solicit letters of interest from the REC membership to fill a Co-Chair position when a vacancy occurs. The REC will vote on recommendations for the Co-Chair, to fill the vacancy. Strong consideration will be given to those candidates who have demonstrated ongoing, active engagement in the Continuum of Care.

Roles and Responsibilities of REC

1. Review data on a quarterly basis including the Homelessness Trends Report and System Performance Measures.
2. Create training topics and support facilitation for the community based on data, specifically focused through the lens of Race Equity.
3. Review approved Community Adopted Best Practices and provide feedback to the Collaborative on an annual basis.
4. Review, revise, and recommend changes on evaluation tools, including the CoC program performance scorecard, for CoC performance evaluation to the CoC Board.
5. Review the common assessment tool used through the Coordinated Entry system through an equity lens.
6. Provide input and feedback into monitoring and evaluation of the homeless response system including the Coordinated Entry evaluation.
7. Create and implement an Racial Equity Workforce Toolkit.
8. Assist in the implementation of the Board Strategic Plan.

9. Create ad-hoc working groups to achieve its purpose and goals as needed that are time limited, goal driven, and data driven.
10. Support communication across working groups, Collaboratives, and all CoC entities established for the purpose of carrying out the roles and responsibilities of the Collaborative.

RANK & RATING COLLABORATIVE

Purpose

The Rating and Ranking Committee/Collaborative shall review proposals submitted by providers. The Rating and Ranking Committee shall use a rating criterion reviewed and approved by the entire Continuum.

Roles and Responsibilities

1. Collaborative members are oriented to process, trained, receive applications, review materials, and review and score applications.
2. Collaborative members meet to jointly discuss each application and conduct short, required interviews with applicants either in person, by phone, or video conference.
3. The Review Collaborative may present multiple options to the CoC Board in a public meeting and will articulate the potential pros, cons, and impact of each recommendation. The meeting will be scheduled to allow for explanation, questions, and meaningful dialogue between the members of the Collaborative and the CoC Board.
4. Projects are given feedback from the Collaborative on quality of application and ways to strengthen the application before submission to HUD.
5. Applications for CoC Planning funds are reviewed by the Review and Rank Collaborative.

YOUTH ACTION COLLABORATIVE

Overview

The Youth Action Committee/Collaborative (YAC) meets monthly and provides input and makes recommendations to the CoC Board on how principles and guidelines for the Continuum of Care affect youth and young adults, aged 18-24, experiencing homelessness.

Meeting, Participation, and Conduct

Meeting

The YAC should meet at least every other month. Agendas and notes are developed by the Collaborative Applicant with input from the YAC Chair and available upon request. Each meeting agenda will include an opportunity to request future agenda items. YAC minutes should be submitted to the Collaborative Applicant by the last calendar day of each month of a meeting.

Participation

After two consecutive absences, the Co-Chairs or Collaborative Applicant will notify the member of a pending violation of this policy. The notification will request a response from the member stating her/his interest in continuing to serve on the YAC and inform the member that if he/she does not attend the next scheduled meeting, the seat will be considered vacant.

Code of Conduct

A YAC member must disclose personal, professional, and business relationships when making decisions and acting on items. If there is a conflict of interest, the member must recuse herself or himself from voting on or acting on that item. Each YAC member signs a conflict-of-interest statement to acknowledge this rule.

Lived Experience Priority

If a YAC member works in the homelessness or housing field, they are expected to be representatives of those with lived experience and not their agency. Because of this, YAC members should be attending meetings when they are not working at their agency, either taking a break during the meeting time or being out of the office.

Membership Structure

YAC should be at least 6 seats with no more than 9 seats at any given time.

Recommended YAC Membership Categories

CATEGORY	MINIMUM # OF SEATS
Single Person Household Representative	1
Household with at least One Child Representative	1
Formerly Homeless Representative	1
Currently Homeless Representative	1

Member Inclusivity

Members of the YAC will include:

- All members must be between the ages of 18-24.
- Racial Diversity: The YAC will select members based on proposed contribution to the YAC weighing racial equity. The YAC will attempt to have at least one member representing the racial diversity present in the homeless service system.
- LGBTQIA+ and Underrepresentation: The YAC will select members based on proposed contribution to the YAC weighing underrepresented groups. The YAC will attempt to have at least one member representing LGBTQIA+ and other underrepresented populations.

Term Limits

YAC members will serve three-year term limits except for members who turn 25 when they can no longer be a voting member. Members may reapply for their seats.

Membership Selection

Annually, the YAC will open membership. To solicit new YAC members, an invitation will be extended by the Collaborative Applicant to stakeholders requesting potential members to apply. Notification of vacancies for community members will be solicited through the NCOKCoC website, the CoC email distribution list, and announcements at CoC Collaborative and CoC Board meeting.

The Collaborative Applicant will prepare a list of people who submitted applications with the category(ies) they represent to the Membership Workgroup. The Membership Workgroup will review the list, resumes, and applications and make recommendations to the YA Collaborative for membership.

The YA Collaborative will review recommendations and vote to fill vacancies on the Collaborative. Members cannot vote for themselves. The YA Collaborative will base the decision on ensuring diverse representation of the Collaborative. If membership drops below 5 outside of the identified solicitation of new members, the Collaborative will send out a request for new members in collaboration with the Collaborative Applicant.

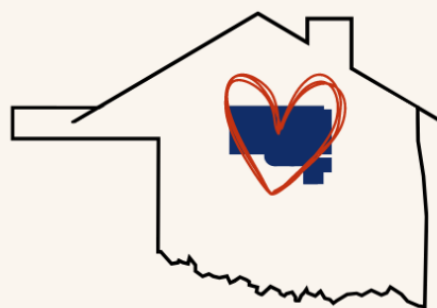
Primary Roles and Responsibilities

- a) Provide feedback to Collaborative Applicant (CDSA) staff on monitoring and evaluation.
- b) Recommend guiding principles to the Board.
- c) Consult with Collaborative Applicant staff on identified areas that need improvement within the current system.
- d) Review and make recommendations regarding funding needs of the homeless response system.
- e) Serve as a resource for the Continuum of Care for problem-solving and/or formal grievances regarding the homeless response system. Create ad-hoc work groups.
- f) Support communication across working groups, Collaboratives, and all CoC entities established for the purpose of carrying out the roles and responsibilities of the Youth Action Collaborative.

North Central Oklahoma Continuum of Care

**POLICIES,
PLANS &
PROCEDURES**

ADOPTED BY THE BOARD SEPT 3, 2024



RANK, REVIEW, and REALLOCATION PROCESS

THESE POLICIES AND PROCEDURES SUPERSEDE ALL PREVIOUSLY ADOPTED RANK, REVIEW, AND REALLOCATION POLICIES AND PROCEDURES AS WELL AS ANY RANK, REVIEW, AND REALLOCATION-RELATED PROVISIONS IN OTHER PREVIOUSLY ADOPTED POLICIES AND PROCEDURES.

ADOPTED BY THE BOARD 01/06/2015

UPDATED BY THE BOARD 08/03/2024

General Process

The Rank and Review Process is used to review and evaluate all eligible CoC project applications submitted in the local competition, then rank them for submission of the annual Notice of Funding Opportunity (NOFO). This document outlines the Rank and Review Committee process, as well as the process for the reallocation of project funds and the appeal protocol should this occur.

ORDER

- I. Phase I: Scoring Materials, Rank and Review Committee, Collaborative Applicant Role
- II. Phase II: Application Review
- III. Phase III: Emergency Procedure
- IV. Appeals Process
- V. Consolidated Application

Phase I – Scoring Materials, Rank and Review Committee, Collaborative Applicant Role, Scorecard

The Collaborative Applicant (MAG) annually updates a scoring tool, often referred to as the “scorecard,” used to aid the Rank and Review Committee when reviewing projects for the annual Notice of Funding Opportunity (NOFO). The scorecard is based on objective criteria as reported in the project's Annual Performance Report submitted to HUD. Criteria include points for: serving clients with multiple conditions and those that enter with no income; projects whose clients increase housing stability and income; effective use of federal funding; and projects with reliable data measured by data quality measures. In addition, the CoC awards points for participation in Coordinated Entry and the Continuum of Care; cost effectiveness; alignment with Housing First principles; and resolution of HUD monitoring findings. Collaborative Applicant staff may annually request input from HUD Grantees on the scoring tool, which can be found on the Collaborative Applicant website. The Collaborative Applicant finalizes the scoring tool prior to the Rank and Review Committee convening. Once finalized, the CoC Board will review scoring materials and approve a process subject to necessary changes due to the timing or details of that year's NOFO release.

Rank and Review Committee

The Collaborative Applicant will recruit a non-conflicted Rank and Review Committee. The Committee may include at least one non-conflicted provider (ideally a provider with experience administering federal, non-CoC grants), with a focus on having a diverse Committee, that addresses racial inequity, geographic balance, and under-represented groups. CoC Board members are prohibited from serving on the Committee. In addition, the Collaborative Applicant will seek Committee consistency from year to year. Members sign conflict of interest and confidentiality statements.

Collaborative Applicant

The Collaborative Applicant initiates the first phase of the application process, communicates expectations and deadlines to project applicants, and collects required materials. The Collaborative Applicant will coordinate the collection of all reports and materials needed for the scorecard and coordinate the scoring process for renewal projects.

HMIS, Coordinated Entry, and renewal housing projects without an APR due to HUD by May 1 will be held harmless and need not submit any reports or materials for scoring.

Projects operated by Victim Service Providers or that do not use HMIS because they serve survivors of domestic violence, human trafficking, or sexual assault will submit data reports from the project's comparable database.

Phase II – Application Review

The following steps and processes will take place following the release of the annual NOFO.

1. The CoC Board will review data sources for community needs and gaps in the CoC program portfolio to make a data-informed decision on funding priorities while considering NOFO limitations and HUD priorities.
2. All renewal project applicants and new agencies interested in applying will be invited to attend a NOFO launch session. Public notice will be sent to all agencies with renewal applications, the CoC general distribution list, local governments in the region, and posted on the Collaborative Applicant website. The public notice will seek renewal and new applications. Renewal, new, and expansion project application requirements, process, and timeline will be explained through email communication, training sessions, and one-on-one assistance by the Collaborative Applicant as needed.

Applicants will prepare and submit project applications. UPDATED BY THE BOARD
08/03/2024

- 3.
4. Late applications received after the deadline or incomplete applications will not be accepted.

The following steps and processes will take place following agency application submission to the Collaborative Applicant.

1. The Collaborative Applicant will finalize Rank and Review Committee membership.
2. The Collaborative Applicant will compile all new and renewal project application packets for Committee review.
3. Collaborative Applicant staff will ensure all new and renewal project applications pass Threshold Review (details below).
4. The Collaborative Applicant will complete a technical review of HUD e-snaps project applications for completeness and technical errors.
5. Applicants will be notified if technical corrections are needed and must complete technical corrections as directed.
6. The Collaborative Applicant will orient and train Rank and Review Committee members and provide them with the applications to review.
7. Committee members will review new and renewal project application materials over a two-week period. They will review and score new and renewal project applications using the discretionary points embedded in the scorecard based on the narrative sections provided by applicants in the scorecard.

The following steps and processes will take place during the convening of the Rank and Review Committee meetings.

1. After reviewing applications individually, the Committee members will meet to jointly discuss each new and renewal project application.
2. This process includes conducting short, mandatory interviews with each applicant in person or virtually.
3. Teleconference or videoconference accommodations may be requested if applicant is unable to attend in person.
4. The purpose of the interview is to ask standardized and potentially clarifying questions about projects and/or applications.
5. Projects may receive additional points based on their responses.

At least one Collaborative Applicant representative attends the Rank and Review Committee meetings to staff the meetings, take notes, and act as a resource.

In addition to the numeric scores, the Committee will consider qualitative factors below when generating recommendations to the CoC Board.

- a) subpopulation needs, improvement plans,
- b) project performance, and
- c) potential impact to the community's system of care

Expansion projects will be evaluated using the same scorecard as new projects. If an expansion project receives a score higher than the renewal project it is expanding, the expansion project will be ranked immediately below the renewal project.

HMIS, Coordinated Entry, and renewal housing projects without an APR due to HUD by May 1 will be held harmless and ranked at the top of Tier I.

The Rank and Review Committee will develop up to seven ranked list options for presentation to the CoC Board in a public meeting and will articulate the potential pros, cons, and impact of each recommendation.

- I. **Option One:** A ranked list based on raw scorecard scores.
- II. **Option Two:** A ranked list based on scores as adjusted by the Committee using the discretionary points embedded in the scorecard.
- III. **Option Three:** A ranked list reflecting the Committee's consideration of qualitative factors directed by the Board, as described above, and incorporated into standardized interview questions. The Committee can create up to five lists for the Board to consider, but does not have to create more than one.

The Committee will review the options with the CoC Board to allow for explanation, questions, and meaningful dialogue between the members of the Committee and the CoC Board and recommend one for approval.

The CoC Board will consider the options presented and approve a rank order of new, expansion, and renewal projects. CoC Board members that have an application for funding must recuse themselves from the vote and will be asked to follow the same process as other project applicants.

The Collaborative Applicant delivers the CoC Board's ranking decision to applicants with a reminder of the appeals process. Only projects receiving less funding than they applied for or that are placed in Tier II may appeal, and only on the basis of fact, as described in the "Appeals Process" below. Any projects eligible to appeal will receive a complete breakdown of scores awarded for each factor as well as a complete list of the recommended project ranks and scores. A non-conflicted work group of the CoC Board will hear appeals. To provide information and support, the Collaborative Applicant and at least one member of the Rank and Review Committee will attend the Appeal Panel to provide information but will not be members of the Appeal Panel or have a vote.

The CoC Board will meet to consider the ranked list generated by the appeals process (details below) and to approve a final rank order for submission to HUD.

Threshold Review

In addition to the scoring criteria, all new and renewal projects must meet several threshold criteria. A threshold review will take place prior to the rank and review process to ensure baseline requirements are met. All new and renewal projects must meet the following thresholds. If threshold criteria are not met, the Rank and Review Committee will be notified to determine severity of non-compliance with threshold criteria.

1. A project must participate or agree to participate in the Coordinated Entry system to the capacity the Coordinated Entry system is built out in the community.
2. Project must meet applicable HUD match requirements (25% for all grant funds except leasing).
3. All proposed program participants will be eligible for the program component type selected.
4. The information provided in the project application and proposed activities are eligible and consistent with program requirements in 24 CFR part 578.
5. Each project narrative is fully responsive to the question being asked and meets all criteria for that question, as required by the NOFO.
6. Data provided in the application are consistent.
7. Required attachments correspond to the list of attachments in e-snaps that must contain accurate and complete information.

Phase III – Emergency Procedure

Collaborative Applicant staff will do everything possible to ensure that an application is submitted to HUD for all funds possibly available to the community. Therefore, if/when all on-time applications have been submitted and it appears that the community is not requesting as much money as is available from HUD, then the Collaborative Applicant staff may solicit additional applications. In addition, if, after the Committee has reviewed applications and made priority determinations, an applicant decides not to submit their application to HUD, Collaborative Applicant staff may solicit and submit further applications for the full available amount, with projects representing HUD priorities.

Collaborative Applicant staff ensure all project applications submitted under the emergency procedure pass Threshold Review.

Reallocation Plan

It is possible that funds will be reallocated from projects that will not receive renewal funding or whose funding will be reduced. This is a recommendation made by the Rank and Review Committee and approved by the Board, based on HUD priorities and CoC Board priorities. When considering reallocation, the Committee may consider:

- a) Unspent funds and the ability to cut grants without cutting service/housing levels.
- b) Committee members will receive guidance about the limitations related to spending CoC funds.
- c) For projects receiving leasing or rental assistance, information about unspent funds will be presented together with information about agency capacity (serving the number of people the project is designed to serve).
- d) Projects with consistently low scores.
- e) Scrutiny will be given to projects that scored 10% or more under the median project score.
- f) Alternative funding sources available to support either new or renewal project(s) at-risk of not being funding.
- g) Impact on the community in light of community needs.
- h) Non-compliance issues identified during the rank and review process.
- i) The impact of this policy is that both high- scoring and low-scoring projects may be reallocated if these considerations warrant that decision.

Appeals Process

The Rank and Review Committee reviews all applications and ranks them for funding recommendations for approval by the CoC Board to be forwarded to HUD for funding. The CoC Board's funding recommendation decision is communicated to all applicants by email within 24 hours of the determination. All applicants are hereby directed to contact Collaborative Applicant staff if no email notice is received.

Who May Appeal:

An agency may appeal an "appealable ranking decision," defined in the next paragraph, made by the Rank and Review Committee concerning a project application submitted by that agency. If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

What May be Appealed:

“An appealable ranking decision” is a decision by the Rank and Review Committee that:

- a) Reduces the budget to a lower amount than applied for;
- b) Ranks the project in Tier 2, or;
- c) Recommends the project for reallocation.

Scope of Appeal:

The main questions for the Appeals Panel are:

- a) Was the review process followed consistently?
- b) Were all applicants evaluated in a similar manner?
- c) Did the Ranking Panel or the Continuum of Care make an error?

Disagreement with discretionary point allocations are not grounds for appeal. The Rank and Review Committee will ensure that discretionary points are applied consistently across projects. If an error was made by the Rank and Review Committee or the Board, or applications were not reviewed according to the same process, then an appeal may have merit and an appeal hearing may be granted.

An appeal does not have merit if the agency interprets the information differently or if they provide additional information after the application deadline and/or CoC Board decision.

The Formal Appeal must be submitted within 48 hours of the CoC Board funding decision (time countdown begins on the time listed on the agenda when the Board meeting ends). The appeal document must consist of a short, written statement (no longer than 2 pages) of the agency's appeal of the CoC Board's decision. The statement can be in the form of a letter, a memo, or an email transmittal. The appeal must be transmitted by email to Collaborative Applicant staff.

If an appeal will be filed, other agencies whose rank may be affected will be notified as a courtesy. Such agencies will not be able to file an appeal after the appeals process is complete. They may file an appeal within the original appeals timeline.

If the appeal hearing is not granted, the project remains on the project listing as approved by the Board.

If the appeal hearing is granted, a three-member non-conflicted Appeal Panel will be selected from the CoC Board. These individuals will have no conflict of interest in serving, as defined by the existing Rank and Review Committee conflict of interest rules. Voting members of the Appeal Panel shall not serve simultaneously on the Rank and Review Committee; however, a Rank and Review Committee member and Collaborative Applicant staff will participate in the Appeal Panel to inform discussion. The Appeal Panel will review the written appeal for merit. If the Appeal Panel believes there is merit to the appeal on the basis of facts, then an appeals meeting will be conducted either in person or virtually with the representative(s) of the agency who filed the appeal. The Panel then will deliberate and inform appealing agencies of its decision.

If the hearing and appeal are granted, the CoC Board will approve the final project list for submission. If an appeals meeting is not held, the original project list will be upheld. The decision of the CoC Board will be final. Final decisions for projects being rejected or reduced and the reason(s) for the rejection or reduction will be communicated in writing and outside of e-snaps no later than 15 days prior to the NOFO application deadline.

Consolidated Application

The following steps and processes will take place once the Collaborative Applicant has finalized the Consolidated Application.

The Consolidated Application will be made available to community for inspection on the Collaborative Applicant's website at least two days prior to the NOFO application deadline.

The CoC Board will meet to approve the Consolidated Application prior to submittal.

Collaborative Applicant staff will submit the Consolidated Application to HUD.

Stakeholders will be advised that the application has been submitted.

Project applicants will have opportunity to debrief scores with Collaborative Applicant staff. All projects are welcome to request a debriefing and receive a complete breakdown of their scores within 30 days of submission of the Consolidated Application.

