



CA 510 Continuum of Care

**Stanislaus Community System of Care Collaborative BY-LAWS**

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## **1. GOVERNANCE**

### **1.1. Regulatory Authority –CA510 Turlock, Modesto/Stanislaus Continuum of Care**

#### **1.1.1. Regulatory Citation - 24CFR 578**

CA 510 – Turlock, Modesto/Stanislaus County Continuum of Care (CoC) is a regional planning body, formed in accordance with the United States Department of Housing and Urban Development (HUD) regulations (24CFRPart 578) and is responsible for carrying out responsibilities under the HEARTH Act and the Continuum of Care (CoC) program Interim rule (24CFR578). In order to be eligible to receive HEARTH Act funding (formerly known as the McKinney-Vento Homeless Assistance Act) from HUD, geographic regions are required to establish and maintain a CoC. Representatives from relevant organizations that serve homeless and formerly homeless individuals and other interested organizations within Stanislaus County, have established a Continuum of Care to carry out the duties assigned in the aforementioned regulations. The Stanislaus Community System of Care (Stan CSOC) shall serve as the CoC for CA 510 region.

The Stan CSOC oversees a system of public and community-based housing and supportive services that assist homeless and near homeless residents in Stanislaus County with obtaining permanent housing, promoting housing stability, and increasing economic stability. The Stan CSOC addresses critical issues related to homelessness through a coordinated community-based process of identifying needs and utilizes HUD dollars and other sources of funding to address these needs.

The Stan CSOC General Membership is comprised of representatives of organizations including nonprofit homeless providers, victim service providers, faith-based organizations, government, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons. The Stan CSOC encourages participation from all members of the community to ensure diverse representation, including gender, ethnic, cultural, and geographical representation.

The Stan CSOC is the governing body for the Stan CSOC. The Stan CSOC has adopted the bylaws contained herein to ensure compliance with HUD regulations, to align and support efforts to assist homeless (unhoused) and near homeless (marginally housed-at risk) residents throughout Stanislaus County to prevent homelessness and obtain stable permanent housing. The Stan CSOC shall review the bylaws bi-annually.

### **1.2. Geographic Area and Name**

1.2.1. The geographic area of the Continuum of Care CA 510 Stanislaus County encompasses Stanislaus County.

1.2.2. The Continuum of Care CA 510 Stanislaus County shall be commonly known as the Stanislaus Community System of Care (Stan CSOC).

### 1.3. Mission

1.3.1. To lead, develop and implement strategies and align resources and intentions to end homelessness. The mission of the Stan CSOC is to provide a framework for strategic and collaborative leadership on homelessness planning and service coordination throughout the Stanislaus County region. The Stan CSOC acts as a planning body that coordinates the community's policies, strategies, and activities for the purpose of preventing and ending homelessness in Stanislaus County, California. The Stan CSOC is regional, active year-round, and consists of representative/community stakeholder ranging from, organizations that serve homeless and formerly homeless veterans, individuals experiencing homelessness and formerly homeless persons, nonprofit homeless providers, victim service providers, faith-based organizations, government, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve homeless and formerly homeless veterans.

The Stan CSOC needs participation from all members of the community to ensure diverse representation, reflective of the community including gender, race, ethnicity, cultural, and geographical representation.

The Stan CSOC's responsibilities include gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring performance as related to serving the homeless population in Stanislaus County.

The Stan CSOC establishes the local process for applying, reviewing and prioritizing project applications for funding in U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Grant Competitions, including the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program. In addition, the Stan CSOC oversees the Point-In-Time Count, the establishment and operation of a centralized and coordinated assessment system, and monitors and evaluates program outcomes.

The Stan CSOC provides a forum to communicate about the development and implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues, and advocate on federal, state, county and city policy issues that affect people who are homeless or at-risk of homelessness.

## 1.4. Vision

1.4.1. The vision of the Stan CSOC is to create a community where homelessness is rare, brief and non-recurring. To establish programs and systems, in partnership with the community to ensure that all persons and families experiencing homelessness or at risk of homelessness will have access to supports to secure a permanent, safe, decent and affordable place to call home.

## 1.5. Stanislaus CSOC General Membership

1.5.1. The Stan CSOC General Membership shall be governed by the Stan CSOC Executive Committee.

1.5.2. The Stan CSOC General Membership shall be governed by the Stan CSOC By-Laws.

1.5.3. The Stan CSOC General Membership by-laws shall be developed and implemented in compliance with the federally-defined responsibilities of operating a HUD Continuum of Care as found in the Continuum of Care Program Rules Rule at 24 CFR 578 and its related HUD rules, regulations and notices. The by-laws were developed in accordance with HUD's *Establishing and Operating a Continuum of Care (2012)*.

1.5.4. Stanislaus CSOC General Membership: Per 24CFR Part 578.5 membership must be representative of the relevant organizations and projects serving homeless subpopulations and must include homeless or formerly homeless individuals.

### 1.5.4.1. Stan CSOC General Membership Representatives:

Housing and Service Providers: Housing and homeless service providers, health service providers, mental health service providers, public housing authorities, senior service providers, social service providers, Veterans Services, Victim services, and youth services. The non-profit housing service provider representatives shall represent one or more of the following homeless subpopulations: single individuals, families with children, veterans, chronically homeless, persons with HIV/AIDS, unaccompanied youth, persons with behavioral health issues, victims of domestic abuse, and LGBTQ.

Broader Community: individuals who are experiencing homelessness or who have experienced homelessness, businesses, faith-based organizations, neighborhood representatives, hospitals, schools, universities, neighborhood groups, law enforcement, housing developers, landlords, advocates, representatives of the LGBTQ or Black, Indigenous, People of Color (BIPOC) communities, and other individuals or organizations that advocate for or provide services to individuals experiencing homelessness.

Funders: Entitlement Jurisdictions: Emergency Solutions Grant (ESG) Program Recipient Agency Representative as defined by HUD: State governments, metropolitan cities, urban counties, and U.S. territories that receive ESG funds from HUD and make the funds available to eligible sub recipients, including private non-profits and local governmental agencies.

The Stan CSOC Council shall be comprised of the following members:

<b>Stanislaus CSOC Council Membership</b>		<b>Elected/Appointed By</b>
<b>HOUSING/SERVICE PROVIDERS</b>	Non-profit housing provider: Permanent Supportive Housing	General Membership
	Non-profit housing provider: Transitional/Rapid Re-Housing	General Membership
	Non-profit housing provider: Emergency shelter	General Membership
	Youth services provider	General Membership
	Victims services provider	General Membership
	Housing Authority of Stanislaus County representative	Executive Director/Designee
	VA Palo Alto Health Care System, Supervisory Social Worker and HUD-VASH Program Team member	Position
	Health Care Provider	General Membership
	Mental Health Provider	General Membership
	Social Services Provider	General Membership
	<b>BROADER COMMUNITY</b>	Individuals who is or has experienced homelessness
Individual who is or has experienced homelessness		General Membership
Advocate for individuals who identify as LGBTQ		General Membership
Advocate for individuals/families who are homeless		General Membership
Advocate for individuals/families who are homeless		General Membership
Faith sector representative		General Membership
Organization serving Black, Indigenous, People of Color (BIPOC)		General Membership
Neighborhood representative (North geographic representation)		General Membership
Neighborhood representative (South geographic representation)		General Membership
Neighborhood representative (East geographic representation)		General Membership
Neighborhood representative (West geographic representative)		
Education Community Representative – Higher Education		General Membership
Education community representative- K-12		General Membership
Business community representative		General Membership
Philanthropy representative		General Membership
Affordable Housing Developer	General Membership	
Law Enforcement representative	Law Enforcement	
<b>FUNDERS</b>	Entitlement Jurisdiction - Modesto	Position <sup>4</sup>
	Entitlement Jurisdiction - Turlock	Position <sup>4</sup>
	Non-Entitlement Jurisdiction – Riverbank: Representative	Position <sup>4</sup>

### 1.6. Stan CSOC General Member Selection

1.6.1. The Stan CSOC will review membership annually. Changes may be made to the composition of the membership if the body determines the changes necessary to comply with HUD regulations or meet the mission of the Stan CSOC. The Stan CSOC will conduct an annual call for nominations from the public to fill any existing General Member vacancies at the time of the annual membership review. The Stan CSOC will also confirm individual designee appointments with

the appointing entity annually.

- 1.6.2. The Stanislaus CSOC will direct the Collaborative Applicant (CA) to extend an invitation to the CSOC General membership, stakeholders and the community at large, requesting potential members submit an application, conflict of interest disclosure, and resume in order to solicit new Stan CSOC members. **ALL** interested individuals must submit an application, conflict of interest disclosure and resume to the Stanislaus Community System of Care (CSOC) Collaborative Applicant (CA). The Community System of Care (CSOC) Applicant (CA) will prepare a list of individuals who submitted applications and the Representatives they represent. Upon receipt, the Stan CSOC will review the applications and conduct a vote to fill the vacant positions. The existing Stan CSOC will conduct the annual election. Selection of each new member will require a simple majority vote of the existing Stan CSOC membership and/or filled positions. The process shall be transparent, inclusive, and democratic in nature. Considerations for membership shall include consideration of geographic balance, representation of homeless subpopulations, and knowledge of the issues pertaining to homelessness. Stan CSOC members cannot vote for themselves.
- 1.6.3. The Stan CSOC may choose to appoint a Membership Committee. The purpose of the membership committee would be to assist with the solicitation of new members. In addition, the Committee would perform the initial review of all applications, resumes, and conflict of interest disclosure, submit a comprehensive list of all interested applicants and make recommendations to the Stan CSOC for membership. Should the Stan CSOC choose to utilize a Membership Workgroup, the Membership Workgroup shall be comprised of five to seven individuals, including representation from the Stan CSOC Executive Committee and CSOC General Membership.
- 1.6.4. The Stan CSOC will choose to fill member position(s) through the annual nominating process or when deemed necessary. When the Stan CSOC chooses to fill vacant member positions, the Stan CSOC Executive Committee will direct the Community System of Care (CSOC) Applicant (CA) to extend an invitation to the CSOC General membership, stakeholders and the community at large, requesting potential members submit an application, conflict of interest disclosure, and resume for the vacant member position. **ALL** interested individuals must submit an application, conflict of interest disclosure and resume to the **Stanislaus Community System of Care (CSOC) Collaborative Applicant**. The Collaborative Applicant will prepare a list of individuals who submitted applications and the Stan CSOC Membership Committee for review. The Stan CSOC Membership Committee will make recommendations to the Stanislaus CSOC Council will review the applications and conduct a vote to fill the vacant positions. Selection of each new Stan CSOC member will require a simple majority vote of the existing Stan CSOC membership. The process shall be transparent, inclusive, and democratic in nature. Considerations for membership shall include consideration of geographic balance, representation of homeless subpopulations, and knowledge of the issues pertaining to homelessness. Stan CSOC members cannot vote for themselves.
- 1.6.5. Stan CSOC Members are required to reside or serve within the geographic area

of the Stanislaus Community System of Care.

### **1.7. Stan CSOC Member Minimum Participation Requirements**

1.7.1. Stan CSOC Members shall attend no less than 70% of called Stan CSOC meetings as evidenced by the minutes. Meeting attendance shall be in person or by phone or virtually if that meeting medium is available Stan CSOC members. After three (3) consecutive unexcused absences, the Stanislaus CSOC shall consider that member's seat vacated. After two (2) consecutive absences, the Chair, Vice-Chair, or Secretary of the Stanislaus CSOC or the Collaborative Applicant, as directed by the Chair, Vice-Chair or Secretary will notify the Stan CSOC member of a pending violation to this policy. The notification will request a response from the member affirming his/her interest in continuing to serve on the Stan CSOC and that if he/she does not attend the next scheduled meeting, their seat will be considered vacated. Stan CSOC members unable to attend consistently may request to appoint an alternate to serve in their absence. The absence policy remains applicable to the alternate.

1.7.2. Stan CSOC members are required to serve on at least one (1) subcommittee to maintain membership.

### **1.8. Stan CSOC General Membership Terms.**

1.8.1. Membership on the Stan CSOC is limited to three (3) three-year terms (nine years in total).

1.8.2. Stan CSOC Members serving a complete nine-year term are not eligible for re-appointment. After the passage of the second year from the expiration of their term such individual will need to file a new application and may be considered for re-election to the Stan CSOC. Exceptions may be made to the term limit with approval from the Stan CSOC Executive Committee if no other applications have been received after solicitation to fill the vacancy.

1.8.3. Stan CSOC Members will serve up to two terms, on a fiscal year basis of July through June.

1.8.4. The Stan CSOC is required to conduct a review of the By-Laws bi-annually. The by-laws will be reviewed by the By-Laws Committee and may be amended by a majority vote of the Stan CSOC

## **1.9. Selection of Stanislaus CSOC Council Chair, Vice-Chair and Secretary**

- 1.9.1. The Chairperson (Chair) shall preside over Stan CSOC membership meetings and shall exercise and perform such powers and duties as the Stan CSOC may assign.
- 1.9.2. The Vice Chairperson (Vice Chair) shall preside over the Stan CSOC membership if the Chair is absent or disabled, and shall perform all the duties of the Chair. When so-acting, the Vice Chair shall have all powers of and be subject to all restrictions on the Chair.
- 1.9.3. The Secretary shall direct the Collaborative Applicant to keep or cause to be kept all minutes of meetings of the Stan CSOC membership, including time and place of holding, whether a regular or special meeting, and if special, how authorized and the notice thereof. The Secretary shall be responsible for ensuring the Stan CSOC membership adheres to all bylaws and, at the direction of the body, lead the working group responsible for updating the document.
- 1.9.4. The Chair, Vice-Chair and Secretary of the Stan CSOC Council shall be a Stan CSOC member.
- 1.9.5. The Chair, Vice-Chair and Secretary of the Stanislaus CSOC shall be selected by the Stan CSOC Members.
- 1.9.6. The Chair, Vice-Chair, Secretary and Executive Committee responsibilities include working with the Collaborative Applicant to develop agendas and conduct regular and special meetings.
- 1.9.7. The Chair, Vice-Chair, Secretary of the Stan CSOC shall serve staggered three-year terms, with each rotating out of their positions at the end of his/her respective term. Once the Chairs' term has ended, the Vice-Chair is automatically qualified to serve as Chair - Stan CSOC members in good standing may also seek to be nominated for the open position. The Secretary is automatically qualified to serve as Vice-Chair at the end of their term - Stan CSOC members in good standing may also seek to be nominated for the open position. No more than two months prior to the completion of the Secretary term, the Stan CSOC members shall issue an open invitation to current members to serve as the new Secretary. The Collaborative Applicant will provide a list of interested parties to the Stan CSOC for review prior to election. The Stan CSOC must hold an election of Office prior to the expiration of the term to select a new Secretary. Stan CSOC members in good standing may seek to be nominated for any open position.

## **1.10. Conflict of Interest and Recusal**

- 1.10.1. No Stan CSOC member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- 1.10.2. If there is an actual or perceived conflict, the Stan CSOC member must



recuse himself/herself from any discussion or action related to the item.

- 1.10.3. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance, or when a members' objectivity in performing work with respect to any activity assisted might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization the member represents. It would also arise when an employee of a recipient or sub-recipient participates in making rent reasonableness determinations under housing quality inspections of property that the recipient or sub-recipient owns.
- 1.10.4. No member of the Stan CSOC who exercises or has exercised any functions or responsibilities with respect to activities, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted may obtain financial interest or benefit from an assisted activity, have financial interest in any contract, subcontract, or agreement with respect to the activity, or have financial interest in the proceeds derived from an activity, either for him/herself or for those whom he/she has immediate family or business ties, during his/her tenure or during the one-year period following his/her tenure.
- 1.10.5. Prior to nomination or appointment to the Stan CSOC, candidates will complete and sign the Stan CSOC Application and Commitment Form and the acknowledgement of the Conflict of Interest Policy.
- 1.10.6. Stan CSOC Members shall abide by the Conflict of Interest Policies established for Stan CSOC operations. When requested by a majority of the membership, the Stan CSOC may offer guidance in other aspects of conduct, including actions of individuals, organizations, or consultants charged with implementation of duties relative to the responsibilities delegated by the Stan CSOC.

## **1.11. Meetings**

- 1.11.1. The Stan CSOC shall conduct Stan CSOC Meetings at least six (6) times per year; meetings are scheduled on the 3<sup>rd</sup> Thursday of each month.
- 1.11.2. The Stan CSOC will operate under California's Open Meeting Act rules. The Open Meeting Act (or the Bagley-Keene Act)<sup>i</sup> legislates methods by which meetings designed to deliberate, discuss or decide matters before the public are conducted. It is the intent of the law that actions be taken openly and that deliberations be conducted openly. The law stipulates:  
*"The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."*

The Open Meeting Act defines a quorum as a simple majority of the members serving on the Stan CSOC (one-half of appointed members plus one (1)). Vacant member positions will not be considered in the determination of the simple majority. Action may not be taken on any item if there is not a quorum. Informational items may be presented. For all matters that require a vote of the Stan CSOC, in order for the vote to pass, a simple majority of the filled Stan CSOC Council Members will be required. Stan CSOC Members must be present and in attendance of the meeting to vote on any matter before the Stan CSOC. Stan CSOC Members may not vote in absentia.

1.11.3. The Stan CSOC shall conduct General Membership meetings at least six (6) times per year; a simple majority of the Stan CSOC shall constitute a quorum for the transaction of business. At least annually, one of the General Membership meetings will provide an opportunity to review and discuss Stanislaus CSOC business, structure, and operations.

1.11.4. At the recommendation of the Executive Committee, the Stan CSOC shall call Special Meetings, as needed; a majority of the Stan CSOC shall constitute a quorum for the transaction of business. Vacant member positions will not be considered in the determination of the simple majority

1.11.5. It will be the responsibility of the Collaborative Applicant (CA) to provide prior reasonable notice and a published agenda of all Stan CSOC General Membership meetings, and such notices shall be published on the CSOC website. Each public meeting shall have on its agenda the opportunity for members of the public to provide comment. The CA will provide notice of Stan CSOC General Membership meetings at least 72 hours prior to the meeting.

1.11.6. The Stan CSOC will review and approve the minutes and consider recommendations from Committees during Stan CSOC General Membership and Stan CSOC Executive Committee meetings.

## **1.12. Stanislaus CSOC General Membership Selection Process**

1.12.1. The Collaborative Applicant is responsible for conducting an annual call for membership to join the CSOC General Membership in March. General membership shall include organizational representatives, citizens, and community members who are interested in and committed to the mission of the Stanislaus CSOC. Interested individuals may sign up through the CSOC website. Members in good standing will have attended at least 70% of Stanislaus CSOC meetings a year as documented through sign-in or registration. All applications will be reviewed by the Membership Committee for acceptance by the Stan CSOC. The program year for the Stanislaus CSOC General Membership will be July 1 through June 30.

### **1.13. Purpose and Functions of the Stanislaus CSOC General Membership**

- 1.13.1. Develop and implement of procedures and polices required to comply with the HEARTH Act and relevant JUD regulations and guidance (C.F.R §578.7).
- 1.13.2. Conduct regular meetings
- 1.13.3. Conduct annual invitation to new members
- 1.13.4. Adopt a process to select members and ensure appropriate representation
- 1.13.5. Adopt and follow a governance structure/bylaws.
- 1.13.6. Adopt and follow written policy and procedures
- 1.13.7. Establish and appoint committees, subcommittees, and working groups as necessary
- 1.13.8. Establish and operate a Coordinated Entry System
- 1.13.9. Designate a lead agency to serve as the Stanislaus Community System of Care (CSOC) Collaborative Applicant
- 1.13.10. Oversee performance and outcomes of HUD CoC programs and Emergency Solutions Grants(ESG). Consult with recipients of CoC and ESG funds within Stanislaus County and other homeless service providers to coordinate programs and services. Evaluate the region's need for emergency shelter, rapid re-housing and homeless prevention of the different subpopulations, including but not limited to single individuals, families, and veterans, convene local EGS recipients and State recipients to determine how the needs identified are currently being addressed and evaluate opportunities for improvement.
- 1.13.11. Oversee a collaborative process for the development of applications and approve the submission of applications in response to the HUD CoC program Notice of Funding Opportunity (NOFO).
- 1.13.12. Designate a single Homeless Management Information System (HMIS) and HMIS administrator for the geographic area.
- 1.13.13. Promote education and training opportunities.
- 1.13.14. Conduct a Regional Homelessness Plan every five (5) years and conduct annual gap analysis and performance review of homeless needs and services.
- 1.13.15. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area, which includes a housing inventory.
- 1.13.16. The Executive Committee will appoint one (1) CSOC Member to provide reciprocal representation to the Stanislaus Homeless Alliance.
- 1.13.17. Conduct and oversee the Point in Time Count

## 1.14. Committees

- 1.14.1. The Stan CSOC shall create Committees as necessary to accomplish its purpose, roles and responsibilities.
- 1.14.2. Committee Chairpersons and Committee Members shall be nominated by the CSOC Executive Committee and elected by a majority vote of the Stan CSOC.
- 1.14.3. The Stan CSOC shall have the following Standing Committees:

1.14.3.1 **Executive Committee:** Comprised of the CSOC Chairperson and all the Chairs of the CSOC Council Standing Committees. Its purpose is to support the working details of the Stan CSOC in moving forward the goals of the Membership and to implement the Homeless Strategic Plan. The Executive Committee is composed of a minimum of five (5) members. The Executive Committee is responsible for setting the monthly agenda for Stan CSOC meetings. The Executive Committee will meet the 1<sup>st</sup> Wednesday of each month to form the Agenda. Stan CSOC members may suggest agenda items to any Executive Committee member for review.

The Executive Committee shall represent the CSOC at joint meetings with the Stanislaus Homeless Alliance (SHA). This body will also conduct at least one public meeting in the North, South, East and West regions of the county during the course of the year. These meetings will solicit community feedback on issues expressly related to homelessness and report findings to the CSOC membership.

Emergency meetings may be held in case of urgent matters when deemed necessary by the Stan CSOC Chair, or by three (3) members of the Executive Committee if the Stan CSOC is unable to meet. The Executive Committee may act in the absence of the Stan CSOC, and time-sensitive decisions of the Executive Committee must be referred to the full Stan CSOC for ratification. Any three (3) Executive Committee members shall constitute a quorum of the Executive Committee. Action by the Executive Committee is by majority vote of the committee members present.

1.14.3.2. **NOFO Review Committee.** This committee is responsible for conducting the HUD Continuum of Care Program Grant project prioritization and funding process and other grant and program funding, allocation or selection decisions as assigned by the Stan CSOC. The Notice of Funding Opportunity (NOFO) Review Committee is responsible for reviewing the HUD application and grant agreement with the Stan CSOC membership. No member of the NOFO Review Committee may be an employee,

contractor, or serve in any representative capacity of an applicant or a sub recipient agency (RA) party to a funding application. This committee may contain up to five (5) members.

- 1.14.3.3. **Homeless Management Information System (HMIS) Governance Committee.** This Committee will be co-Chaired by a member of the CSOC and the HMIS Administrator. HMIS Administrator shall provide technical assistance to the CSOC chairperson of this committee. This committee is responsible for making final recommendations to the Stan CSOC on the planning, participation, selection, implementation and ongoing oversight of the single HMIS system. While the Stan CSOC must review, revise and approve all policies and plans the HMIS Administrator is required to develop, the HMIS Administrator must develop written policies and procedures to ensure HMIS compliance.
- 1.14.3.4. **Point-In-Time (PIT) and Housing Inventory Count (HIC) Committee.** This Committee shall be responsible for planning and, in coordination with the Collaborative Applicant, conducting the count. This committee is also responsible for ensuring all aspects of the count are considered and meet the HUD Point-In-Time Count Standards.
- 1.14.3.5. **Coordinated Entry System Committee.** This committee shall be responsible for reviewing the operations and performance of the Coordinated Entry System (CES) to triage, prioritize and track consumers of the Continuum of Care. The committee will develop, review and recommend policies and procedures for eligibility standards, housing assessment and program referral including tools for operating the CES.
- 1.14.3.5. **Regional Coordinating Committee:** This Committee provides reports from the City of Modesto, the City of Turlock, Stanislaus County Community Planning and Development and potentially other HUD funded entitlement jurisdictions. The Committee shall also be responsible for collaborating and coordinating linkages to non-entitlement, unincorporated bodies to help facilitate community projects and service delivery. (MAC's, neighborhood committees, education committees, etc.).
- 1.14.3.6. **Vulnerable Populations Committee.** This Committee shall be responsible for the ongoing analysis of needs and resources to identify service gaps and recommend strategies for addressing special population needs, including issues of racial equity and inclusion. Examples: This committee may establish workgroups for targeted strategies to address specific populations: (DV; Aids; BIPOC; LGBTQ; Migrant; [https://www.hudexchange.info/resource/reportmanagement/published/Co\\_C\\_PopSub\\_State\\_CA\\_2016.pdf](https://www.hudexchange.info/resource/reportmanagement/published/Co_C_PopSub_State_CA_2016.pdf).)

- 1.14.3.7. **Funding and Resource Committee.** This committee shall be responsible for identifying potential funding resources (private/public, federal, state or local) and disseminating this information to the CSOC Council and service providers.
- 1.14.3.8. **Membership Committee.** This Committee will oversee the recruitment and installation process of new members. The Committee will recruit new members to the CSOC. They will perform the initial review of all applications, resumes, conflict of interest disclosure forms, and submit a comprehensive list of all interested applicants and make recommendations to the Stan CSOC for membership. The Membership Committee shall be comprised of five to seven individuals, including representation from the Stan CSOC Executive Committee and CSOC General Membership.
- 1.14.3.9. **Housing Planning & Development Committee.** This committee shall be responsible for recommending strategies to increase the inventory of affordable housing specifically to address homelessness in Stanislaus County. The Committee shall work in partnership with various housing developers, providers and people with lived experience to support the production of housing projects (including shelter, transitional housing, rapid re-housing and permanent supportive housing) to the community.
- 1.14.3.10. **Youth Committee:** This committee shall be responsible for ongoing analysis of needs and resources that demonstrate a comprehensive approach to serving homeless youth age 24 to reduce youth homelessness. The population to be reviewed by this committee are youth experiencing homelessness, including unaccompanied and pregnant or parenting youth.

**1.15. Selection and Evaluation of the Collaborative Applicant & HMIS Administrator**

- 1.15.1. The Stan CSOC will select an eligible organization to serve as both the Collaborative Applicant and the HMIS Administrator. The selection will be formalized in a resolution that must be approved by a majority of the Stan CSOC General Membership. The resolution must be passed prior to submission of the HUD SAGE application for CSOC Planning and CSOC HMIS funds.
- 1.15.2. The selected organization shall be responsible for:
  - 1.15.2.1. Submission of the Stan CSOC Notice of Funding Availability, applying for the HUD Continuum of Care Homeless Assistance Grant and conducting Stan CSOC Program activities.

- 1.15.2.2. Establish and operate a Coordinated Entry System
- 1.15.2.3. Administering the Homeless Management Information System (HMIS) in compliance with requirements prescribed by HUD.
- 1.15.2.4. The Stan CSOC will designate entities to serve as the Collaborative Applicant and HMIS Administrator, and affirm the selection with HUD.

## **1.16. Policies & Procedures**

- 1.16.1. The Stan CSOC is responsible for setting the policies and procedures for the governance, operations, written standards for assistance and coordination of the body.
- 1.16.2. The Stan CSOC shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1<sup>ii</sup> to:
  - 1.16.2.1. Designate a Lead Agency to serve as the Collaborative Applicant to support the Stan CSOC;
  - 1.16.2.2. Designate an Administrator of HMIS; and
  - 1.16.2.3. Develop a Homeless Strategic Plan every five (5) years and conduct year-round planning of homeless and homeless prevention housing and services.
- 1.16.3. Policies and Procedures will be approved by the Stan CSOC by majority vote.
- 1.16.4. The Stan CSOC will review Policies & Procedures on an annual basis, considering:
  - 1.16.4.1. Provider feedback on the current Policies & Procedures.
  - 1.16.4.2. Program participant feedback on Policies & Procedures.
  - 1.16.4.3. The effectiveness and appropriateness of housing and services for current program participants.
  - 1.16.4.4. The Stan CSOC's success at meeting the performance standards in Section 427 of the McKinney-Vento Act<sup>iii</sup>.
  - 1.16.4.5. Changes in the characteristics of the homeless population within the Stan CSOC planning area.
  - 1.16.4.6. Changes in the housing and service resources available.

1.16.5. The Stan CSOC Policies and Procedures will be available on the CSOC 's website.

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<sup>i</sup> Attachment 1: Bagley-Keene-Open-Meeting-Act-General-GU

<sup>ii</sup> Attachment 2: Code of Federal Regulations Title 24.CFR.578.1

<sup>iii</sup> Attachment 3: McKinney Vento Act – HAAA\_HEARTH