

Dos Rios Continuum of Care Policies and Procedures

Purpose: The Dos Rios Continuum of Care is a seven county collaborative established to promote solutions for currently homeless individuals and families to gain permanent housing in compliance with Housing and Urban Development (HUD) standards for Homeless Continuums.

Scope: The Dos Rios Continuum of Care (CoC) serves the counties of Colusa, Glenn, Tehama, Trinity, Lassen, Plumas, and Sierra Counties.

Membership: The Dos Rios Regional collaborative is open to all stakeholders, unless otherwise described in the policies and procedures. A membership application is required to be completed by all participating agencies and individuals. This application is due annually through electronic survey submission beginning in January 2011. It will contain questions which will allow the continuum to maintain compliance with HUD requirements. Additional surveys may be emailed throughout the year to ensure compliance with HUD.

Sustainability: The sustainability of the Dos Rios Continuum is dependent on the cooperation and participation of the providers who contribute to permanent housing, affordable housing, offer supportive services, and / or temporary housing to homeless and potentially homeless individuals. There are substantial costs associated with the Dos Rios *continuum management and administration*, which are not currently funded. These administrative duties are being provided as in-kind to the CoC by the CGT CAP.

Administration: The Colusa-Glenn-Trinity Community Action Partnership (CGTCAP) serves as the lead administrative entity for the Dos Rios Continuum. It is our goal that additional administrative responsibilities are supported by The Tehama County Community Action Agency, and Lassen, Plumas and Sierra Community Action. It is recognized that these relationships are emerging and need further definition.

Guiding Principles: TBD

Continuum Structure and Management

Organization: The Dos Rios Continuum operates through a multi-layer structure. This consists of a Regional Steering Committee, Regional Meetings, standing Regional Committees, and Local County Meetings. Meetings are conducted by the facilitator(s) and at the will of the majority of the group, unless otherwise described in the policies and procedures.

Roles:

Regional Steering Committee: Provides leadership and conducts official Continuum business, sets policy, and establishes the agenda for the regional meetings. One individual representative is designated by each county. Regional Meeting

Chairpersons are automatic members of the steering committee. One alternate member may be assigned per county. Steering Committee meetings are open to all members; however the business is to be conducted by the county designees or alternates in absence of designee.

Regional Meetings: Members from each county convene to discuss and conduct continuum business, identify needs and gaps, plan strategy for the future, report on committee efforts, and share resources and information. All stakeholders of the Dos Rios region are welcome and encouraged to attend.

Regional Committees: These are standing committees prescribed by HUD. Committee membership is responsive and meetings occur as needed to carry out continuum business.

- ◆ HMIS-A Homeless Management Information System is administered by CGTCAP on behalf of the continuum, and is required by HUD for continuum compliance. The purpose of the HMIS committee is to plan, coordinate, and evaluate the implementation of HMIS for the continuum, as well as make recommendations.
- ◆ Discharge Planning-Each local continuum must maintain current agreements with local institutions who may release individuals into a situation of homelessness, i.e. jails, hospitals, mental health facilities. The purpose of the committee is to ensure that sound agreements are in place and to work toward the outcome of successful release into a housed situation as opposed to homelessness.
- ◆ Survey/Point in Time Count-A point in time survey is required by HUD. The committee coordinates the annual homeless count, establishes the survey methods and tool, collects and consolidates data and prepares a report; each county is responsible for using the survey tool developed and conducting a count in their county, and submitting data by electronic survey.
- ◆ Mainstream Resources-Each local continuum must maintain current agreements with local mainstream providers who offer benefits or assistance to individuals into a situation of homelessness, i.e. social services, mental health, drug and alcohol programs, veterans' services. The purpose of the committee is to ensure that sound agreements are in place and to work toward the outcome of successful linkage of individuals to federal and other benefits in hopes of obtaining and maintaining a permanently housed situation as opposed to homelessness.
- ◆ Education and Outreach*

* Dos Rios optional committee, not prescribed by HUD

County Meetings: Each county meets to conduct their own Continuum business. Each county appoints one representative to the Regional Steering committee. Each county will report on their continuum business at the Regional meeting.

Management:

Regional Meeting: The Regional Meeting will be guided by two elected Chairpersons. The Chairpersons will represent two different counties. They will identify as a Chair and Co-Chair. Chairpersons will be elected to a two-year term and will rotate duties beginning as Co-Chair then moving to Chair during their second year. One new Chairperson will be elected annually.

Elections: Calls for nominations for Regional Chair will occur at the April Regional Meeting, with elections occurring by majority vote at the July meeting.

Steering Committee: Appointments to the Steering committee will occur in July.

Record Keeping: CGT CAP will be responsible for notes of the Regional Meetings and the Steering Committee. Each county is responsible to manage their own local continuum meetings and provide the CGT CAP a copy of their county continuum sign-in sheets and notes for the permanent Dos Rios Record. Notes are due to the steering committee within 30 days of the meeting.

Supportive Housing Program (SHP) Submission:

Annually an RFP will be released from the Dos Rios continuum for the purpose of confirming or denying continuing projects for renewal, and to accept and rank new applications for funding, in anticipation of, or following the HUD McKinney-Vento Supportive Housing Program (SHP) NOFA release. The CGT CAP submits final ranked new and renewal applications into the HUD "Esnaps" system. Priorities for funding will be determined at the January regional meeting beginning in January 2011.

For the 10/11 SHP application rating and ranking will be conducted as follows:

1. An independent committee will be appointed by the steering committee to read, rate and rank submissions for continuing and new projects (Independent meaning individual will not be members of the steering committee, employees or staff of agencies who are current housing providers or may benefit from SHP funds; However, they should be familiar with housing and homeless needs and be willing to read with the best interest of the continuum in mind)
2. Ranking can be a negotiated process determined by and between the individuals appointed to the committee; the rating and ranking committee should select a lead facilitator and spokesperson. Final ranking for new and continuing projects must be put into writing, signed by all members of the R&R committee, and turned into the steering committee.
3. Proposals will be ranked in two groups:
 - a. New Projects (including Expansion Projects)
 - b. Renewal Projects
4. The HUD Pro-Rata will be allocated as follows:

- a. The Pro-rata identified for Lassen, Plumas and Sierra Counties will be reserved for projects from or benefiting those county jurisdictions; with the exception that up to 15% will be reserved or designated for HMIS administration. Raters should consider an equitable and sensible balance of pro-rata between counties, or collaborative efforts in the best interest of all counties.
 - b. The Pro-rata identified for Colusa, Glenn, Trinity and Tehama Counties will be reserved for projects from or benefiting those county jurisdictions; with the exception that up to 15% will be reserved or designated for HMIS administration. Raters should consider an equitable and sensible balance of pro-rata balance between counties, or collaborative efforts in the best interest of all counties.
5. The Continuum will designate and approve an award up to 15% of the Pro-rata for the purpose of Homeless Management Information Systems (HMIS) as described above. HMIS is required for continued continuum operations.
6. Proposals for new and expansion projects:
 - a. Will be deemed qualified or not; if qualified they will be,
 - b. Ranked in order of responsiveness to the RFP, available HUD pro-rata fund limits and allocations in #5 above, and the criteria outlined below: (Administrative body is the lead administrative entity for each submitted project)
 - i. Administrative body shows demonstrated ability to comply with HUD and Dos Rios requirements
 - ii. Administrative body shows demonstrated fiscal ability to support the proposed project with the addition of awarded SHP and other known leveraged funds
 - iii. The Administrative body has good experience working and complying with current and prior Dos Rios or HUD funded projects (no adverse findings or performance)
 - iv. Is a participating member of the Dos Rios Continuum (Has been attending and otherwise active in the respective local continuum)
 - v. The project meets an identified homeless/housing population need for the jurisdiction or area applying on behalf of
 - vi. Administrative body is capable and willing to participant within HMIS requirements
7. Proposals for Renewal (continuing) Projects:
 - a. Will be deemed qualified or not; if qualified they will be,
 - b. Ranked in order of responsiveness to the RFP, available HUD pro-rata fund limits, and the criteria outlined below: (Administrative body is the lead administrative entity for each submitted project)
 - i. Administrative body shows demonstrated ability to comply with HUD and Dos Rios requirements

- ii. Administrative body shows demonstrated fiscal ability to support the proposed project with the addition of awarded SHP and other known leveraged funds
- iii. The Administrative body has good experience working and complying with current and prior Dos Rios or HUD funded projects (no adverse findings or performance)
- iv. Is a participating member of the Dos Rios Continuum (Has been attending and otherwise active in the respective local continuum)
- v. The project meets an identified homeless/housing population need for the jurisdiction or area applying on behalf of
- vi. Administrative body is capable and willing to participant within HMIS requirements

Dos Rios Policy and Procedure Maintenance:

This will be considered a living document subject to change. Changes to this document will be made in response to changing conditions and regulations and the will of the Dos Rios membership. Changes will be presented at the Dos Rios Regional Meeting time allowed, and adopted at the following meeting. In cases where time does not permit, the Steering Committee may approve changes.