



York County

Coalition on Homelessness

PA-512 YORK CITY/COUNTY CONTINUUM OF CARE

Governance Charter

UPDATE LOG

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COALITION APPROVAL SIGNATURE



Chair or Vice Chair

Date

I. ORGANIZATION

The name of the committee is the York County Coalition on Homelessness, which covers the entirety of the U.S. Department of Housing & Urban Development Continuum of Care geographic area for York City/County Continuum of Care (hereinafter referred to as the 'the Coalition'), and is identified by the Department of Housing and Urban Development (HUD) as PA-512. The Coalition is comprised of a General Membership, Voting Membership and a Coalition Board.

II. PURPOSE

The Coalition Board serves as the Department of Housing and Urban Development (HUD)-designated primary decision-making group and oversight board of the York City/County area (hereinafter referred to as the 'geographic area') Continuum of Care (PA-512) funding process. The Coalition's purpose is to create and manage a York City/County Continuum of Care by successfully submitting the Continuum of Care application and by means of effective community planning and collaboration. The Coalition also oversees the development and implementation of a local Plan to End Homelessness.

III. VISION

The vision of the Coalition is to make homelessness rare, brief, and non-reoccurring in York County.

IV. MISSION

The Coalition will focus on the needs of the homeless, coordinate resources, and develop a strategic plan as a working document to achieve the Vision of the Coalition.

V. SUNSHINE ACT

The York City/County Continuum of Care (York County Coalition on Homelessness) falls under the purview of the Pennsylvania State Sunshine Act (Open Meetings Law) and will operate in accordance with that Act.

V. MEMBERSHIP & GOVERNANCE

1. Membership

- i. Any organization or individual member* that aligns with the purpose of the Coalition is eligible to become a member. The Coalition will publish an open invitation at least once annually for organizations within the City/County of York (or interested in conducting business within the City/County of York) to join as new members. New membership will not be limited to this at-least-annually announcement, and new members are welcome at any point during the year.
 - a. *Member is defined as any of the following: 1) an individual person not employed or formally affiliated with any other member organization, 2) a non-profit organization, 3) a for-profit company, 4) a government department, or 5) a local public official.
- ii. Membership must include a representative of any entity whose participation is required by the Emergency Food and Shelter National Board Program regulations.
- iii. The Coalition will maintain a subcommittee for Membership. This subcommittee will work to bring new and varied membership to the table, as well as ensure that all appropriate organizations are represented.
 - a. Specifically, outreach will be conducted to obtain membership from the following group categories:

Non-Profit Homeless Assistance Providers	Victim Service Providers
Faith-Based Organizations	Government Departments
Businesses	Advocates
Public Housing Agencies	School Districts
Social Service Providers	Mental Health Agencies
Hospitals	Universities and Colleges
Affordable Housing Developers	Law Enforcement
Veteran Service Organizations/ SSVF Providers	For-Profit Companies
Service Funders	Homeless and Formerly Homeless Individuals
Elected and Public Officials	Representatives of the Judicial System
Landlords and Landlord Associations	Tenant Associations

2. Meetings

- i. The Coalition shall hold monthly meetings during each calendar year, from January 1st through December 31st unless otherwise noted.
- ii. Agendas and approved minutes from each monthly meeting will be published publicly on the York County Planning Commission website, at <http://www.ycpc.org>
- iii. Special/ additional meetings shall be held any time upon the call of the Chair(s). Written notice of the time, place, and objective of such meetings shall be given to the members in such a manner as the Chair(s) may order.

3. Officers

- i. The officers of the Coalition shall be the Chair, Vice Chair, and Secretary who shall perform the duties that usually pertain to said offices.
- ii. These officers shall serve a term of two years or until their successors are elected.
- iv. Previous officers shall be allowed to run for another two (2) year term upon approval of the CoC General Membership and Voting Membership, after four (4) years has passed since their most recent term ended.
- v. In the event a vacancy occurs during the term of any office by death, resignation, or by failure to attend the regularly scheduled meetings, the vacancy shall be filled by election at any regularly scheduled meeting. Completing a vacated term does not count against an individual's two (2) year term.

4. Executive Committee

- i. The Executive Committee shall consist of the Officers of the Coalition (Chair, Vice Chair, and Secretary) as well as the Chairs and Vice Chairs of the Sub-Committees.
- ii. This Executive Committee will review performance measures, local data analysis on HMIS and Coordinated Entry, implementation and progress on strategic plans, and proposed revisions to the structure or activities of the Coalition.

5. Voting Membership/ Coalition Board

- i. For the purposes of governance, the Coalition Board consists of the 'voting members' of the membership. Unless there is a conflict of interest as defined in Section VII.1, at any given time, the 'voting membership', consists of the officers, subcommittee chairs and those members who regularly attend meetings who may or may not represent an organization that receives funding for program services. If an agency has more than one representative that qualifies as a regularly attendee, the designated member or an alternate may vote but only one vote per organization shall be counted.
- ii. Votes related to funding will not accept votes by organizations actively seeking that funding.
- iii. All voting members of the Coalition must maintain regular attendance of the meetings in order to retain their ability to vote. Members should also be aware that three consecutive, unexcused absences can result in their removal from the Coalition. It will be the responsibility of the Secretary to maintain record of

- attendance and ask any member out of compliance with this policy to resign from their voting position.
- iv. Any vacant voting positions on the Coalition Board will be filled through a nomination process from the entire membership and a vote by the current voting members.
 - v. A quorum is needed to complete the voting process. A quorum will consist of 25% of the voting membership being present at a scheduled Coalition meeting, or through an electronic vote. Quorum requirements for voting can be met by being present at a Coalition meeting, via speakerphone or through an electronic vote where the voting member identifies their name/role along with their vote. Voting by email is also permitted for those unable to attend a meeting. Votes received by email will count toward the quorum requirements.
6. General Membership
- i. General membership of the Coalition includes any individual who is interested in homeless issues in the city and county and chooses to attend at least 75% of the meetings, or, is actively engaged in a sub-committee. These members, along with the Coalition Board, make up the Coalition as a whole.
 - ii. Everyone is welcome to attend and become a general member.
 - iii. There is no limitation of how many or how long an individual can remain a general member.

VI. IDENTIFIED INTERESTED PARTIES

In addition to structured subcommittees, the Coalition includes special entities that play a key role in the CoC process. Each entity and subcommittee is identified below, along with a brief description of their duties or involvement in the Coalition process in York City/County.

Special Entities:

1. Collaborative Applicant (also called 'CoC Lead Agency')
 - i. The Collaborative Applicant, currently identified as the York County Planning Commission, shall:
 - 1.) Collect and combine all of the required application information from all applicants and for all projects within the York City/County geographic area for application of CoC funding.
 - 2.) Apply for, and administer Continuum of Care planning grant activities.
 - 3.) Work with the Coalition Board and General Membership to ensure performance measures and other key components of the application process are met by applicants.

2. Homeless Management Information System (HMIS) Lead Agency (also called 'HMIS Lead')
 - i. The Homeless Management Information System Lead Agency, currently identified as the York County Planning Commission, shall:
 - 1.) Ensure the operation of, and consistent participation by, the grant recipients of CoC and Emergency Solutions Grant (ESG) funding, as well as those faith-based or otherwise funded agencies also participating in the system.
 - 2.) Providing oversight of the HMIS and any necessary corrective action to ensure the HMIS is compliant with federal standards.
 - 3.) Developing and maintaining written HMIS policies and procedures for all participating agencies in York City/County.
 - 4.) Executing written Participation Agreements with each participating agency, which includes information on the obligations and authority of the HMIS Lead and the participating agency, as well as security requirements and client privacy information. Methods for dealing with failure to comply with the Participation Agreement or the Policies and Procedures are outlined in the Policies and Procedures.
 - 5.) Serving as the applicant to the U.S. Department of Housing and Urban Development (HUD) for CoC grant funds to be used for HMIS activities for the CoC's geographic area, as directed by the County of York and the advice of the CoC Board, and entering into grant agreements with HUD to carry out the HUD-approved HMIS activities.
 - 6.) Monitoring data quality and taking necessary actions to maintain high quality data from all participating agencies.
 - 7.) Completing the following tasks:
 - a. HMIS Policies and Procedures - The HMIS Lead must adopt written policies and procedures for the operation of the HMIS that apply to the HMIS Lead, its participating agencies, and the Coalition. These policies and procedures must comply with all applicable Federal law and regulations, as well as applicable state or local government requirements. The HMIS Lead may not establish any local standards for any participating agency that contradicts, undermines, or interferes with the implementation of the HMIS standards are explained below.
 - b. Unduplicated Count - The HMIS Lead will, at least once annually or upon request from HUD, submit to the Coalition an unduplicated count of clients served. An analysis of unduplicated counts may be provided upon request of the Coalition, or by request of HUD.
 - c. Reporting - The HMIS Lead will submit reports to HUD as required.
 - d. Privacy - The HMIS Lead must develop and maintain a privacy policy.
 - e. HMIS Standards - The HMIS Lead must comply with HMIS standards issued by HUD, and must ensure the HMIS vendor is in compliance as part of its contract.

- f. Participation Agreements – The HMIS Lead must maintain Participation Agreements with all participating agencies, and must notify them when a new agency has joined the HMIS.
 - g. Participation Fee – The HMIS Lead shall not share a participation fee for participating agencies. If this practice changes, the HMIS Lead is required to discuss the need for a fee-per-user-license schedule with the Coalition to determine a fair and accurate price.
 - h. Data Quality – The HMIS Lead will provide, at minimum, quarterly data quality reviews to ensure the consistency, accuracy, and completeness of the HMIS data being entered by participating agencies. This policy is outlined in the Policies and Procedures in more detail.
 - i. Monitoring – The HMIS Lead will develop, and implement, in conjunction with the HMIS Sub-Committee, a plan for monitoring the participating agencies and their usage of the HMIS solution in the Coalition area.
3. Coordinated Entry Lead Agency (CE Lead Agency)
- i. The Coordinated Entry Lead Agency, currently identified as the York County Planning Commission, shall:
 - a. Manage the day-to-day processes of the Coordinated Entry referral system
 - b. Establish clear and accessible methods of accessing the system
 - c. Promote standardized screening and assessment processes
 - d. Develop and deliver training on the CE system and processes
 - e. Conduct monitoring of the CE process, systems, assessment and data
 - f. Work with the CoC Board, as the policy oversight, to ensure policies and procedures are appropriate and participation is occurring, ensure data sharing is occurring, and the data system is reporting systems-wide data for planning
 - g. Work with the CoC Board and Coordinated Entry Committee to ensure annual monitoring of the CE process occurs, collect and analyze data from the CE process, and ensure any policy/procedure changes needed are promoted to the CoC Board and the CE Lead Agency.

Subcommittees:

- 1. Strategic Planning Subcommittee
 - i. Responsible for the preparation and implementation of the Strategic Plan to End Homelessness. This involves coordination with stakeholders, incorporating other documents (Consolidated Plan) into the final Plan, and implementing and tracking the recommendations of the plan.
- 2. Homeless Management Information System (HMIS) Subcommittee
 - i. Coordinates training, establishes a HMIS users group to address technical issues of providers, submits required reports, and provides information to other subcommittees to aid in the decision making process.

- ii. Reviews and revises the HMIS Governance Charter.
 3. Project Funding Evaluation Team (PFET) Subcommittee
 - i. Establishes the application schedule, determines the criteria new and renewal applications will be judged on, determines funding cut decisions, insures no conflict of interest exists, and provides a written ranking and funding recommendation to the Coalition for the CoC, ESG, Home4Good, and EFSP funding sources. This subcommittee is also charged with providing the Coalition with guidelines for monitoring the performance of CoC and ESG projects within the geographic area.
 4. CoC Application Subcommittee (formerly called Exhibit 1 Subcommittee)
 - i. Provides general oversight to insure the CoC Application is complete, is compliant with the NOFO, and submitted on time. This involves reviewing the CoC Application Schedule, assigning tasks to individuals and work groups, providing technical assistance to applicants, and providing information to the CoC to aid in the decision making process.
 5. Membership Subcommittee
 - i. Tasked with encouraging new membership, maintaining the appropriate membership representation on the Coalition (as outlined by HUD), and encouraging new organizations and individuals to join the cause to end homelessness.
 6. Point-in-Time Subcommittee
 - i. Provides coordination and support for the unsheltered point-in-time count which is currently conducted in the Coalition biennially.
 7. Coordinated Entry Subcommittee
 - i. Tasked with planning, implementing, growing, marketing and adjusting a no-wrong-door Coordinated Entry process for the Coalition. Has a subset called the Prioritization & Referral Committee (P&R Committee).
 - ii. The Coordinated Entry Committee meets as-needed (at least twice annually)
 - iii. The Prioritization & Referral Team (P&R) which is the case conferencing and Coordinated Entry referral process for the CoC, meets at least twice a week to make referrals through Coordinated Entry.
 8. Prioritization & Referral Committee (CE)
 - i. Tasked with reviewing and referring individuals from the vulnerability listing produced through the Coordinated Entry process for appropriate housing as beds become available.
 9. Veterans Committee
 - i. Tasked with working towards the goal of making veteran homelessness rare, brief and non-reoccurring. Committee also maintains and updates the By-Name, or, Active List of homeless veterans and ensures data requests for this information are filled.
 10. Landlord Engagement Committee
 - i. Tasked with problem-solving the difficulty in engaging landlords in working with housing programs. Provides guidance on the duties of the Housing Navigator for Coordinated Entry as well.
 11. Emergency Shelter/ Street Outreach Committee
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- i. Moving work forward on Code Blue/Code Red options, cold weather alternatives to existing shelter spaces, funding opportunities for those needs and strategies for assisting shelters in better serving households.
 - ii. Bringing existing street outreach teams and work together to share resources and better coordinate outreach throughout the County. Look at outreach options for staffing through grant opportunities and elsewhere.
12. Youth Committee
 - i. Focus on homeless youth; those under 18 and up to 24 years of age, promoting additional awareness activities during November, creating efficiencies between existing youth providers, assisting youth providers with accessing resources. Opportunities to look at youth-specific funding through the Youth Homeless Demonstration Project and Runaway-Homeless Youth funding.
13. Prevention & Diversion Committee
 - i. Locate resources, training, and innovative ways to help existing programs prevent homelessness or divert households to support networks successfully.
14. Diversity, Equity & Inclusion (DEI) Committee
 - i. Explore equity initiatives within the Coalition and broader York County community, with a special focus on racial equity, economic equity, and LGBTQ+ inclusivity. Special focus on evaluation of the Coordinated Entry process under this umbrella. Review existing and proposed policies and practices; recommending strategies to increase diversity within the Coalition and its partners, and prevent structural or systemic inequities prior to new policy approval. Collect and analyze data from the homeless response system to evaluate equity and inclusivity in the system, as well as issuing recommendations to improve equitable outcomes for households served through the York City/County homeless response system.

VII. CONFLICT OF INTEREST

1. Conflict of Interest
 - i. No member of the Coalition will participate in the review, ranking, selection, or award of any grant funds in which they have a financial interest, or in which any member of their immediate family (such as parent, sibling, child, niece/nephew, or person with whom they cohabit) has a financial interest.
 - ii. Members of the Coalition will disclose potential conflicts of interest that they may have regarding any matters that come before it in full session of the Committee or in subcommittee.
 - iii. When such conflict of interest is relevant to a matter requiring action by the Committee, the interested member shall bring it to the attention of the Committee. The interested member may, at the discretion of the Chair, participate in any discussion but shall not vote on the particular matter.

VIII. AMENDMENTS

1. Amending the Governance Charter

- i. The Coalition Governance Charter may be amended by a quorum (25%) vote of the voting members present at any scheduled Coalition meeting or through electronic vote. Written notice of the proposed amendment shall be provided in advance of the vote.
- ii. The Coalition Governance Charter shall be annually reviewed and updated.
- iii. The process by which a board is selected to act on behalf of the Coalition shall be reviewed, updated, and approved by the York CoC at least every five (5) years.

IX. RESPONSIBILITIES OF THE COALITION

As the designated board of the CoC for the geographic area, the Coalition Board works with the CoC Collaborative Applicant/ CoC Lead Agency (York County Planning Commission) to fulfill three major duties:

1. Operate the CoC, which must:

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

- vii. Evaluate outcomes of projects funded under the York County Emergency Solutions Grant programs (hereinafter referred to as 'ESG') and CoC program, and report to HUD;
- viii. Evaluate outcomes of projects funded under the Emergency Food and Shelter Program (hereinafter referred to as 'EFSP') administered by the United Way of York County;
- ix. Evaluate applications from service providers applying for funding under the Emergency Food and Shelter National Board Program (hereinafter referred to as 'EFSP') administered by the United Way of York County and develop a Local Board Plan to distribute funds to Local Recipient Organizations (LROs);
- x. In consultation with recipients of CoC and ESG funds, establish and operate a centralized and coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services;
- xi. In consultation with recipients of CoC and ESG funds within the geographic area, establish and consistently follow written standards for providing CoC/ESG assistance. At a minimum, these written standards must include:
 - 1.) Policies and procedures for evaluating individuals' and families' eligibility for CoC and ESG assistance;
 - 2.) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - 3.) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
 - 4.) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
 - 5.) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
 - 6.) Policies and procedures for determining and prioritizing which eligible individuals and families will receive Homeless Prevention Assistance. This is applied when the CoC is designated as a high-performing community.

2. Designate and operate a Homeless Management Information System (HMIS):

- i. Designate a single HMIS for the geographic area;
- ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
- iii. Review, revise and approve a privacy plan, security plan, and data quality plan for the HMIS;
- iv. Ensure consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS;

- v. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

3. Continuum of Care planning:

The Coalition must develop a plan that includes:

- i. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
 - 1.) Outreach, engagement, and assessment;
 - 2.) Shelter, housing, and supportive services;
 - 3.) Prevention strategies.
- ii. Planning for, and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:
 - 1.) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 - 2.) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons
 - 3.) Other requirements established by HUD by Notice.
- iii. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
- iv. Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area; Consulting with state and local government ESG program recipients (York County Planning Commission) for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.

4. Coordinated Entry:

- i. The Coalition must plan, implement, and monitor the use, success, and any failures of a Coordinated Entry process in York City/County.
- ii. Ensure that prioritization and referrals of individuals to empty units occurs in a timely and organized fashion.

5. Approval and Submission of the Continuum of Care Notice of Funding Opportunity (CoC NOFO)

- i. Occurs annually or as otherwise indicated based on the U.S. Department of Housing and Urban Development's (HUD) CoC NOFO schedule.
- ii. Utilizes the schedule set forth by the Coalition/CoC staff, in conjunction with the Governing Board
- iii. All CoC NOFO materials will be posted annually to the following site, as soon as they are available: <https://ycpc.org/165/Coalition-Funding-Process>
- iv. The Coalition/CoC full membership will have several opportunities to review and vote on components of the CoC NOFO. Review and voting on approval of materials for the following will occur in each CoC NOFO cycle:

- a. Governance Documents (includes CoC Governance Charter, HMIS Governance Charter, Written Standards, CoC Score, Rank, & Review Process, CoC Reallocation Policy, and CoC Appeals Process)
- b. New Project and Renewal Project Ranking Forms
- c. Project Funding Evaluation Team (PFET) proposed project accepted/rejected/reduced, with funding levels for all projects
- d. Project Funding Evaluation Team (PFET) proposed Project Priority Listing
- e. Continuum of Care Collaborative Application
 - i. This document includes the Collaborative Application, Project Priority Listing, and Project Applications for Review
 - 1. The full membership of the Coalition/CoC will be required to vote on and approve the collaborative application as identified above in advance of the posting of the collaborative application (which must be completed 48 hours before the CoC NOFO deadline).
- v. Voting on the materials included in the CoC NOFO application, including the full Collaborative Application, may be completed in person or via electronic vote. As with other policies, a 25% membership approval is required to move forward.

X. ASSIGNMENT OF RESPONSIBILITIES

The Coalition Responsibilities listed above are the overarching responsibility of the Coalition Board, in conjunction with the Collaborative Applicant/ CoC Lead Agency, however, specific subcommittees, agencies, and other entities have been charged with seeing these tasks to completion.

Responsibility	Assignment
<i>Operate a CoC:</i>	
Hold meetings of the full membership, with published agendas, at least semi-annually	Coalition Board in conjunction with the CoC Lead Agency
Make an invitation for new members to join publicly available within the geographic area at least annually	Coalition Board in conjunction with the Membership subcommittee
Adopt and follow a written process to select York CoC members to act on behalf of the CoC. The process must be reviewed, updated, and approved by the larger CoC membership at least once every five (5)	Coalition Board

years	
Appoint committees, subcommittees, or workgroups	Coalition Board
In consultation with the CoC Collaborative Applicant and the HMIS Lead (York County Planning Commission), develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with CoC requirements as prescribed by HUD; and a code of conduct and recusal process for the York CoC, its chair(s), and any person acting on behalf of the board;	Coalition General Membership in conjunction with the Coalition Board, Collaborative Applicant, and HMIS Lead (York County Planning Commission)
Consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;	Coalition General Membership in conjunction with the Coalition Board and Project Funding Evaluation Team subcommittee
Evaluate outcomes of projects funded under the York County Emergency Solutions Grant programs (hereinafter referred to as 'ESG') and CoC program, and report to HUD	Collaborative Applicant in conjunction with the Coalition Board and Project Funding Evaluation Team committee
In consultation with recipients of CoC and ESG funds, establish and operate a centralized and coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services	Coalition Board in conjunction with the York County Planning Commission and Coordinated Entry committee
In consultation with recipients of CoC and ESG funds within the geographic area, establish and consistently follow written standards for providing CoC assistance	Coalition General Membership in conjunction with the Coalition Board
Evaluate applications from service providers applying for funding under the Emergency Food and Shelter National Board Program (hereinafter referred to as 'EFSP') administered by the United Way of York County and develop a Local Board Plan to distribute funds to Local Recipient	Collaborative Applicant in conjunction with the Coalition Board, United Way of York County and Project Funding Evaluation Team committee

Organizations (LROs)	
<i>Designate and operate a Homeless Management Information System (HMIS):</i>	
Designate a single HMIS for the geographic area	Coalition Board
Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead	Coalition Board
Review, revise and approve a privacy plan, security plan, and data quality plan for the HMIS	HMIS Lead in conjunction with the HMIS subcommittee
Ensure consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS	HMIS Lead in conjunction with the Coalition Board
Ensure the HMIS is administered in compliance with requirements prescribed by HUD	HMIS Lead
<i>Continuum of Care planning:</i>	
Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families	Coalition Board
Planning for, and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements (see responsibilities)	Point-in-Time subcommittee, in conjunction with the Coalition Board and HMIS Lead
Conducting an annual gaps analysis of the homeless needs and services available within the geographic area	HMIS Lead in conjunction with the Coalition General Membership
Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area; Consulting with state and local government ESG program recipients (York County Planning Commission) for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients	Collaborative Applicant in conjunction with the Coalition Board
<i>Coordinated Entry</i>	

Plan, implement, and monitor the use, success, and any failures of a Coordinated Entry process in York City/County.	Coalition Board, Coordinated Entry Subcommittee
Ensure that prioritization and referrals of individuals to empty units occurs in a timely and organized fashion.	Coalition Board, Prioritization and Referral Subcommittee