

**Continuum of Care Advisory Board  
Summary of 2021 Governance Charter Changes**

**Note: Table of Contents page numbers to be updated upon finalization of changes**

Page Number	Section	Proposed Change
Title page	Name	Name change from Regional Task Force on the Homeless (RTFH) to Continuum of Care Advisory Board (Advisory Board). Language updated throughout document
Title page	Version #	Update to Version 7.0 from 6.0
Throughout Document		<ul style="list-style-type: none"> <li>Name revised to Continuum of Care Advisory Board</li> <li>Appendix references updated</li> </ul>
4	Introduction	<ul style="list-style-type: none"> <li>Remove language related to the "...incorporation of Bylaws of the RTFH with regard to its operations and stated roles and responsibilities" due to bifurcation of Boards</li> <li>Update language on CoC, removing historical language of RCCC and RTFH</li> </ul>
4	Overview	Update language on the history and relationship between the RCCC and RTFH
5	Geographic Boundaries	Update to reflect that the geographic boundaries refer to the overall Continuum of Care
5	Emergency Solutions Grant Entitlement Areas	Update to reflect the Continuum of Care from the RTFH
5	Constraints	Update to reflect constraints apply to Continuum of Care programs, rather than RTFH
6	Risks	Update to reflect Continuum of Care, rather than RTFH
6	Purpose	Add the following item to the list of activities the Advisory Board is engaged in: <ul style="list-style-type: none"> <li>Advocate on issues related to homelessness and for resources to support ending homelessness throughout San Diego</li> </ul>
6	Roles & Responsibilities	Add a clarifying statement that the Continuum of Care is, at minimum, responsible for all duties assigned by HUD under the CoC Program.
7	Full Membership	Remove from the list of responsibilities, "Elect Full Membership Liaison to the Board at the discretion of FM"
7-8	Advisory Board	<ul style="list-style-type: none"> <li>Increase the minimum number of people experiencing homelessness to serve on the Advisory Board from one to two.</li> <li>Add language specifically stating that Board members shall represent sub-populations, and citing HUD direction that one Advisory Board member may represent the interests of more than one homeless sub-populations, and the Advisory Board must represent all sub-populations within the Continuum of Care to the extent that someone is available and willing to represent that sub-population on the Advisory Board.</li> </ul>

		<ul style="list-style-type: none"> <li>• Add language under the responsibilities of the Board stating that they are responsible to ensure the Advisory Board’s obligations and responsibilities are performed successfully, whether conducted directly by the Advisory Board or delegated/assigned to other entities</li> <li>• Add language under responsibilities related to the establishment of plans for reducing and ending homelessness, stating “Ensure relevant organizations, funders, and projects serving homeless sub-populations are represented in planning and decision-making”</li> <li>• Add language under responsibilities to “Designate through an MOU a CoC Lead Agency to act as the Collaborative Applicant and Administrative Entity, as single Homeless Management Information System (HMIS) lead agency to operate the regional HMIS, and a Coordinated Entry System (CES) lead agency”</li> <li>• Remove language under responsibilities of the Board to call and facilitate meetings of the Full Membership, and that meetings will be held, at minimum, twice annually.</li> <li>• Remove language stating that the RTFH is the current management and operational organization designated for the HMIS, the CES, and Collaborative Applicant for the San Diego City and County CoC 601.</li> <li>• Remove language stating that the Advisory Board is responsible to “Support Executive leadership and management, who must possess a comprehensive understanding of HUD regulations and detailed procedures associated with compliance with CoC, ESG, State dedicated funds, HUD Veterans Affairs Supportive Housing (VASH) programs, including HMIS functions, and other homeless assistance funding”.</li> </ul>
8	Advisory Board Officers	New section added to clarify roles of the Board Officers, the selection process, and Board Officer terms.
8-9	Advisory Board Executive Committee	<ul style="list-style-type: none"> <li>• Add that Chairs of Standing Committees are part of the Executive Committee, and that the CoC Lead Agency CEO is an Ex-Officio member.</li> <li>• Remove reference to use of a Working Group to assist in vetting items for Board and Executive Committee meetings.</li> </ul>
9-10	Advisory Board Committees	<ul style="list-style-type: none"> <li>• Add language specifying the composition of committees and appointment of members, the selection of a Committee Chair, and the scope of authorized activities by the Committees.</li> <li>• Remove Audit Committee</li> <li>• Add the Veteran’s Consortium as a standing committee with a description</li> <li>• Add the responsibility of the Governance Committee to review Board policies and make recommendations to the Advisory Board</li> </ul>

		<ul style="list-style-type: none"> <li>• Revise name from “Task Groups” to “Ad Hoc Committees”, and added that they may be formed to address a specific need identified by the Advisory Board</li> </ul>
10-11	Management and Operations	<ul style="list-style-type: none"> <li>• Revise section title to “Management and Operations – CoC Lead Agency MOU”</li> <li>• Add language that the “Advisory Board Chair is responsible to define, update, and sign the MOU on behalf of the Continuum of Care and the Vice-Chair may fulfill these functions if the Chair is absent or unavailable”</li> <li>• Within the examples provided of areas addressed in the MOU, add Facilitate Communities of Practice, Learning Collaboratives and TA to programs; compile and submit all required reports for the CoC; publish written standards; provide training on evidence based best practices and engaging promising practices; function as the point of contact for the CoC; serve as the State of California Administrative Entity for state funds directed to the CoC: and provide subject matter expertise of homeless policies, practices, and regulations</li> </ul>
12	Appendix A: Record of Changes	Record changes from Version 6.0 to 7.0 as reflecting changes to align with the bifurcation of the Boards, and administrative updates
13	Appendix B: Acronyms	Add HIC, LSA, and SPM
14-16	Appendix C: Glossary	<ul style="list-style-type: none"> <li>• Add Continuum of Care Advisory Board, Continuum of Care Lead Agency, Continuum of Care Member, Continuum of Care Individual Member, Continuum of Care Organizational Member</li> <li>• Remove Board, Regional Continuum of Care Council, RTFH Member, RTFH Individual Member, RTFH Organizational Member</li> </ul>
17	Appendix D: Referenced Documents	<ul style="list-style-type: none"> <li>• Remove RTFH By-Laws</li> <li>• Updated links</li> </ul>
18	Appendix E: Organizational Chart	<ul style="list-style-type: none"> <li>• Add Veteran’s Consortium as a Standing Committee</li> <li>• Remove Audit Committee</li> <li>• Remove RTFH Organizational Chart</li> </ul>
19-20	Appendix F: Continuum of Care Advisory Board Structure	<ul style="list-style-type: none"> <li>• Add CoC Lead Agency CEO or designee as an Appointed Seat</li> <li>• Remove United Way of San Diego as an Appointed Seat</li> <li>• Increase the number of Flexible Seats from 3 to 4</li> </ul>
21-22	Appendix G: Continuum of Care Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Add CoC Lead Agency Staff as responsible for establishing written standards and policies for providing homeless assistance inclusive of CoC and ESG programs, and designating a single HMIS for the region, along with the Advisory Board</li> <li>• Added CoC Lead Agency Staff as responsible for ensuring the HMIS is administered in compliance with requirements prescribed by HUD, along with the Evaluation Advisory Board</li> </ul>