

**Fresno Madera Continuum of Care (CoC) Governance Charter - Appendix A
Delegation of Authority**

	CoC General Membership	CoC Board	Collaborative Applicant – Fresno Housing Authority	Other
Review, Update, and Approve Governance Charter	X (Review must be done at least annually; majority vote at meeting – 10 days notice)	Reviews prior to CoC approval		Governance Workgroup reviews and revises Governance Charter and submits for approval
Review, Update, and Approve CoC Written Standards	X	Reviews prior to CoC approval		Governance Workgroup reviews and revises Written Standards and submits for approval
CoC Board Section: Delegations of Authority				
Review CoC Board Selection Process	X Must be reviewed every 5 years (CoC General Membership approves as part of Governance Charter, see above)	Reviews prior to CoC approval		Governance Workgroup reviews and revises Governance Charter and submits for approval
Fill Board Member Vacancies as they Become Open (for seats elected not appointed)	X (Within 60 days of vacancy occurring)			Regional, Formerly Homeless At-Large, and Collaborative Applicant Representative positions are appointed
Fill Board Member Vacancies as Terms Expire (for seats elected not appointed)	X (Annually by or before April CoC Meeting, 28 days notice to public of expiring seats)			Regional, Formerly Homeless At-Large, and Collaborative Applicant Representative positions are appointed
Removal of CoC Board Members		X (With majority vote of Board for attendance reasons; With 3/4 vote of Board for other reasons)		

	CoC General Membership	CoC Board	Collaborative Applicant – Fresno Housing Authority	Other
Receive Board Member Resignations		X (Chair and Secretary)		
Selection of Board Officers	X			Elections for two-year terms (Even-numbered years: Chair and Secretary; Odd-numbered years: Vice Chair, Treasurer, Officer At-Large)
Track Chair and Vice Chair Qualifications		X (Secretary, Treasurer)		
Waive Chair and Vice Chair Qualification Requirements	X (2/3 vote)			
Call Special Meetings of the CoC Board		X (Chair or 1/3 of Directors may call special meeting, requires 24 hours notice by Secretary to Board Members)		
Draft/Set CoC Board Agendas	CoC Members may submit items for consideration	X		Community members may submit items for consideration
Oversee CoC Board Minutes and Record Keeping and Distribute Agendas		X (Secretary)		
CoC General Membership Section: Delegations of Authority				
Draft/Set CoC General Membership Meeting Agendas	CoC Members may submit items for consideration	X		Community members may submit items for consideration
Preside Over CoC General Membership Meetings		X (Chair or Chair's designee)		
Review CoC Membership Applications and Collects Dues		X (Secretary and Treasurer)		Applications due annually by January 1, Dues due annually by March 1

	CoC General Membership	CoC Board	Collaborative Applicant – Fresno Housing Authority	Other
Review Hardship Waiver Requests for Dues		X (Chair and Treasurer)		
Arrange for CoC Funds to be Deposited and Prepare Annual CoC Budget		X (Treasurer)		
Track CoC Members in Good Standing		X (Secretary and Treasurer)		
Review Excused Absence Requests		X (Chair, Vice Chair, Secretary)		
Complete CoC Letters of Support		X (Chair and Secretary)		
Suspend CoC Membership		X (By majority vote for cause)		
Receive CoC Membership Alternate Representative Designations		X (Chair and Secretary)		
Track CoC General Membership Alternate Representatives		X (Secretary)		
CoC Compliance with Operational Requirements (CES, HMIS, PIT, HIC): Delegations of Authority				
Make recommendations for a Coordinated Entry system				Coordinated Entry Standing Committee and Coordinated Entry Management Entity
Approve Coordinated Entry Policies and Procedures	X Review & Approve Recommendations from Standing Committee	Review Prior to CoC Approval		Coordinated Entry Management Entity and Coordinated Entry Standing Committee reviews, revises, and submits for CoC approval
Create and Operate a Coordinated Entry System	X	X	X	Coordinated Entry Standing Committee develops design and policy recommendations, and Coordinated Entry

	CoC General Membership	CoC Board	Collaborative Applicant – Fresno Housing Authority	Other
				Management Entity implements. All CES-mandated agencies are required to attend the CES Committee meetings.
Select HMIS Lead	X			Delegation to Fresno Housing Authority in Governance Charter
Monitor HMIS Lead performance		X	X	
Implement HMIS				HMIS Lead
Update and Approve the HMIS Policies and Procedures	X			HMIS Standing Committee and Lead Agency reviews and revises and submits for approval
Plan and execute Housing Inventory Count (HIC) and Point-in-Time (PIT) count	X	X	X	All CoC Members are required to participate in the PIT Count HMIS Lead Agency assists with HIC and Sheltered PIT
Submit HIC and PIT (sheltered and unsheltered) and Technical Assistance Requests to HUD			X	
Conduct annual gaps analysis		X	X	
Inform consolidated plans		X	X	
Publish an open invitation for new CoC members		X (CoC Secretary)		
Set Strategic Priorities	X	X		
Coordinate Strategic Planning Activities	X	X		
Set CoC Policies Not Otherwise Highlighted by this Document		X		

	CoC General Membership	CoC Board	Collaborative Applicant – Fresno Housing Authority	Other
CoC Applications for Funding and Performance Monitoring: Delegations of Authority				
Select Collaborative Applicant and Administrative Entity	X			CoC’s Delegations Listed in Governance Charter
Serve as the Collaborative Applicant for HUD CoC Funding				Fresno Housing Authority
Serve as Administrative Entity for ESG, HEAP, HHAP, and Other Grants for Housing & Services				County of Fresno
Declare minor state of emergency if CoC may lose \$1 million+ in funding due to inability to file grant applications using standard procedures		X (Chair or three Board of Directors)		
Approve the HUD CoC NOFA/O Process	X	Review prior to CoC approval		Performance and Evaluation Workgroup
Approve the HUD CoC NOFA/O Local Scoring Tool	X	Review prior to CoC approval		Performance and Evaluation Workgroup
Coordinate the NOFA/O process			X	
Review and Submit Required Documents for HUD CoC NOFA, Including CoC Registration and GIW			X	
Monitor Performance and Evaluate Outcomes for the System, CoC Grantees, and Subcontractors		X	X	With recommendations of Performance and Evaluation Workgroup
Monitor Performance and Evaluate Outcomes for ESG Recipients and Subrecipients		X	X	
Standing Committees and Workgroups: Delegations of Authority				
Coordinate Standing Committee Meetings				Standing Committee Chairs
Grant Authority to Standing Committees and Ad Hoc Workgroups	X	X		
Maintain List of Standing Committee Chairs and Meeting Times		X (Vice Chair)		

	CoC General Membership	CoC Board	Collaborative Applicant – Fresno Housing Authority	Other
Draft and Approve Committee Bylaws				Standing Committee Fixed Membership
Elect Standing Committee Chairs (and Other Officers in Committee Bylaws)				Standing Committee Fixed Membership
Vote at Standing Committee Meetings				Standing Committee Fixed Membership
Distribute and Post Standing Committee Agendas, Schedule, and Meeting Summaries				Standing Committee Chair or as delegated in Standing Committee Bylaws

Summary of Important Dates:

- **Annually by October General Membership meeting:** approve Membership Application and Annual Agreement
- **Annually by November 1st:** CoC Treasurer/Secretary sends Membership Application and Annual Agreement to all CoC Members and requests dues for the following year.
- **Annually by January 1st:** Membership Application and Annual Agreement must be submitted by CoC Members.
- **Annually by March 1st:** annual membership fees due.
- **28 days before April General Membership meeting:** last day for Chair to announce the date of the Board elections.
- **Annually on or by April General Membership meeting:** Board elections complete.