	recurring agenda item for each meeting
	meeting requirement

Continuum of Care (CoC) Responsibilities

Operations of the CoC

Month	Activity
Jun-23	Adopt and follow a written process to select the CoC Board. The process must be reviewed, updated, and approved at least once every 5 years.
Jun-23	Appoint members to the CoC Board.
Jun-23	Select the CoC and CoC Board Chair bi-annually.
Jun-23	Review and approve the Annual Plan and CoC Governance and Policy Statements
Jun-23	Review and approve annual membership, including new members
Jun-23	Renew authority of the CoC Board
Jun-23	Submit conflict of interest disclosure statements
Jun-23	Review progress made on Diversity, Equity, and Inclusion strategy
Ongoing	Appoint additional committees, subcommittees, or work groups
Ongoing	Review, as needed, decisions made by the CoC Board, including performance targets, Partner Agency performance, outcomes of ESG and CoC funded programs, and actions against poor performers.

CoC Planning

Month	Activity
Jan-23	Review annual financial reports
Jun-23	Review and approve annual funding allocations, including ESG and CoC funds, and establish funding priorities
TBD - per HUD schedule	Review and act on the HUD CoC Application, including all relevant charts and tables
TBD - per HUD schedule	Review and act on any programs that should be removed from HUD funding and any subsequent funding reallocations, per CoC Board recommendation
TBD - per HUD schedule	Renew the authority of the Unified Funding Agency and review compliance with HUD regulations
Ongoing	Review quarterly systems and programs performance reports
Ongoing	Review and make final determination on Partner Agency appeals, if Partner Agency is not in agreement with the CoC Board determination
Ongoing	Receive updates on *A Place to Call Home: A Framework for Action to Address Homelessness in Columbus and Franklin County* (Community Framework) and *A Place to Call Home for Youth: Our Coordinated Community Plan for Youth Facing Homelessness in Columbus and Franklin County* (Youth Plan)
Ongoing	Receive community and public policy updates relevant to homelessness issues
Ongoing	Review and act on any other CoC Board recommendations

New Programs

Month	Activity
Jan-23	Review and act on new permanent supportive housing priority for consideration by the Ohio Housing Finance Agency
TBD - per HUD schedule	Review and act annually on proposed new supportive housing CoC bonus projects
Ongoing	Review and incorporate feedback from Partner Agencies on new projects and any other relevant topics
Ongoing	Review and incorporate feedback from the Citizens Advisory Council on new projects and any other relevant topics
Ongoing	Receive presentation from any new project developer about its proposal.

CoC Board Responsibilities	
Operations of the CoC	
Month	Activity
May-23	Review and recommend annual membership to the CoC
May-23	Review and recommend membership to the CoC Board
May-23	Approve bi-annually the Chair of the CoC and CoC Board
May-23	Review and recommend to the CoC the Annual Plan and the CoC Governance and Policy Statements
May-23	Review progress made on Diversity, Equity, and Inclusion strategy
CoC Planning	
Month	Activity
TBD - per HUD schedule	Receive and review HUD score for annual CoC application
Jan-23	Provide feedback and information as needed to the local government (City/County) on their Consolidated Plan
Jan-23	Approve plan/process for unsheltered Point-in-Time count
Jan-23	Review annual financial reports
Jan-23	Review and approve Monitoring Guide for Subrecipients (required for HUD CoC Registration)
Jan-23	Review and approve Procedures for High-Risk Subgrantee Management (required for HUD CoC Registration)
Apr-23	Review and approve the annual Housing Inventory Chart
Apr-23	Review and approve the annual Point in Time Count
May-23	Review and recommend CoC action on annual funding allocations, including ESG and CoC funds, and recommend funding priorities
May-23	Receive annual Program Evaluation
TBD - per HUD schedule	Review and approve Prioritization Options for annual HUD CoC application
TBD - per HUD schedule	Review and approve CoC Process for Funding Reallocation (electronic approval)
TBD - per HUD schedule	Approve HUD CoC application schedule (electronic approval)
TBD - per HUD schedule	Review and recommend CoC action on the HUD CoC Application, including all relevant charts and tables
Ongoing	Review quarterly systems and programs performance reports and occupancy reports
Ongoing	Review and act on any other HUD-mandated activity
Ongoing	Review and act on Partner Agency appeals as necessary
Ongoing	Receive updates on the Community Framework and take actions to move the framework forward
Ongoing	Receive community and public policy updates relevant to homelessness issues
Performance Monitoring	
Month	Activity
Jan-23	Review and approve annual performance standards and evaluation outcomes for ESG- and CoC-funded programs (required for annual CoC Registration)
TBD - per HUD schedule	Review existing projects and make recommendations to the full CoC for its consideration, action, and inclusion in the consolidated HUD CoC application
Ongoing	Review and recommend to the CoC any programs that should be removed from HUD funding and any subsequent funding reallocations
Ongoing	Review existing programs and recommend actions to the CoC
Ongoing	Recommend to the CoC actions against poor performers
Ongoing	Review ongoing projects that have participated in QII at the request of the Partner Agency and/or CSB

New Programs	
Month	Activity
Jan-23	Review and recommend to the CoC the permanent supportive housing priorities for consideration by the Ohio Housing Finance Agency
TBD - per HUD schedule	Make recommendations to the full CoC for its consideration and inclusion in the HUD CoC application of proposed new supportive housing bonus project(s)
Ongoing	Receive and review quarterly updates on new project developments
Ongoing	Review and incorporate feedback from Partner Agencies on new projects and any other relevant topics
Ongoing	Review and incorporate feedback from the Citizens Advisory Council on new projects and any other relevant topics
Ongoing	Receive presentation from any new project developer about its proposal.
HMIS Operations	
Month	Activity
Apr-23	Designate a single HMIS for the CoC
Apr-23	Designate a HMIS lead
Apr-23	Review and approve the HMIS policies and procedures, privacy plan, security plan and data quality plan for the operation and administration of the local HMIS

Community Shelter Board (CSB) Responsibilities	
Operations of the CoC	
Month	Activity
Jun-23	Issue conflict of interest disclosure statements
Ongoing	Staff the CoC and CoC Board and provide support
Ongoing	Act as the Collaborative Applicant for the Columbus and Franklin County CoC, per HEARTH Act
Ongoing	Act as the Unified Funding Agency for the Columbus and Franklin County CoC, per HEARTH Act
Ongoing	Act as the HMIS Lead for the Columbus and Franklin County CoC, per HEARTH Act
Ongoing	Act as the subrecipient of the ESG funds for Columbus and Franklin County
CoC Planning	
Month	Activity
Oct-22	Participate in Agency and CSB one-on-one meetings (individually scheduled)
Nov-22	Provide required information to complete the local Consolidated Plan(s)
Nov-22	Prepare and present to the CoC Board annual financial reports
Nov-22	Submit to HUD the CoC Annual Performance Reports
Nov-22	Submit to HUD and present to the CoC Board and CoC Longitudinal Systems Analysis (LSA) Data
Jan-23	Present to the CoC Board annual Program Review and Certification Summary
Jan-23	Establish annual program performance standards and provide for CoC Board review and approval
Jan-23	Plan and conduct a sheltered and unsheltered Point-in-Time count of homeless persons
Feb-23	Issue Program Outcome Plans to agencies, as part of the annual Gateway process
TBD - per HUD schedule	Announce HUD project awards
Apr-23	Process appeals for CSB funded programs
Apr-23	Submit annual Housing Inventory Chart to CoC Board for approval
Apr-23	Submit annual Point-in-Time Count data to CoC Board for approval
Apr-23	Submit Housing Inventory Chart data to HUD via Homelessness Data Exchange (HDX)
Apr-23	Submit Point-in-Time Count data to HUD via Homelessness Data Exchange (HDX)
Apr-23	Participate in Partner Agency and CSB one-on-one meetings (individually scheduled)
Apr-23	Handle POP appeals for CoC-funded Partner Agencies (non-CSB funded agencies)
May-23	Present to the CoC Board and CoC annual funding allocations, including ESG and CoC funds
May-23	Present to the CoC Board and CoC System Performance Measures
Jun-23	Certify the applicants/projects for ODOD grants
Jun-23	Report on OHFA decision on new supportive housing programs receiving tax credits

TBD - per HUD schedule	Receive and review HUD score for annual CoC application
TBD - per HUD schedule	Registration for CoC Application
TBD - per HUD schedule	Review CoC NOFA
TBD - per HUD schedule	Prepare Draft CoC Application
TBD - per HUD schedule	Review CoC Project Applications
TBD - per HUD schedule	Finalize CoC Application after CoC approval
TBD - per HUD schedule	Submit Consolidated CoC Application to HUD
Ongoing	Issue letters of support or certification on behalf of the CoC and CoC Board
Ongoing	Meet HUD record keeping requirements, including CoC records
Ongoing	Provide program and system level performance monitoring and evaluations of outcomes
Ongoing	Implement the requirements of the HEARTH Act as mandated by HUD
Ongoing	Communicate progress on the Community Framework
Ongoing	Establish and operate a coordinated assessment system for homeless individuals and families
Ongoing	Establish and consistently follow written standards for provision of ESG and CoC assistance
Ongoing	Provide Quality Improvement Intervention and review programs participating in agency/CSB Quality Improvement Interventions or "of concern" and make recommendations to the CoC Board, as needed
Ongoing	Review new projects and programs and recommend actions to the CoC Board
HMIS Operations	
Month	Activity
Ongoing	Ensure consistent participation in HMIS. Monitor that all recipients of financial assistance under the CoC and ESG programs are using the HMIS to collect client-level data on persons served.
Ongoing	Ensure the HMIS compliance with HUD requirements
Ongoing	Prepare the HMIS policies and procedures, privacy plan, security plan, and data quality plan for the operation and administration of the HMIS
Ongoing	Operate as the HMIS Lead and make system-wide decisions regarding the HMIS that impact all covered homeless organizations. HMIS Lead means the entity designated by the CoC Board with 24 CFR part 580 to operate the CoC's HMIS on the CoC's behalf.

Partner Agency Responsibilities	
Month	Activity
Oct-22	Participate in Partner Agency and CSB 1-on-1 meetings (individually scheduled)
Mar-23	Participate in Partner Agency and CSB 1-on-1 meetings (individually scheduled)
TBD - per HUD schedule	Submit CoC Project Applications
Ongoing	Review and comment on new projects prior to CoC Board review
Ongoing	Review and comment on CoC annual plan, policies, and program standards
Ongoing	Continue to develop and implement high-quality programs and services
Ongoing	Work together with conveners, collaborators, and funders to build support for programs
Ongoing	Share and implement best practices and collaborate with other Partner Agencies
Ongoing	Work together with funders to evaluate programs and engage in quality improvement activities
Ongoing	Participate in advocacy efforts
Ongoing	Meet relevant program and HUD standards and achieve program outcome goals
Ongoing	Submit an annual Program Outcome Plan consistent with HUD and CoC requirements and update Program Descriptions through the annual CSB Gateway process
Ongoing	Submit required data through HMIS
Ongoing	Provide data to CSB for HUD APR requirements, as needed
Ongoing	Participate in Quality Improvement Intervention (QII) prior to HUD funds being reduced or eliminated by the CoC
Ongoing	Appeal to the CoC if it disagrees with a recommendation by the CoC Board
Ongoing	Request a waiver from compliance with specific program performance standards
Ongoing	Submit Concept Papers and Project Plans for new supportive housing projects, for the consideration of the CoC Board and the CoC, in accordance with the standards for development of new projects, found at www.csb.org

Citizens Advisory Council & Youth Action Board Responsibilities	
Month	Activity
May-23	Submit membership recommendations to the CoC Board
Ongoing	Review and comment on new projects prior to CoC Board review