

recurring agenda item for each meeting

meeting requirement

## Rebuilding Lives Funder Collaborative (RLFC) Responsibilities

### Operations of the CoC

Month	Activity
May-18	Adopt and follow a written process to select the RLFC Board. The process must be reviewed, updated, and approved at least once every 5 years.
May-18	Appoint members to the RLFC Board every two years
May-18	Review and approve the Annual Plan and RLFC Governance and Policy Statements
May-18	Review and approve annual membership, including new members
May-18	Renew authority of the RLFC Board
May-18	Submit conflict of interest disclosure statements
Ongoing	Appoint additional committees, subcommittees, or work groups
Ongoing	Review, as needed, decisions made by the RLFC Board, including performance targets, provider performance, outcomes of ESG and CoC funded programs, and actions against poor performers.

### CoC Planning

Month	Activity
Nov-17	Review semi-annual financial reports
May-18	Receive the annual Rebuilding Lives Report Card
May-18	Receive annual Program Evaluation
May-18	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 proposed funding reallocations, per RLFC 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 and occupancy reports
Ongoing	Review and make final determination on provider appeals, if provider is not in agreement with the RLFC Board determination
Ongoing	Receive updates on the Rebuilding Lives Plan
Ongoing	Receive community and public policy updates relevant to homelessness issues
Ongoing	Review and act on any other RLFC Board recommendations

New Programs	
May-18	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 bonus projects
Ongoing	Review and incorporate feedback from Providers 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	Hear presentation from any new project developer about its proposal. The project developer will also be asked to make a presentation to the RLFC to respond to questions about its proposal
RLFC Board Responsibilities	
Operations of the CoC	
Month	Activity
May-18	Review and recommend annual membership to the RLFC
May-18	Review and recommend bi-annually membership to the RLFC Board
May-18	Review and recommend to the RLFC the Annual Plan and the RLFC Governance and Policy Statements
CoC Planning	
Month	Activity
TBD - per HUD schedule	Receive and review HUD score for annual CoC application
Nov-17	Provide feedback and information as needed to the local government (City/County) on their Consolidated Plan
Nov-17	Approve plan/process for unsheltered Point-in-Time count
Nov-17	Review semi-annual financial reports
Apr-18	Review and approve the annual Housing Inventory Chart
Apr-18	Review and approve the annual Point in Time Count
Apr-18	Review and approve Monitoring Guide for Subrecipients (required for HUD CoC Registration)
Apr-18	Review and approve Procedures for High-Risk Subgrantee Management (required for HUD CoC Registration)
May-18	Review and approve annual funding allocations, including ESG and CoC funds, and recommend funding priorities
May-18	Review semi-annual financial reports
May-18	Receive annual Program Evaluation
TBD - per HUD schedule	Review and approve Priorization Options for annual HUD CoC application (electronic approval)
TBD - per HUD schedule	Review and approve CoC Process for Funding Reallocation (electronic approval)
TBD - per HUD schedule	Approve HUD application schedule (electronic approval)
TBD - per HUD schedule	Review & recommend RLFC 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 provider appeals as necessary

Ongoing	Receive updates on the Rebuilding Lives Plan and take actions to move the plan forward
Ongoing	Receive community and public policy updates relevant to homelessness issues
Performance Monitoring	
Month	Activity
Nov-17	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 RLFC for its consideration, action, and inclusion in the consolidated HUD CoC application
Ongoing	Review and recommend to the RLFC any programs that should be removed from HUD funding and any proposed funding reallocations
Ongoing	Review existing programs and recommend actions to the RLFC
Ongoing	Recommend to the RLFC actions against poor performers
Ongoing	Review ongoing projects that have participated in QII at the request of the provider and/or CSB
New Programs	
Month	Activity
May-18	Review and recommend to the RLFC the new permanent supportive housing priority for consideration by the Ohio Housing Finance Agency
TBD - per HUD schedule	Make recommendations to the full RLFC for its consideration, action, and inclusion in the consolidated HUD CoC application of any proposed new supportive housing bonus project
Ongoing	Receive and review quarterly updates on new project developments
Ongoing	Review and incorporate feedback from Providers 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	Hear presentation from any new project developer about its proposal. The project developer will also be asked to make a presentation to the RLFC Board to respond to questions about its proposal
HMIS Operations	
Month	Activity
May-18	Designate a single HMIS for the CoC
May-18	Designate a HMIS lead
May-18	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
May-18	Issue conflict of interest disclosure statements
Ongoing	Chair the RLFC and RLFC Board and serve as the fiscal agent
Ongoing	Staff the RLFC and RLFC 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-17	Participate in Agency and CSB one-on-one meetings (individually scheduled)
Nov-17	Provide required information to complete the local Consolidated Plan(s)
Nov-17	Prepare and present to the RLFC Board semi-annual financial reports
Nov-17	Establish annual program performance standards and provide for RLFC Board review and approval
Jan-18	Plan and conduct a sheltered and unsheltered Point-in-Time count of homeless persons
Feb-18	Issue Program Outcome Plans to agencies, as part of the annual Gateway process
TBD - per HUD schedule	Announce HUD project awards
Apr-18	Process appeals for CSB funded programs (CSB Board Chair)
Apr-18	Submit annual Housing Inventory Chart to RLFC Board for approval
Apr-18	Submit annual Point-in-Time Count data to RLFC Board for approval
Apr-18	Submit Housing Inventory Chart data to HUD via Homelessness Data Exchange (HDX)
Apr-18	Submit Point-in-Time Count data to HUD via Homelessness Data Exchange (HDX)
Apr-18	Participate in Agency and CSB one-on-one meetings (individually scheduled)
Apr-18	Handle POP appeals for CoC-funded Provider Agencies (non-CSB funded agencies)
May-18	Present to the RLFC Board annual funding allocations, including ESG and CoC funds, and semi-annual financial reports
Apr-18	Present Program Review and Certification Summary to RLFC Board
Jun-18	Certify the applicants/projects for ODSA grants
Jun-18	Report on OHFA decision on new supportive housing programs receiving tax credits
TBD - per HUD schedule	Receive and review HUD score for annual application
TBD - per HUD schedule	Registration for CoC Application
TBD - per HUD schedule	Review CoC NOFA

TBD - per HUD schedule	Facilitate HUD Application Review
TBD - per HUD schedule	Prepare Draft CoC Application
TBD - per HUD schedule	Review CoC Project Applications
TBD - per HUD schedule	Finalize CoC Application after RLFC approval
TBD - per HUD schedule	Submit Consolidated CoC Application to HUD
Ongoing	Issue letters of support or certification on behalf of the RLFC and RLFC 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 Rebuilding Lives Plan progress to the community, including an annual Report Card
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 RLFC Board, as needed
Ongoing	Review new projects and programs and recommend actions to the RLFC Board
<b>HMIS Operations</b>	
Month	Activity
Ongoing	Ensure consistent participation in HMIS. Monitor that all recipients of financial assistance under the CoC and ESG programs and any programs funded previously through McKinney-Vento Act (SHP, SPC, SRO) 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 RLFC Board with 24 CFR part 580 to operate the CoC's HMIS on the RLFC's behalf.
<b>Provider Responsibilities</b>	
Month	Activity
Oct-17	Participate in Agency and CSB 1-on-1 meetings (individually scheduled)
Apr-18	Participate in 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 RLFC Board review
Ongoing	Review and comment on RLFC 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 providers
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 RLFC requirements and update Program Descriptions through the annual CSB Gateway process
Ongoing	Submit required data through Columbus ServicePoint (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 RLFC
Ongoing	Appeal to the RLFC if it disagrees with a recommendation by the RLFC 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 RLFC Board and the RLFC, in accordance with the standards for development of new projects, found at <a href="http://www.csb.org">www.csb.org</a>

### Citizens Advisory Council Responsibilities

Month	Activity
Apr-18	Submit membership recommendations to the RLFC Board
Ongoing	Review and comment on new projects prior to RLFC Board review