



Thank you for your interest in becoming a part of the Fulton County Continuum of Care (CoC). Joining our efforts presents a fulfilling opportunity to contribute to ending homelessness in Fulton County.

The Fulton County CoC collaborates closely with its members to spearhead a unified mission aimed at eradicating homelessness through a variety of programs and initiatives. One such initiative is the Point In Time Homeless Count, an annual event where volunteers conduct a count of unsheltered people experiencing homelessness.

Whether you're interested in volunteering, joining a committee, or supporting best practices across our 14-city region, we invite your involvement as a valued member.

To begin, please complete the membership application survey attached. This will provide you with insights into the expectations and commitments associated with CoC membership, as well as allow you to indicate your interest in joining a committee.

We look forward to your participation and contribution to our shared goal of ending homelessness in Fulton County.

Sincerely,

Sheila Louder, Chair
Fulton County Continuum of Care

Stan Wilson, Director
*Fulton County, Department of
Community Development*

OVERVIEW

The Fulton County Continuum of Care (CoC) is accepting applications for membership from organizations and unaffiliated individuals interested in collaborating to end homelessness and mitigate its impact. Membership will be renewed on an annual basis, and both organizations and individuals will have voting rights.

The CoC aims to develop an inclusive, diverse, and engaged group of members who are committed to:

- Engaging the community to address underlying causes,
- Providing prompt and straight-forward access to a coordinated crisis response system that works to divert households at-imminent risk of homelessness and quickly rehouse households experiencing literal homelessness,
- Expanding, sustaining, and developing new affordable housing options and supports to meet the changing circumstances of homeless individuals and families.

DUTIES

Participate in committees to advise the CoC Board on policies, recommend funding priorities, and vote on governance matters such as revisions to the CoC Charter.

ELIGIBILITY REQUIREMENTS

An unaffiliated individual confirms they are not employed by an organization applying for membership with the Continuum of Care.

COMMITMENT REQUIREMENTS

Member organizations and unaffiliated individuals are required to actively contribute to the CoC's objectives and participate in decision-making processes that impact homelessness initiatives within the community. The commitment requirements for members of the Fulton County Continuum of Care include:

- Active Participation (attend, at least, 50% of CoC membership meetings annually),
- Support the CoC's mission to end homelessness,
- Adhere to CoC policies, procedures, and regulatory requirements,
- Renew membership on an annual basis to maintain active involvement and voting privileges,
- Provide updates, reports, and feedback as necessary to ensure accountability and effective governance, and
- Sign the Fulton County CoC's Conflict of Interest Form.

1. Name _____
2. Agency/Organization Name (if applicable) _____
3. Telephone Number _____
4. Email Address _____
5. Is your agency/organization a 501c3?
☐ Yes

☐ No

☐ Not applicable
6. If no, which one of the following best describes your agency/organization?
☐ Government agency

☐ Business or for-profit organization

☐ Private or philanthropic foundation/funder

☐ Faith-based organization/place of worship

☐ Not applicable

☐ Other (check and enter your answer) _____
7. My agency/organization serves people in:
☐ Fulton County only

☐ Fulton County (including City of Atlanta)

☐ Other (check and enter your answer) Please provide detail

8. What is your agency/organization's mission or purpose? _____

9. What services does your agency/organization provide? _____
10. Please explain why you would like to become a member of the Fulton County CoC.

11. Please list any previous or current board, volunteer, or leadership experience.

12. What do you believe are the two most significant challenges when it comes to addressing homelessness?

13. If your agency/organization focuses on a specific subpopulation, please select the target population(s).

☐ People Experiencing Chronic Homelessness

☐ Domestic Violence Survivors

☐ Families

☐ Human Trafficking Survivors

☐ Intellectual and Developmental Disability

☐ Mental Health and Behavioral Health

☐ Physical Disability

☐ Seniors (55+)

☐ Substance Use Disorder

☐ Veterans

☐ Youth and Young Adults

☐ No specific target population

☐ Other (please describe)

JOIN A COMMITTEE!

Fulton County has the following standing committees under the oversight of the Board: Executive and Governance, System Performance and HMIS, Coordinated Entry System (CES), Point-In-Time, Youth Advisory and Rank and Review. The goal is to have at least one member serve on each committee.

☐ **EXECUTIVE AND GOVERNANCE COMMITTEE**

PURPOSE AND RESPONSIBILITIES

The Executive and Governance Committee serves as a liaison between Fulton County and the CoC Lead Agency and the CoC Board to ensure the business of the board has oversight and direction.

- Reviews policies and procedures, including the Governance Charter and Written Standards.
- Guides agenda for CoC Board and membership meetings.
- Provides leadership to ensure compliance with local and federal policies governing the CoC.
- Makes recommendations to the CoC Board on items for voting.
- Leads the Collaborative Applicant, HMIS Lead, Coordinated Entry System (CES) Lead evaluations and makes performance recommendations.
- Holds unscheduled, emergency meetings as issues arise.
- Develops and updates the Collaborative Applicant, HMIS Lead and CES Lead MOUs annually.
- Recruits new CoC Board members and general members.
- Leads strategic planning activities on behalf of the Fulton County CoC.

COMPOSITION (5)

The committee consists of five seats:

Chair (1), Vice Chair (1), Secretary (1), (1) ESG recipient (subject to funding), (1) Representative from other constituencies (Funders, Key stakeholders, etc.), the Director of the Continuum of Care Lead Agency or designee will participate in a non-voting capacity.

Estimated Time Commitment: 2 hours monthly (Could be more when documents are being reviewed/revised)

☐ **SYSTEM PERFORMANCE AND HMIS COMMITTEE**

PURPOSE AND RESPONSIBILITIES

The System Performance and HMIS Committee supports system wide planning to help the overall housing and services system meet the needs of individuals, including unaccompanied youth, and families experiencing homelessness. With the assistance from the HMIS Lead Agency, the Committee is responsible for carrying out responsibilities as listed below:

System Performance

- Mapping how the homeless system of services functions, including inventorying of major programs and resources, to inform the Fulton County CoC Board and public.
- Conducting the annual gaps analysis and presenting to the CoC Board.
- Evaluating system-level performance using HUD and community performance measures.
- Reviewing and providing feedback as needed on aspects related to the CoC NOFO Competition and its components:
 - Project priorities list.
 - Community narrative
 - Planning application
- Reviewing and providing feedback as needed on aspects related to system performance and planning activities.
- The annual Housing Inventory Count.
- Performance targets set in the project review tools developed by the Rank and Review Committee.
- Point-in-Time Counts.
- The annual CoC application.
- Strategic plans and community initiatives.

Data Management

- Ensuring HMIS is operated in compliance with HUD.
- Reviewing local reports to ensure accuracy.
- Ensuring accurate, timely and comprehensive data is available to inform Fulton County CoC activities.
- Reviewing and recommending changes to the Fulton County CoC Board on privacy, security, and data quality plans consistent with HUD regulations and notices.
- Developing and regularly reviewing HMIS policies and procedures materials.
- Assisting in the evaluation of the HMIS Lead, as requested by the Fulton County CoC Board and ensuring the Lead Agency successfully completes the following:
 - The annual Housing Inventory Count.
 - The Homeless Point-in-Time Count
 - HUD System Performance Measures (SPM)
 - Longitudinal Systems Analysis (LSA)

COMPOSITION (6-9)

A minimum of one CoC Board member, lived experience, CoC members, HMIS Administrator, Coordinated Entry (CE) staff and service providers.

Estimated Time Commitment: 2 hours monthly

☐ **COORDINATED ENTRY SYSTEM (CES) COMMITTEE**

PURPOSE AND RESPONSIBILITIES

The Coordinated Entry System (CES) Committee guides the operation and course of the coordinated entry structure and determines how the system will address the needs of homeless individuals and families.

- Engages in ongoing planning for the CES.
- Facilitates and supports communication efforts for community-wide education on the CES.
- Investigates and resolves consumer and provider complaints or concerns about the process.
- Provides information and feedback to the CoC community partners and CoC Board about the process.
- At least annually, evaluates the efficiency and effectiveness of the CES Lead and the coordinated assessment process.
- Reviews performance data from the coordinated assessment process as it relates to access, assessment, prioritization, and referral.
- Recommends changes and/or improvements to the process, based on data and feedback to the CoC Board.

COMPOSITION (6-9)

A minimum of one CoC Board member lived experience, CoC members, HMIS Administrator, CE staff.

Estimated Time Commitment: 2 hours monthly

PURPOSE AND RESPONSIBILITIES

Working with the CoC Lead Agency/Collaborate Applicant who prepares the documents and reporting out to the CoC Board for approval or adoption, areas of responsibility include:

☐ **POINT-IN-TIME COUNT COMMITTEE**

PURPOSE AND RESPONSIBILITIES

The role of Point-in-Time (PIT) Count Committee is to engage the broader CoC community in the planning, implementation, and debriefing of the annual PIT Counts. Activities include:

- Serving as the formal mechanism for the CoC Board to engage with the Lead Agency/Collaborative Applicant, consultants in the planning and implementation of the count.
- Engage with the Lead Agency, including the selection of research consultant, to review and provide input on the process, methodology and survey content and the final reporting of results after the count.
- Provide regular updates, as well as recommendations as needed, to the System Performance Evaluation Committee and/or the CoC Board on the planning of the unsheltered count efforts of the annual homeless PIT Count.
- Research and define best practices to ensure representation of all community subpopulations in the PIT Count.

COMPOSITION (8-10)

A minimum of one CoC Board member, lived experience, HMIS Administrator, CE staff, municipalities, PIT volunteer(s), providers.

Estimated Time Commitment: Min. Monthly meetings from August through February

☐ **YOUTH ADVISORY COMMITTEE**

PURPOSE AND RESPONSIBILITIES

The Youth Advisory Committee serves as the youth-led oversight body to the Fulton County CoC Board. The committee is comprised of youth and young adults and youth and young adults with lived experience of homelessness and/or housing instability. The Committee provides expertise and guidance to the CoC Board as it relates to strategies to proven and end homelessness.

- Providing guidance and policy recommendations on the implementation, administration and oversight of services impacting youth who are experiencing homelessness or at risk of homelessness.
- Guiding ongoing planning of homeless youth services and strategies to serve youth experiencing homelessness more effectively throughout the CoC.
- Assist in the development and design of applications for funding for youth homelessness projects.
- Integrates youth input throughout the CoC and coordinates youth focused activities with other committees, work groups, the HMIS Lead, and the CoC Lead/Collaborative Applicant.

COMPOSITION (6-9)

A minimum of Lived experience, youth, youth services providers, one CoC Board member, CE staff.

Estimated Time Commitment: 2 hours monthly

☐ **RANK AND REVIEW COMMITTEE**

PURPOSE AND RESPONSIBILITIES

The Rank and Review Committee holds the primary responsibility for overseeing a collaborative process to select projects for the annual HUD CoC funding application (NOFO) and for evaluating project performance of HUD-funded activities. Activities include:

- In consultation with funding recipients, establishing performance targets by population and program type, which includes soliciting the review and input of the Systems Performance Evaluation Committee.
- Implementing the review and rank process, including determining funding priorities, and making funding recommendations for the CoC funding application, which reflect established performance targets.
- In consultation with funding recipients, establish written standards (including policies for reallocating funding).

COMPOSITION (6-9)

A minimum of one CoC Board member lived experience, CoC members, HMIS Administrator, CE staff, funders.

Estimated Time Commitment: 2 hours monthly