ARTICLE 1: NAME
The name of this group shall be the Los Angeles Continuum of Care and shall hereafter be referred to as the LA CoC.

ARTICLE 2: AUTHORITY
The Continuum of Care (CoC) Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act. The program is designed to: promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, states, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

ARTICLE 3: DEFINITION AND MISSION
A Continuum of Care is a group required under the CoC Program composed of representatives of organizations in a geographic area including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.

The LA CoC coordinates public and community-based housing and services to assist persons who are homeless or at imminent risk of homelessness in Los Angeles County (LA County) to obtain permanent housing, increase economic stability, and promote housing stability. The LA CoC addresses critical issues related to homelessness through a coordinated community-based process of identifying and addressing needs utilizing U.S. Department of Housing and Urban Development (HUD) funding, as well as other sources of funding. The objectives of the LA CoC are often achieved through the work of the local homeless coalitions and subcommittees that help comprise the LA CoC. The LA CoC geography includes 85 of the 88 separate cities within LA County. LA County is also divided into eight geographic areas designated as Service Planning Areas (SPA’s), each expected to have a proportional share of homeless services.

ARTICLE 4: STRUCTURE

Section 1: LA CoC

A. Membership

1 42 U.S.C. 11381-11389.
2 Excluding the cities of Glendale, Long Beach, and Pasadena, as each maintains its own CoC.
**Full Membership:** The Full Membership of the LA CoC consists of persons in LA County (with the exception of Glendale, Long Beach, and Pasadena) interested in collaborative, solution-oriented planning to address homelessness. All persons who attend the SPA homeless coalition meetings shall be deemed LA CoC members.

**Representative Membership:** Recognizing the administrative challenge of convening the Full Membership of the LA CoC which spans across LA County, the Representative Membership of the LA CoC consists of 55 of the 58 members of the Regional Homelessness Advisory Council (RHAC), excluding the three members representing the CoCs of Glendale, Long Beach, and Pasadena. The Representative Members vote on matters under the purview of the LA CoC.

**B. Responsibilities**

The LA CoC addresses critical issues related to homelessness through a coordinated community-based process of identifying and addressing needs utilizing not only HUD resources, but also other sources of funding. This charge is often achieved through the work of the local coalitions, planning bodies, and LA CoC committees, subcommittees, and workgroups that comprise the LA CoC.

The 55-member Representative Membership of the LA CoC is responsible for approving the LA CoC governance charter and carrying out the LA CoC responsibilities. The majority of the LA CoC responsibilities, listed below, have been assigned to other entities as described in Section 3 and as set forth in Appendix A: Assignment of Continuum of Care Responsibilities.

**Operate the Continuum of Care**

1. Hold meetings of the Full Membership, with published agendas, at least semi-annually.
2. Make an invitation for new members to join publicly available within the geographic at least annually.
3. Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every five years. See Appendix B: Los Angeles Continuum of Care Board Selection and Recusal Process.
4. Appoint additional committees, subcommittees, or workgroups.
5. In consultation with the Los Angeles Homeless Services Authority (LAHSA), the collaborative applicant and Homeless Management Information System (HMIS) lead (see LAHSA in Section 3), develop, follow, and update annually a governance charter,

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3 The Regional Homelessness Advisory Council (RHAC) is a public-private advisory council created in 2016 by the City and County of Los Angeles in their respective comprehensive homeless strategies. The 58 members include multi-sector representatives throughout LA County, including twenty-four (24) seats have been designated for the public sector, twelve (12) for providers, five (5) for the education sector, three (3) for the business community, two (2) for formerly homeless community members, two (2) for advocate organizations, two (2) for health systems sector, two (2) for the philanthropy sector, one (1) for the LAHSA Commission, one (1) designated for the LAHSA Executive Director and one (1) designated as a representative from United Way of Greater Los Angeles and Home For Good. The role of the RHAC is to provide a framework for broad-based, collaborative, and strategic leadership on homeless planning and service coordination throughout Los Angeles County.

Approved Charter March 6, 2019
code of conduct, and recusal process for the board, its chair(s), and any person acting on behalf of the board.

6. Establish LA CoC project performance targets appropriate for specific populations and LA CoC component type in consultation with Emergency Solution Grant (ESG) recipients and subrecipients.

7. Monitor LA CoC and ESG recipients and subrecipients performance, evaluate outcomes, and recommend actions to improve the work of underperformers.


9. Establish policies and procedures for a coordinated entry system (CES) in consultation with recipients of ESG funds. The LA CoC must develop specific policies to guide the operations of a CES on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers.

10. Operate a CES in consultation with recipients of ESG funds.

11. Establish and follow written standards for providing LA CoC assistance in consultation with recipients of ESG funds. At a minimum, these written standards must include policies and procedures and/or standards for: evaluating individuals’ and families’ eligibility for assistance; determining and prioritizing which eligible individuals will receive transitional housing assistance (including emergency transfer priority); determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance; and determining and prioritizing which eligible individuals and families will receive permanent supporting housing assistance (including emergency transfer priority).

**Designate and Operate an HMIS**

12. Designate a single HMIS for the LA CoC geographic area and designate an eligible applicant to manage its HMIS (known as the HMIS lead, i.e. LAHSA).

13. Review, revise, and approve privacy, security, and data quality plans for the HMIS.

14. Ensure consistent participation of recipients and subrecipients in the HMIS.

15. Ensure that the HMIS is administered in compliance with HUD requirements.

**Continuum of Care Planning**

16. Develop a plan that coordinates implementation of a housing and service system that meets the needs of the persons experiencing a housing crisis. At a minimum, such system encompasses: outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies.

17. Conduct, at least biennially, a Point-in-Time (PIT) count of homeless persons that meets HUD's requirements, including: homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans (i.e. unsheltered persons); persons living in emergency shelters and transitional housing projects (i.e. sheltered persons).
18. Conduct an annual gaps analysis of homeless needs and services.
19. Provide information required to complete the Consolidated Plan(s).
20. Consult with State and local ESG recipients on the plan for allocating ESG funds and reporting and evaluating performance of ESG program recipients and subrecipients.
21. Develop the emergency transfer plan for the LA CoC in accordance with the Violence Against Women Act.
22. Design, operate, and follow a collaborative process for the development of applications and approve submission of applications in response to a LA CoC Program Notice of Funding Availability (NOFA).
23. Establish priorities for funding projects.
24. Designate LAHSA as the collaborative applicant to submit the LA CoC Program NOFA application on behalf of the LA CoC.
25. Establish an appeals and grievance process to consider and resolve conflicts arising from LA CoC Program allocation decisions.

C. Meetings

Full Membership: To accommodate the size of LA County, meetings of the Full Membership of the LA CoC will be facilitated in each SPA, quarterly. All meetings will be open to the public.

Representative Membership: The Representative Membership of the LA CoC will meet annually, and as needed when action is required. A quorum is required to vote on LA CoC matters. LA CoC Representative Membership meetings will abide by the State of California’s Brown Act, which guarantees the public’s right to attend and participate in meetings.4

Section 2: LA CoC Board

A. Membership

The LA CoC Board membership must be representative of the relevant organizations and of projects serving homeless subpopulations and include at least one homeless or formerly homeless individual. The LA CoC Board shall be comprised of seventeen (17) individuals concerned with the development and coordination of the homeless assistance system in Los Angeles County, through an annual nominating and/or election process as identified in Appendix B. The LA CoC Board shall include both elected members from each SPA and appointed at-large members representing the CoC’s Full Membership.

B. Responsibilities

The responsibilities of the LA CoC Board are identified in Appendix A.

C. Meetings

The LA CoC Board will meet monthly throughout the calendar year and may meet more often as deemed necessary to carry out its responsibilities. A quorum is required to vote on LA CoC matters. LA CoC Board meetings will abide by the State of California’s Brown Act, which

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4 California Government Code 54950 et seq.

Approved Charter March 6, 2019
guarantees the public’s right to attend and participate in meetings.\(^5\)

Section 3: Entities with Assigned LA CoC Responsibilities

A. The Los Angeles Homeless Services Authority
LAHSA is a joint powers authority of the City and County of Los Angeles, created in 1993 to address the problems of homelessness throughout LA County. The LA CoC designates LAHSA as the HMIS lead, the management entity for CES, and the collaborative applicant responsible for administering planning and funding for homelessness assistance throughout the LA CoC. The responsibilities of LAHSA and the LAHSA Commission are identified in Appendix A.

B. LA County CES Policy Council
The LA CoC designates the LA County CES Policy Council as the policy oversight entity for CES. The LA County CES Policy Council is a committee of the RHAC and is comprised of individuals who have practical knowledge and experience of system operations. The responsibilities of the LA County CES Policy Council are identified in Appendix A.

ARTICLE 5: CODE OF CONDUCT AND CONFLICT OF INTEREST

A. Code of Conduct
LA CoC members must always conduct themselves with the highest ethical standards. Members are required to follow the code of conduct included in Appendix C: Los Angeles Continuum of Care Code of Conduct.

B. Conflict of Interest
All LA CoC members who are affiliated with, or representatives of organizations seeking, or considering seeking, funds under the endorsement of the LA CoC, must abide by CoC regulations pertaining to conflicts of interest.\(^6\) Conflicts of interest, and even the appearance of a conflict of interest, must be avoided.

ARTICLE 6: AMENDMENTS
This charter may be amended by a majority vote at a meeting of the Representative Membership of the LA CoC, with a quorum present, provided that the proposed amendment(s) shall have been submitted in writing to each member at least 10 business days before action is taken by the LA CoC Representative Membership.

\(^5\) California Government Code 54950 et seq.
\(^6\) See 24 CFR § 578.95.
## Appendix A: Assignment of Los Angeles Continuum of Care Responsibilities

<table>
<thead>
<tr>
<th>Los Angeles Continuum of Care Responsibilities</th>
<th>Assignment of Lead Responsibilities</th>
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<tbody>
<tr>
<td></td>
<td>LA CoC Representative Membership</td>
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<tr>
<td>1. Hold meetings of the Full Membership, with published agendas, at least semi-annually. This may include serial meetings of SPA homeless coalitions.</td>
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<tr>
<td>2. Make an invitation for new members to join publicly available within the geographic area at least annually.</td>
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<td>3. Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every five years.</td>
<td>Primary</td>
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<tr>
<td>4. Appoint additional committees, subcommittees, or workgroups.</td>
<td>Primary</td>
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<td>5. In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead (i.e. LAHSA), develop, follow, and update annually a governance charter, code of conduct, and recusal process for the board, its chair(s), and any person acting on behalf of the board.</td>
<td>Primary</td>
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<tr>
<td>6. Establish LA CoC project performance targets appropriate for population and LA CoC component type in consultation with Emergency Solution Grant (ESG) recipients and subrecipients.</td>
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<td>7. Monitor LA CoC and ESG recipients and subrecipients performance, evaluate outcomes and recommend actions against poor performers.</td>
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<td>8. Report to HUD results of LA CoC and ESG recipients and subrecipients performance and outcomes.</td>
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<td>9. Establish policies and procedures for a centralized or coordinated entry system (CES) in consultation with recipients of ESG funds (i.e. CES policy oversight entity).</td>
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<td>12. Designate a single Homeless Management Information System (HMIS) for the LA CoC geographic area and designate an eligible vendor to manage its HMIS.</td>
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<td>13. Review, revise, and approve privacy, security and data quality plans.</td>
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<td>14. Ensure consistent participation of recipients/subrecipients in HMIS.</td>
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<td>15. Ensure that the HMIS is administered in compliance with HUD requirements.</td>
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<td>16. Coordinate implementation of a housing and service system for persons experiencing a housing crisis.</td>
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<td>17. Conduct, at least biennially, a Point-in-Time (PIT) count of homeless persons that meets HUD's requirements.</td>
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<td>19. Provide information required to complete the Consolidated Plan(s).</td>
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<td>20. Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.</td>
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<td>21. Develop the emergency transfer plan in accordance with the Violence Against Women Act for the Continuum of Care.</td>
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<td>22. Design, operate and follow a collaborative process for the development of applications and approve submission of applications in response to a LA CoC Program Notice of Funding Availability (NOFA).</td>
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<td>23. Establish priorities for funding projects.</td>
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<td>24. Designate a Collaborative Applicant (i.e. LAHSA) to submit the LA CoC Program NOFA application on behalf of the LA CoC membership</td>
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<td>25. Establish an appeals and grievance process to consider and resolve conflicts arising from LA COC Program allocation decisions.</td>
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Appendix B: Los Angeles Continuum of Care Board Selection and Recusal Process

LA CoC Board Selection Process
The LA CoC Board shall be comprised of seventeen (17) individuals interested in the development and coordination of the homeless assistance system in Los Angeles County, through a nominating and/or election process managed by LAHSA. Membership shall include both elected members from each SPA and at-large members representing the greater Los Angeles metropolitan region. The LA CoC Board shall, to the greatest extent possible, include a balanced representation from governmental sectors (e.g. City of Los Angeles vs. County of Los Angeles), subpopulation groups (e.g. providers primarily serving families, single adults or youth), CoC component types (e.g. homeless assistance agencies primarily providing emergency shelter, transitional housing, rapid re-housing, permanent supportive housing, or supportive services) and service planning areas throughout the LA CoC. No more than eight (8) homeless assistance provider representatives (either elected or at-large) shall be members of the LA CoC Board at one time. At least two (2) LA CoC Board members shall represent persons with lived experience as either currently experiencing homelessness or having formerly experienced homelessness.

SPA Representative Member Selection
No more than eight (8) SPA representatives will be selected by each of the eight SPAs through a public election process managed by LAHSA following an open solicitation and application process. SPA representative members shall represent any of the following constituent groups:
- Providers of housing and services for persons experiencing a housing crisis (services may include case management, housing location assistance, supports in increasing income, applying for public benefits, etc.)
- Homeless or formerly homeless individuals and families
- Non-profit organizations representing veterans and individuals with disabilities
- Victim service providers, providing specialized services and advocacy to persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, and human trafficking

At-Large Member Selection
No more than nine (9) at-large representatives will be selected by the LA CoC Representative Membership upon recommendation from the LA CoC Board following an open solicitation and application process managed by LAHSA. At-large representative members shall represent any of the following constituent groups:
- Faith-based organizations
- Public housing agencies
- Advocates
- People with lived experience
- Mental health agencies
- School districts
- Hospitals or other federally qualified health centers

Approved Charter March 6, 2019
• Universities
• Affordable housing developers
• Law enforcement
• Representatives of business and financial institutions
• Representatives of private foundations and funding organizations
• Rental property owners and managers
• Victim service providers, providing specialized services and advocacy to persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, and human trafficking

LA CoC Board Recusal Process
All LA CoC Board members, including the board chair(s), who are affiliated with, or representatives of, organizations seeking, or considering seeking, funds under the endorsement of the LA CoC, must adhere to the following:

A. Member shall disclose to the LA CoC Board any conflict or appearance of conflict which may or could be reasonably known to exist.
B. Member shall not vote on any item that would create a conflict or appearance of conflict.
C. Member shall not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
D. Member shall not lobby or seek information from any other member of the LA CoC Board if such action would create a conflict or the appearance of a conflict.
Appendix C: Los Angeles Continuum of Care Code of Conduct

The LA CoC Code of Conduct represents the CoC’s commitment to high standards. The following standards should be regarded as minimum expectations for conduct. LA CoC members, and those conducting official business on behalf of the LA CoC, will act in accordance with and maintain the highest standards of professional integrity, impartiality, diligence, creativity and productivity. LA CoC business will be conducted in a manner that reflects the highest standards and in accordance with federal, state, and local laws and regulations.

1. Compliance with Policies
   Members will conduct the LA CoC business in accordance with respective bylaws (where applicable) and conflict of interest policies.

2. Confidentiality
   Members must maintain the highest standards of confidentiality regarding information obtained directly or indirectly through their involvement with the LA CoC. This includes but is not limited to information about members and their organizations and funded agencies. Members must also avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.

3. Impartiality
   Member agencies shall act impartially and with integrity. Members will:
   a. Not knowingly be a party to or condone any illegal or improper activity.
   b. Not directly, or indirectly, seek personal gain which would influence, or appear to influence, the conduct of their duties.
   c. Not exploit LA CoC professional relationships for personal or financial or professional gain.
   d. Be alert to the influences and pressures that interfere with the professional discretion and impartial judgment required for the performance of members.

4. Fraud
   The term fraud refers to, but is not limited to: intentionally entering false or erroneous information into electronic software systems; any dishonest or fraudulent act; forgery or alteration of any official document; misappropriation of funds, supplies, or continuum of care materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records, furniture, fixtures, or equipment; accepting or seeking anything of material value from vendors or persons providing services or materials to the continuum of care for personal benefit; or any similar or related irregularities. Fraudulent acts will not be tolerated and may result in termination from LA CoC membership.

5. Gifts or Honoraria
   It is not permissible to offer or accept gifts, gratuities, excessive favors or personal rewards
intended to influence the LA CoC’s decisions or activities.

6. **Harassment**
   Harassment will not be tolerated and may result in disciplinary measures up to and including removal from LA CoC membership.

7. **Laws and Regulations**
   LA CoC business will be conducted in a manner that reflects the highest standards and in accordance with all federal, state, and local laws and regulations.