



PUBLIC NOTICE

SOLICITATION FOR MEMBERSHIP

NYC Coalition on the Continuum of Care Steering Committee

The NYC Coalition on the Continuum of Care (NYC CCoC) is now accepting applications for the **17 seats** of the newly restructured NYC CCoC Steering Committee. For the inaugural class of Steering Committee members, terms will be staggered for two or three years. Term selections will occur after the election by a random lottery. Terms will begin on January 1, 2020. Please note that applicants may only apply for one seat category.

The 17 available seats of the NYC CCoC Steering Committee include:

- Two (2) At-Large members
- Four (4) Coalition representatives
- Four (4) Government representatives
- Four (4) Persons with Lived Experience
- Three (3) Non-profit organizations

The following parties are eligible to vote in Steering Committee elections:

- One (1) vote per CoC-funded organization
- One (1) vote per Youth Action Board member
- One (1) vote per Persons with Lived Experience Committee member
- One (1) vote per current CoC Steering Committee member

The NYC CCoC Steering Committee provides overall leadership to ensure the CCoC carries out its vision and meets all HUD mandates and requirements. The Steering Committee is responsible for the implementation of the strategic plan developed by the Advisory Council and is involved in the overall management of the Continuum. The Steering Committee provides direction to and coordinates the efforts of CCoC Committees, approves and sets policy priorities, and communicates with the public and external stakeholders to build their understanding of homelessness and the solutions required to prevent and eradicate it. The Steering Committee votes on operation-focused matters, while all votes tied to funding decisions and ranking priorities are made by the Independent Review Team (IRT).

Application Submission Details

Applications due October 31st, 2019

Email to: NYCCoC@dss.nyc.gov – ATTN: 2020 Steering Committee Elections

By Mail/In Person: C/o Amanda Slater, NYC Coalition on the Continuum of Care -150 Greenwich Street, NYC, NY, 10007

With questions, please contact Linda Camoin (linda.camoin@otda.ny.gov), NYC CCoC Governance Committee Chair, or Emma Cathell (cathellemm@dss.nyc.gov).



I. ELECTION PROCESS

October 4th	Applications available online. <i>Hard copies are available at NYC DSS (150 Greenwich Street/4 WTC). Contact Emma Cathell (cathellemm@dss.nyc.gov) if you would like a hard copy of the application.</i>
October 31st	<u>Application due October 31st, 2019.</u>
November 4–12th	Nominating Committee reviews applications and determines eligibility. <i>The Nominating Committee is a subset of the Governance Committee composed of three-five (3-5) CCoC members who conduct a threshold review to ensure all applications meet minimum eligibility requirements needed to appear on the ballot.</i>
November 13th	Candidates are informed if they will appear on the ballot.
November 15th	Presentation of Candidates <i>All Candidates that will appear on the ballot have the opportunity to give a short introduction at the November CCoC Community Meeting. Introductions should not exceed two (2) minutes.</i>
November 18th	Electronic ballots distributed for voting.
November 27th	Voting closes.
December 20th	Election results announced.
January 1st, 2020	The Steering Committee term begins.

Steering Committee membership expectations:

- i. Commit to a two-year term. Terms are staggered; there is no limit on the number of terms members can serve.
- ii. Attend all meetings, including eight (8) Steering Committee meetings and quarterly Advisory Council meetings. Members who remain in good standing will be eligible for reelection.
- iii. Co-chair or serve as an active member on at least one Committee, Subcommittee, or Taskforce (see below).
- iv. Remain up-to-date on current HUD CoC rules, regulations, notices and other guidance.
- v. Follow up and dedicate time outside of meetings to ensure Steering Committee and standing committee business is carried out (i.e. emails, conference calls, outreach, etc.).
- vi. Disclose any conflicts to the CCoC Steering Committee Co-Chairs and abstain from any votes where they find themselves in conflict.
- vii. Abide by member expectations outlined in established bylaws.



II. ELIGIBILITY REQUIREMENTS

At-Large Representatives (2 Seats)

- a) **The purpose of At-Large membership is to:** bring a unique perspective of the larger community to the NYC CCoC.
- b) **Definition:** An individual or entity that has a demonstrated interest in ending homelessness in NYC and has expertise in a specific area that will be of value to the NYC CCoC.
- c) The following criteria **would disqualify** an individual from applying for At-Large membership
 - i. Being employed by an organization that receives CoC funding

Coalition Representatives (4 Seats)

- a) **The purpose of coalition membership is to:** bring the perspective of those who deliver housing and services to homeless New Yorkers and to communicate NYC CCoC issues to their constituent providers and clients.
- b) **Definition:** A group of at least five organizations that has come together with a priority to advocate for services and/or needs of homeless or formerly homeless individuals and families. Coalitions must meet the following criteria:
 - i. A mechanism for new members to join;
 - ii. Independent organization with its own system of governance, i.e., elected officers, board of directors/steering committee, by-laws;
 - iii. Conduct meetings at least four times a year;
 - iv. Must be actively engaged in planning and advocacy for individuals and families experiencing homelessness.

Please attach:

- Agendas or Sign-ins from the last two (2) meetings of the Coalition
- Copy of the mission statement of the Coalition, and
- Copy of the coalition's by-laws or governance documents

Government Representatives (4 Seats)

- a) **The purpose of government membership is to:** bring the perspective of State and local government that fund housing and services for homeless New Yorkers; improve interagency coordination to end homelessness; and disseminate information about the NYC CCoC within their agency.
- b) **Definition:** A government agency applicant must meet the following criteria:
 - i. Has significant oversight with homeless services and housing programs in New York City;
 - ii. Is a NYC, NY State or, a Federal agency (excluding HUD).

Persons with Lived Experience (4 Seats)

- a) Persons with lived experience are a voice of representation and advocacy on behalf of currently or formerly homeless individuals in New York City. These members provide valuable input and perspective to the CCoC to ensure our work is collaborative and meets the needs of those currently experiencing homelessness or who are receiving services. They communicate decisions made by our CCoC to currently and formerly homeless persons and encourage others with lived experience to participate in the CoC and work to end homelessness.
- b) **Definition:** Applicants must meet the following criteria:
 - i. An individual who is currently or has formerly experienced homelessness in New York City.
 - ii. Two seats are reserved for youth representation (ages 18-24) and two seats will be open for any individual (no age requirement) who has experienced homelessness.



Non-profit Organizations (3 Seats)

- a. **The purpose of the non-profit organization membership is to:** offer perspective as an organization that provides housing and/or services to homeless or formerly homeless individuals and families in New York City; serve as a subject matter expert for a specific housing type and/or service model (see below).
- b. **Definition:** Applicants must meet the following criteria:
 - i. Is a 501©3 currently funded by the CoC;
 - ii. Is an expert in permanent supportive housing, rapid rehousing, emergency shelter, transitional housing, street outreach, drop-in centers, or affordable housing;
 - iii. Has a structure in place, or plans to develop a structure, that includes individuals who are currently experiencing or have formerly experienced homelessness as involved participants in a board or policy-making body in the organization (please attach a statement or documentation to verify this requirement).

Please attach:

- Documentation of 501©3 status
- Statement or documentation verifying involvement of persons with lived experience on the board or a policy-making body in the organization.



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Please complete and return the application found on pages 5-7



III. APPLICATION

Step 1: Please select which seat category for which you are applying. As a reminder, applicants may only apply for one (1) seat category.

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> At-Large | <input type="checkbox"/> Person with Lived Experience |
| <input type="checkbox"/> Coalition | <input type="checkbox"/> General seat |
| <input type="checkbox"/> Government | <input type="checkbox"/> Youth seat (18-24) |
| | <input type="checkbox"/> Non-profit Organization |

Step 2: Please enter the following information:

Name: _____

Email: _____ Phone: _____

Agency: _____

Agency Address: _____

Step 3: Please choose two (2) CoC Committees, Subcommittees, or Taskforces that you would like to be involved with, if elected:

- CAPS**
- Coordinated Assessment & Placement System (CAPS) Committee**
Develops the HUD-mandated coordinated entry system for homeless persons in NYC to access housing and service resources in the community. *(Membership subject to CAPS Steering Committee approval.)*
- CoC Performance Management Committee**
- Data Management Subcommittee**
Provides compliance oversight to Homeless Management Information System (HMIS) standards as set by HUD and the CCoC, ensures participation in HMIS, monitors data quality, and coordinates trainings.
 - Evaluation Subcommittee**
Oversees the annual evaluation process of the CoC, design and implement criteria to monitor performance outcomes.
 - Performance and Quality Improvement (PQI) Subcommittee**
Improves individual program performance and NYC CCoC performance and aligns funding to support the strongest programs that meet community needs and HUD performance goals.



Persons with Lived Experience

- Persons with Lived Experience Committee**
Committee for all currently or formerly homeless persons in NYC.
- Youth Action Board**
Population- and age-specific committee for all currently or formerly homeless youth and young adults.

Income Access

- SOAR Taskforce**
Spreads awareness of SSI/SSDI Outreach, Access, and Recovery (SOAR) program and works directly with the SOAR Technical Assistance Center to train case managers in the community.
- Workforce Development Subcommittee**
Coordinates workforce with economic development, creates a connection to businesses to ensure needs are met, and connects New Yorkers experiencing homelessness to quality jobs with opportunities for advancement.

Current Special Populations (to be expanded per HUD priorities)

- Veterans Taskforce**
Coordinates conversations and planning around ending homelessness among NYC veterans.
- Youth Committee**
Works to shape citywide planning and decision-making to prevent and eradicate youth homelessness.

Special Project Committees

- Check box if you're interested in participating in *additional* subcommittees for time-sensitive special projects (i.e. new project review, annual evaluation appeals, etc.)

Step 4: Briefly state why you are running for a seat on the NYC CCoC Steering Committee. Please describe your interest and experience working in homelessness in NYC. Include examples of expertise and resources you or your organization have that will be of value to the NYC CCoC:



Please list any affiliations and/or activities that you are involved in related to homelessness and housing:

Step 5: Please attach the following documents to your application (if applicable):

- **Coalition applicants only:**
 - Agendas or Sign-ins from the last two (2) meetings of the Coalition
 - Copy of the mission statement of the Coalition, and
 - Copy of the coalition’s by-laws or governance documents
- **Non-profit Organization applicants only:**
 - Documentation of 501©3 status
 - Statement or documentation verifying involvement of persons with lived experience on the board or a policy-making body in the organization.

Step 6: Please attest to the following by checking boxes below:

- I attest that I meet the eligibility requirements listed above and all listed information is correct.
- I acknowledge and agree to meet the time commitment and expectations of Steering Committee membership.
- If I find myself in a conflict of interest situation, or a potential conflict of interest situation, I will notify CCoC Steering Committee Co-Chairs directly and abstain from participation and/or voting.

Authorized Signature: _____

Print Name and Title: _____

Date: _____