

Los Angeles Continuum of Care

GOVERNANCE CHARTER

Version History	
Date Adopted	Revisions Made
7/14/2026	Update of the process for designating the Collaborative Applicant, HMIS Lead, and CES Management Lead; clarification of the delegation of duties of the CoC to the designated entities.
12/11/2024	Minor corrections to formatting and select wording for accuracy; updates/additions to the appendix outlining the LA County Coordinated Entry System (CES) Policy Council Selection Process, notably term limits.
12/13/2023	Clarification of frequency and administration of General Membership meetings; addition of responsibilities regarding CES policies and guidance, and addition of selection process for LA County CES Policy Council.
6/28/2022	Clarification of CoC General Membership and delegated responsibilities; HMIS governance placed under purview of CoC Board; Addition of entities with delegated responsibilities (LEAB and HYFLA); Update composition and terms of CoC Board.

Table of Contents

ARTICLE 1: NAME	3
ARTICLE 2: AUTHORITY	3
ARTICLE 3: DEFINITION AND MISSION.....	3
ARTICLE 4: STRUCTURE.....	3
Section 1: LA CoC.....	3
A. Membership	3
B. Responsibilities	4
C. Meetings	5
Section 2: LA CoC Board	5
A. Membership	5
B. Responsibilities	6
C. Meetings	7
Section 3: Additional Delegated LA CoC Responsibilities	7
A. Collaborative Applicant	7
B. HMIS Lead	7
C. CES Management Entity	7
D. Los Angeles Homeless Services Authority	7
E. LA County CES Policy Council.....	8
F. Lived Experience Advisory Board.....	8
G. Homeless Youth Forum of Los Angeles	9
ARTICLE 5: CODE OF CONDUCT AND CONFLICT OF INTEREST	9
A. Code of Conduct	9
B. Conflict of Interest	9
ARTICLE 6: AMENDMENTS.....	9
Appendix A: Delegation of Los Angeles Continuum of Care Responsibilities	10
Appendix B: Los Angeles Continuum of Care Board Selection and Recusal Process	10
Appendix C: Los Angeles County Coordinated Entry System Policy Council Selection Process	17
Appendix D: Los Angeles Continuum of Care Code of Conduct	19

LOS ANGELES CONTINUUM OF CARE GOVERNANCE CHARTER

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.¹ 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.² 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

The General Membership of the LA CoC consists of persons and entities interested in collaborative, solution-oriented planning to address homelessness in LA County (with the exception of Glendale, Long Beach, and Pasadena).

¹ 42 U.S.C. 11381-11389.

² Excluding the cities of Glendale, Long Beach, and Pasadena, as each maintains its own 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 General Membership of the LA CoC is responsible for approving the LA CoC governance charter and carrying out or delegating the LA CoC responsibilities. The LA CoC responsibilities are listed below; and delegation of such responsibilities are set forth in Section 3 and shown in *Appendix A: Delegation of Los Angeles Continuum of Care Responsibilities*.

Operating the Continuum of Care

1. Hold meetings of the General 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 Collaborative Applicant and Homeless Management Information System (HMIS) lead, 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.
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.
8. Report publicly results of LA CoC and ESG recipients and subrecipients performance and outcomes.
9. Establish policies, guidance, 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, including by designating a CES Management Entity to perform the duties delegated to it in this Charter and documenting the designation in the CoC's meeting minutes.
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).

Designating and Operating a Homeless Management Information System (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) and act on behalf of the continuum.
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.
 - a. The responsibilities and relationships between the CoC(s), HMIS Lead, and other participants relevant to the HMIS are defined in "Section 1: Roles and Responsibilities" of the Homeless Management Information System (HMIS) Policies and Procedures: Los Angeles HMIS Collaborative. This includes HMIS participation fees as outlined in "Section 2.8 Participation Fees" of the Homeless Management Information System (HMIS) Policies and Procedures: Los Angeles HMIS Collaborative.
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 Opportunity (NOFO).
23. Establish priorities for funding projects.
24. Designate the collaborative applicant to submit the LA CoC Program NOFO application on behalf of the LA CoC and document the designation in the CoC's meeting minutes.
25. Establish an appeals and grievance process to consider and resolve conflicts arising from LA CoC Program allocation decisions.

C. Meetings

The LA CoC will hold semi-annual General Membership meetings. General Meetings will be facilitated by the CoC Board Chair. Additional meetings may occur throughout the year as necessary and will be announced by the CoC Board.

All meetings will be open to the public.

Section 2: LA CoC Board

A. Membership

The LA CoC Board membership must be compliant with the HUD-required written selection process as set forth in *Appendix B: Los Angeles Continuum of Care Board Selection and Recusal Process*. Pursuant to the Selection and Recusal Process, the LA CoC Board shall be comprised of twenty-one (21) individuals committed to the communitywide goal of ending homelessness in Los Angeles County.

The 21-member LA CoC Board shall include eight (8) SPA members (one from each SPA); eight (8) system partner members; and five (5) at-large members. At least three (3) of the twenty-one (21) members shall be people currently or formerly experiencing homelessness, each representing one of the three main subpopulations (i.e., Adults, Families, and Youth).

B. Responsibilities

The responsibilities of the LA CoC Board are identified in *Appendix A: Delegation of Los Angeles Continuum of Care Responsibilities*, along with the delegated authority for all entities within the CoC. The LA CoC Board role and responsibilities are also summarized below. The CoC Board:

- 1) Consults and provides feedback on proposed process to select its Board. (Responsibility 3)
- 2) Consults and provides feedback on its proposed role. (Responsibility 4)
- 3) Consults and provides feedback on the proposed charter. (Responsibility 5)
- 4) Consults and provides feedback on the proposed LA CoC project performance targets appropriate for population and LA CoC component types. (Responsibility 6)
- 5) Consults and provides feedback on written standards for providing LA CoC assistance. (Responsibility 11)
- 6) Proposes the Collaborative Applicant to be designated by the CoC, based on the Board's assessment of the entity's eligibility to serve as the collaborative applicant and its capacity to carry out the duties required of the Collaborative Applicant under applicable federal laws, regulations, and this Charter.
- 7) Approves the HMIS software for the LA CoC geographic area and designates an eligible vendor to manage its HMIS. In addition, the CoC Board is expected to:
 - a. Form an HMIS committee, which will support the CoC Board with its responsibility to assess and recommend an HMIS and HMIS Lead.
 - b. Affirm or select a new HMIS Lead for the LA CoC, based on the HMIS committee's assessments and recommendations. This review process will occur every five years and should be documented in the CoC Board meeting minutes.
- 8) Approves the adoption of privacy, security, and data quality plans for the CoC's HMIS.
 - a. The HMIS committee will work with HMIS Lead staff to establish HMIS evaluation criteria to assist assessment of HMIS function and governance needs.
 - b. The HMIS committee shall use evaluative criteria to review, revise, and approve recommendations for the LA CoC Board regarding the functionality, privacy, security, and data quality plans for the HMIS. The review of these HMIS governing documents will take place every year.
 - c. The HMIS Lead will develop and submit an Annual Performance Report covering the specific functions of the HMIS Lead to the LA CoC Board for review. This will include a review and recommendations of changes to the privacy, security, and data quality plans for the HMIS. This process will take place every year.
- 9) Consults and recommends CoC Program rating and ranking policies and procedures; review and rank CoC Program funding application request.
- 10) Consults and recommends funding priorities for the CoC Program.

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 (a majority of the total membership of the board not counting vacant seats) is required to vote on LA CoC matters.

All meetings will be open to the public as required by law.

Section 3: Additional Delegated LA CoC Responsibilities

A. Collaborative Applicant

The Collaborative Applicant is the entity the CoC designates to submit the annual CoC Program Competition application. The entity must be an eligible applicant, which includes a private nonprofit organization, State or local government, or an instrumentality of State or local government. The CoC designates the Collaborative Applicant for the CoC, consistent with this charter.

The role and responsibilities of the Collaborative Applicant are identified in *Appendix A: Delegation of Los Angeles Continuum of Care Responsibilities*, along with the delegated authority for all entities within the CoC.

The Los Angeles Homeless Services Authority (LAHSA) is currently designated as the Collaborative Applicant for the CoC. In the event the CoC designates a new Collaborative Applicant, the designation of the Collaborative Applicant will not require an amendment to this Charter to effectuate the change or to delegate the duties outlined in Appendix A.

B. HMIS Lead

The HMIS Lead is responsible for managing the HMIS on the CoC's behalf. The HMIS Lead is designated by the CoC, as outlined in this Charter. The role and responsibilities of the HMIS Lead identified in *Appendix A: Delegation of Los Angeles Continuum of Care Responsibilities*, along with the delegated authority for all entities within the CoC.

The CoC Board is responsible for designating the HMIS Lead, consistent with this charter. Currently, LAHSA has been delegated the role of HMIS Lead. The designation of a new HMIS Lead by the CoC does not require an amendment to this charter to effectuate the change or to delegate the duties outlined in Appendix A.

C. CES Management Entity

The CES Management Entity is responsible for managing the HMIS on the CoC's behalf. The CES Management Entity is designated by the CoC, as outlined in this Charter. The role and responsibilities of the CES Management Entity are identified in *Appendix A: Delegation of Los Angeles Continuum of Care Responsibilities*, along with the delegated authority for all entities within the CoC.

The CoC is responsible for designating the CES Management Entity, consistent with this charter. Currently, LAHSA has been delegated the role of CES Management Entity. The designation of a new CES Management Entity by the CoC does not require amendment to this charter to effectuate the change or to delegate the duties outlined in Appendix A.

D. Los Angeles Homeless Services Authority

The Los Angeles Homeless Services Authority (LAHSA) is a joint powers authority (JPA) of the City and County of Los Angeles. **LAHSA** is designated as the HMIS Lead, the Management Entity for CES, and the Collaborative Applicant, and LAHSA and its staff are delegated to perform a number of tasks in those roles, as identified in *Appendix A: Delegation of Los Angeles Continuum of Care Responsibilities*,

In the event the CoC Membership designates a new Collaborative Applicant, HMIS Lead, or CES Management Entity consistent with the procedures outlined in this charter, the responsibility for the responsibilities delegated to LAHSA will be delegated to the new entity. The designation of a new entity to perform the role(s) and the corresponding delegation of duties will not require an amendment to the Charter.

In addition, duties have been delegated to the LAHSA Commission as the governing body overseeing the currently-designated Collaborative Applicant, HMIS Lead, and CES Management Entity. The LAHSA Commission's role and responsibilities are also summarized below. The LAHSA Commission:

- a. Consults and provides feedback on its proposed role.
- b. Consults and provides feedback on the proposed charter.
- c. Approves proposed LA CoC project performance targets, in alignment with targets for other funding sources within the system.
- d. Approves written standards for providing LA CoC assistance, in alignment with targets for other funding sources within the system.
- e. Consults and provides feedback on implementation of the CoC's housing and service system and its performance, with consideration of funding sources administered by LAHSA.
- f. Approves CoC Program funding priorities and project recommendations.
- g. Approves policies for CES, in consultation with recipients of ESG funds.

In the event the CoC Membership designates a new Collaborative Applicant, responsibilities listed in (a-f) will be delegated to the CoC Board. In the event the CoC Membership designates a new CES Management Entity, the responsibility listed in (g) will be delegated to the CES Policy Council.

E. LA County CES Policy Council

The LA CoC designates the LA County CES Policy Council as the policy oversight entity for CES. The 25-member LA County CES Policy Council is comprised of individuals who have practical knowledge and experience of system operations, as set forth in *Appendix C: Los Angeles County Coordinated Entry System Policy Council Member Selection Process*. The responsibilities of the LA County CES Policy Council are identified in *Appendix A: Delegation of the Los Angeles Continuum of Care Responsibilities*, along with the delegated authority for all entities within the CoC. The LA County CES Policy Council's role and responsibilities are also summarized below. The CES Policy Council:

1. Consults and provides feedback on its proposed role.
2. Consults and provides feedback on the proposed charter.
3. Consults on policies and procedures for CES, in consultation with recipients of ESG funds.

In the event that LAHSA no longer serves as the CES management entity, the approval of guidance for CES, in consultation with recipients of ESG funds will be designated to the CES Policy Council.

F. Lived Experience Advisory Board

The LA CoC Lived Experience Advisory Board (LEAB) provides advice and counsel to LAHSA and its partners in support of efforts that strive to end homelessness, as well as to ensure that the unique voice of those with the lived experience of homelessness is incorporated throughout the Los Angeles homeless crisis response system. The CoC's designated entities and committees are encouraged to consult with LEAB while carrying out delegated responsibilities.

G. Homeless Youth Forum of Los Angeles

Homeless Youth Forum of Los Angeles (HYFLA) works to end youth homelessness in Los Angeles County by centering the voices of youth with lived expertise in decision-making on program development, funding, policy making, and program and system performance evaluation. The CoC's designated entities and committees are encouraged to consult with HYFLA while carrying out delegated responsibilities.

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 D: 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. Conflicts of interest, and even the appearance of a conflict of interest, must be avoided. Members are required to abide by the conflict of interest standards listed in the Code of Federal Regulations 24 CFR § 578.95.

ARTICLE 6: AMENDMENTS

This charter may be amended by a majority vote at a meeting of the LA CoC General Membership of the LA CoC provided that the proposed amendment(s) shall have been posted on the CoC's website at least 5 business days before action is taken.

The designation by the CoC Membership of an entity other than LAHSA to perform the role of Collaborative Applicant, HMIS Lead, or CES Management Entity will not require an amendment to the Charter to effectuate the change.

Appendix A: Delegation of Los Angeles Continuum of Care Responsibilities

Los Angeles Continuum of Care Responsibilities	LA CoC General Membership	LA CoC Board	LAHSA Commission*	Collaborative Applicant	LA County CES Policy Council	HMIS Lead	CES Management Entity
1) Hold meetings of the Full Membership, with published agendas, at least semi-annually. This may include serial meetings of SPA homeless coalitions.	Approves	Consults		Executes			
2) Make an invitation for new members to join publicly available within the geographic at least annually.				Executes			
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.	Approves	Consults		Executes			
4) Appoint additional committees, subcommittees, or workgroups.	Approves	Consults					
5) In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead 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.	Approves	Consults		Consults		Consults	
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.		Consults	Approves	Consults			Executes

Los Angeles Continuum of Care Responsibilities	LA CoC General Membership	LA CoC Board	LAHSA Commission*	Collaborative Applicant	LA County CES Policy Council	HMIS Lead	CES Management Entity
7) Monitor LA CoC and ESG recipients and subrecipients performance, evaluate outcomes and recommend actions to approve work of underperformers.				Executes		Executes	
8) Report to HUD results of LA CoC and ESG recipients and subrecipients performance and outcomes.				Executes		Executes	Executes
9) Establish policies for a centralized or coordinated entry system (CES) in consultation with recipients of ESG funds (i.e., CES policy oversight entity).			Approves		Consults		Executes
10) Establish guidance for a centralized or coordinated entry system (CES) in consultation with recipients of ESG funds.					Approves		Executes
11) Establish procedures for a centralized or coordinated entry system (CES) in consultation with recipients of ESG funds.					Consults		Executes
12) Operate a CES in consultation with recipients of ESG funds (i.e., CES management entity).							Executes
13) Establish and follow written standards for providing LA CoC assistance in consultation with recipients of ESG funds.		Consults	Approves	Consults	Consults		Executes

Los Angeles Continuum of Care Responsibilities	LA CoC General Membership	LA CoC Board	LAHSA Commission*	Collaborative Applicant	LA County CES Policy Council	HMIS Lead	CES Management Entity
14) Designate a single Homeless Management Information System (HMIS) for the LA CoC geographic area and designate an eligible vendor to manage its HMIS.		Approves				Executes	
15) Review, revise, and approve privacy, security, and data quality plans for the HMIS.		Approves				Executes	
16) Ensure consistent participation of recipients/subrecipients in HMIS.		Approves				Executes	
17) Ensure that the HMIS is administered in compliance with HUD requirements.		Approves				Executes	
18) Develop a plan that coordinates implementation of a housing and service system for persons experiencing a housing crisis.		Approves		Consults	Consults	Consults	Executes
19) Conduct, at least biennially, a Point-in-Time (PIT) count of homeless persons that meets HUD's requirements.				Executes			
20) Conduct an annual gaps analysis of homeless needs and services.				Executes			
21) Provide information required to complete the Consolidated Plan(s).				Executes			
22) 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.				Executes			

Los Angeles Continuum of Care Responsibilities	LA CoC General Membership	LA CoC Board	LAHSA Commission*	Collaborative Applicant	LA County CES Policy Council	HMIS Lead	CES Management Entity
23) Develop the emergency transfer plan in accordance with the Violence Against Women Act for the Continuum of Care.		Approves			Consults		Executes
24) 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 Opportunity (NOFO).		Consults	Approves	Executes			
25) Establish priorities for funding projects.		Consults	Approves	Executes			
26) Designate a Collaborative Applicant to submit the LA CoC Program NOFO application on behalf of the LA CoC membership	Approves	Consults					
27) Establish an appeals and grievance process to consider and resolve conflicts arising from LA CoC Program allocation decisions.		Approves		Executes			

*In the event that the CoC delegates a new collaborative applicant or CES management entity, the LAHSA Commission roles will be delegated to the CoC Board and CES Policy Council as indicated in the Charter.

*** **Definition of Approves, Executes, and Consults roles:**

Approves – Entity is designated to approve the listed policy or decision, on behalf of the CoC’s General Membership.

Executes – Entity is designated to perform, coordinate, and/or manage the listed activity, on behalf of the CoC’s General Membership.

Consults – Entity is designated to provide feedback and inform decision-making on the listed activity.

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 twenty (21) individuals interested in the development and coordination of the homeless crisis response system in Los Angeles County (excluding Glendale, Long Beach, and Pasadena), through a nominating and/or election process managed by LAHSA. Membership shall include the following elected, appointed, and *ex officio* members:

- a. Eight (8) elected members from each of the eight (8) Service Planning Areas (SPAs);
- b. Eight (8) *ex officio* system partner members appointed by relevant designated entities; and
- c. Five (5) at-large members appointed by either relevant designated entities or the LA CoC Board.

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.

The LA CoC Board membership shall not have a majority representation of homeless assistance provider at one time. At least three (3) LA CoC Board members shall represent persons with lived experience (as either currently experiencing homelessness or having formerly experienced homelessness) each representing one of the three main populations in the LA County Coordinated Entry System:

- Adults (18+)
- Families (households with a child under age 18)
- Youth (18-24)

SPA Representative Member Selection

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, support 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

All CoC Board members representing a specific SPA shall demonstrate familiarity with the SPA they represent. Evidence of familiarity may include living or being employed in the SPA they represent during the period of active membership on the CoC Board.

System Partners Representative Member Selection

Eight (8) *ex officio* system partner representatives will be appointed by relevant entities of designation and shall represent each of the following constituent groups:

- City of Los Angeles: Process TBD
- County of Los Angeles Department of Health Services: Appointed by the Director of Health Services

- County of Los Angeles Department of Mental Health: Appointed by the Director of Mental Health
- County of Los Angeles Chief Executive Office Homeless Initiative: Appointed by the Executive Director
- Educational Entities: Appointed by Los Angeles County Office of Education
- Housing Authority of the City of Los Angeles: Appointed by the Chief Executive Officer/President
- Los Angeles County Development Authority: Appointed by the Executive Director
- Los Angeles Homeless Services Authority: Appointed by the Executive Director

At-Large Member Selection

There shall be five (5) at-large representatives. One (1) of the five (5) at-large representatives shall represent:

- American Indian/Alaska Native Population: Appointed by the Los Angeles City/County Native American Indian Commission

Four (4) of the at-large representative members shall represent any of the following constituent groups (not exhaustive), to be appointed by the LA CoC Board following an open solicitation and application process managed by LAHSA:

- Faith-based organizations
- Public housing agencies
- Advocates
- People with lived experience
- Mental health agencies
- School districts
- Hospitals or other federally qualified health centers
- 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

Term Limits

LA CoC Board members shall serve a three-year term. Terms are renewable. After serving two consecutive terms, members shall be restricted from serving additional future terms until after an inactive period (i.e., not serving as a Board member) for three consecutive years.

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 County Coordinated Entry System Policy Council Selection Process

The Los Angeles County (LA County) Coordinated Entry System (CES) Policy Council shall be comprised of twenty-five (25) individuals interested in the development and coordination of the policies and guidance used across the homeless service system in Los Angeles County, including the Los Angeles, Glendale, Long Beach, and Pasadena Continuums of Care (CoC)), through a nominating and/or election process managed by the Los Angeles Homeless Services Authority (LAHSA). Membership shall include the following elected and appointed *ex officio* members:

- a. Six (6) elected members from the community of homeless services providers;
- b. Four (4) *ex officio* members appointed from each of the continuums of care in LA County;
- c. Nine (9) *ex officio* system partner members appointed by relevant public entities;
- d. Six (6) *ex officio* members representing other vital system partners, as elected, or appointed by their community bodies, including one (1) seat for a LAHSA Lived Experience Advisory Board (LEAB) member and one (1) seat for a Homeless Youth Forum of Los Angeles (HYFLA) member.

The CES Policy Council 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), and system partners providing similar services and/or working in adjacent systems of care.

A. Homeless Service Provider Member Selection

Six (6) representatives from homeless service providers will be selected by an election process. Three (3) seats shall be designated for a CES Lead Agency, with each seat representing an agency that has been contracted to provide CES Regional Coordination for a population system. Each representative shall be a leadership staff nominated and voted upon by the eight CES lead agencies for the respective population. Three (3) seats shall be designated for non-CES Lead Agency homeless service providers, with each representative selected through a public election process managed by LAHSA following an open solicitation and application process. All six (6) homeless service provider members shall represent the following constituent groups:

- One (1) agency representing the Adult CES Lead Agencies, and appointed by the group of CES Adult Lead Agencies
- One (1) agency representing the Youth CES Lead Agencies, and appointed by the group of CES Youth Lead Agencies

- One (1) agency representing the Family CES Lead Agencies, and appointed by the group of CES Family Lead Agencies
- Three (3) homeless services providers who are non-CES-lead agencies in their respective population, to be appointed by the CES Policy Council following an open solicitation and application process

All CES Policy Council members representing a specific population system shall demonstrate familiarity with the population they represent. Evidence of familiarity may include being employed by a homeless service provider serving that population during the period of active membership on the CES Policy Council.

B. Continuum of Care (CoC) Representative Member Selection

Four (4) *ex officio* system partner representatives will be appointed by relevant entities of designation and shall represent each of the following constituent groups:

- Glendale Continuum of Care: Appointed by the City of Glendale
- Long Beach Continuum of Care: Appointed by the City of Long Beach
- Los Angeles Continuum of Care: Appointed by the Chief Executive Officer of the Los Angeles Homeless Services Authority
- Pasadena Continuum of Care: Appointed by the City of Pasadena

C. Public Entity Representative Member Selection

Nine (9) *ex officio* system partner representatives will be appointed by relevant entities of designation and shall represent each of the following constituent groups:

- County of Los Angeles Department of Health Services: Appointed by the Director of Health Services
- County of Los Angeles Department of Mental Health: Appointed by the Director of Mental Health
- County of Los Angeles Department of Children and Family Services: Appointed by the Director of Children and Family Services
- County of Los Angeles Department of Public and Social Services: Appointed by the Director of Public and Social Services
- City of Los Angeles Housing Department: Appointed by the General Manager of the Housing Department
- U.S. Department of Veteran Affairs: Appointed by the Veteran's Affairs of Greater Los Angeles
- Housing Authority of the City of Los Angeles: Appointed by the Chief Executive Officer/President
- Los Angeles County Development Authority: Appointed by the Executive Director
- One seat to represent the 12 smaller public housing authorities within LA County (Baldwin Park, Burbank, Compton, Hawthorne, Inglewood, Norwalk, Pasadena, Pomona, Redondo Beach, Santa Monica, Torrance, and South Gate): Appointed by the housing authorities

D. System Partner Member Selection

Six (6) *ex officio* system partner members shall represent the following constituent groups, as appointed by their relevant community bodies:

- LAHSA Lived Experience Advisory Board (LEAB): Appointed by the members of LEAB
- Homeless Youth Forum of Los Angeles (HYFLA): Appointed by the members of HYFLA
- Domestic Violence Community: Appointed by the Domestic Violence Homeless Services Coalition

- Housing Developer Community: Appointed by the PSH Advisory Council
- Philanthropic Community: Appointed by Funders Together to End Homelessness
- United Way: Appointed by the United Way of Greater Los Angeles

Term Limits and Vacancies

- A. LA County CES Policy Council members shall serve a three (3) year term.
- B. Terms shall be staggered such that in any one year there will never be a majority of Council members whose terms expire. Upon approval of the bylaws, terms shall be staggered per a selection process decided by the Council as follows:
 - Year one: Two (2) Homeless Service Providers, one (1) CoC Representative, three (3) Public Entity, and Two (2) System Partner seats
 - Year two: Two (2) Homeless Service Providers, two (2) CoC Representative, three (3) Public Entity, and Two (2) System Partner seats
 - Year three: Two (2) Homeless Service Providers, one (1) CoC Representative, three (3) Public Entity, and Two (2) System Partner seats.
- C. Terms are renewable. After serving two consecutive terms, Council members must take an inactive period of three (3) years before becoming eligible to serve additional terms.
- D. The appointing stakeholder group (as referenced above) may seek a waiver of term limits based on circumstantial necessity (e.g., limited availability of another appointee by an appointing entity). Waiver requests must be submitted in writing at least 60 days prior to the end of a member's second term and delivered to the principal officers of the Council. CES Policy Council can approve a waiver of term limits by a simple majority vote at a regular meeting.
- E. Vacancies shall be filled in accordance with the selection process for the respective member seat.

Appendix D: 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.