

ADDENDUM C
Homeless Services Planning Group's
General Membership Form

PLEASE COMPLETE ALL SECTIONS:

(General Membership, including Advisory Membership, roles and responsibilities are described on the back of this form)

Check one:

- ☐ Agency/Organization Membership
- ☐ Individual Membership

☐ Check here if you are applying for **Advisory Membership Status only** (either as an individual or as part of an agency/organization)

Agency/Organization:

Contact Name & Title: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Name & Title of Representative Designated
to Vote at HSPG General Membership Meetings: _____

Telephone: _____ E-mail: _____

or, for Individual Membership:

Individual Name: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Describe your organization/agency (advocate, social services agency, health care provider, etc.) and/or describe your interest in participating in the HSPG, and how you or your organization can contribute to the goals of the HSPG of Mendocino County. Also, if your agency participates in the HMIS, please state so here:

The HSPG is a volunteer-based organization. Members, other than those with advisory membership status, are asked to attend general membership meetings and participate on a committee of their choice. Please select a committee to join from the list attached to this form; you may indicate a first/second choice of committee. Agencies, if applicable, please identify which individual(s) from your agency wish to participate on which committee(s):

Committee Choice(s): _____

Name & Title of Representative(s) on Committee(s): _____

E-mail(s): _____

Date: _____

Signature of Individual or Authorized Agent

Definitions of General Membership Categories

1. **Agency/Organization Membership:** A member agency/organization is a public or private agency or organization that can or does address short and longer-term housing needs, health needs, legal needs, case management, education, or other support services related to the homeless in Mendocino County. Agency/organization membership requires completion of the standard membership form as prepared and updated by the Governing Board with the assistance of the Membership Committee.
2. **Individual Membership:** An individual member is a concerned community member who is homeless, or formerly homeless, or has otherwise demonstrated a personal interest in the needs of the homeless in Mendocino County. Individual membership requires completion of the standard membership form.
2. **Advisory Membership:** An advisory membership is for those stakeholder individuals and agencies that are interested in participating in the HSPG, but are unable to fulfill membership duties. Advisory membership requires completion of the standard membership form. Advisory members do not have the power to vote at any meetings.

The HSPG membership has the following responsibilities:

1. Adopt and follow a written process to select a board (the Governing Board) consistent with 24 CFR §§578.5(b), 578.7(a)(3) and this Charter, and review, update and approve the process for selection of the board at least once every 5 years;
2. Actively serve on or attend one committee or work group per year;
3. Comply with the conflict-of-interest requirements at 24 CFR §578.95;
4. Collaborate with other members to work toward the HSPG mission, goals, and objectives;
5. Abide by the HSPG Governance Charter;
6. Attend HSPG Meetings. Active members missing three consecutive meetings could be moved to Advisory Membership status;
7. Participate in Point-in-Time Studies, outreach endeavors, training sessions or actual counts.

Homeless Services Planning Group Committee Descriptions

Strategic Planning Committee	<p>This committee assists the Governing Board in the further development and annual update of the Governance Charter, the development of the written standards for providing Continuum of Care assistance, and in making any recommendations for revisions to such standards. The committee also assists in the development of the Continuum of Care plan, and makes recommendations to the Board regarding implementation of and revisions to such plan. The committee also assists the Governing Board in establishing either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services, and in developing a specific policy consistent with the requirements established by HUD to guide the operation of the centralized or coordinated assessment system on how the 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 non-victim service providers.</p> <p>The Strategic Planning Committee shall be comprised of five to seven members in good standing. Two of the seats shall be filled by recipients/subrecipients of CoC funding.</p>
Homeless Management and Information Systems (HMIS) Committee	<p>This committee is responsible for planning, coordinating, and evaluating the implementation of HMIS for the HSPG, and for data collection and processing (e.g. APR preparation), as well as for making recommendations to improve the local processes.</p> <p>This committee is also responsible for reviewing, revising, and recommending to the Governing Board a privacy plan, security plan, and data quality plan for the HMIS, and for ensuring consistent participation of the recipients and sub-recipients in the HMIS.</p> <p>The HMIS committee shall be comprised of five members in good standing who utilize the HMIS system.</p>
Performance Measurement Committee	<p>This Committee is responsible for recommending to the Governing Board performance targets for population and program type, assisting the Governing Board in monitoring recipient and sub-recipient performance and evaluating outcomes, allowing the Governing Board to take action against poor performers, and to report outcomes to HUD. The Committee shall also evaluate the outcome of any project(s) funded under the Emergency Solutions Grants program, allowing the Governing Board to report those outcomes to HUD.</p> <p>The Performance Committee shall be comprised of five to seven members in good standing of whom two or three should be recipients or sub-recipients of CoC funding.</p>
Discharge Planning Committee	<p>This committee is responsible for ensuring that current and appropriate agreements are in place with local institutions that may release individuals into a situation of homelessness, and to work toward the outcome of successful release into a housed situation as opposed to homelessness. This committee makes recommendations to the Governing Board regarding discharge planning decisions.</p> <p>The Discharge Planning Committee shall be comprised of five to seven members in good standing who are discharging or receiving referrals.</p>

Survey/Point-in-Time Count Committee	<p>This committee is responsible for establishing the survey methods and tools for the annual homeless count in Mendocino County. In addition, this committee coordinates the annual homeless count ensuring that proper procedure is followed. The chair of this committee is also known as the "Census Coordinator" who will appoint, as "Team Captain," one committee member from each geographical location of the County.</p> <p>This committee is responsible for the collection and consolidation of data, preparing point-in-time reports for completion of the Continuum of Care Plan and Consolidated Plan(s) and assists in the completion of a final report to the Collaborative Applicant for electronic submission to HUD.</p> <p>The Survey/Point-in-Time Committee shall be comprised of five to seven members in good standing with at least one member from each geographical location.</p>
Application Review Committee	<p>This committee is responsible for providing technical support to the Collaborative Applicant to assist in the completion of the application for grant funds in response to a NOFA. The committee also provides guidance in preparing the application and updates to assist the CoC in the application and grant process as outlined at 24 CFR §§578.9 and 578.15, <i>et seq.</i></p> <p>The Application Review Committee shall be comprised of five to seven members in good standing with at least one member from each geographical location.</p>
Membership Committee	<p>This committee is responsible for accepting membership applications, as described in Section III B. of the Governance Charter, reviewing for eligibility, and approving general HSPG membership applications, and for issuing a public invitation for new members, at least annually. Any recommendations for denial of general HSPG membership must go before the Governing Board for final decision. Along with the Governing Board Secretary, this committee is responsible for maintaining contact information for all HSPG General Members and committee change forms for all committees.</p> <p>The HSPG is committed to ensuring that the HSPG membership is representative of the racial and national origin diversity of Mendocino County's homeless, and to that end, this committee shall engage in such outreach to reach any underrepresented communities.</p> <p>The Membership Committee shall be comprised of three to five members in good standing from the general membership.</p>
Sustainability Committee	<p>This committee is responsible for identifying and recommending to the Governing Board sources of funding to support the HSPG's strategic planning.</p> <p>The Sustainability Committee shall be comprised of five to seven members in good standing.</p>