River Valleys CoC: Staff Contact Cheat Sheet

**Contact CoC Coordinator about:**

**Access to CoC data**
- Data published on CoC website
- Regular required CoC-level reporting to HUD
- Special requests for data for project planning
- Providing information to Consolidated Plan jurisdictions in the region
- Evaluating performance of system and programs

**Connections with other State and local groups**
- CoC participation in the HMIS Governing Board to maintain a fully-functioning statewide HMIS
- Consulting with ESG recipients on plans to allocate funds and evaluate the performance of ESG projects
- Collaborating with other CoCs and State program partners for project evaluation and planning
- Connections with regional partners like mental health initiatives, foundations, etc.
- Coordination with local planning groups like HRTs, cities/Counties, ministerial associations, etc.

**Letters of support and cooperative agreements with the CoC**
- CoC letters of support for projects seeking funding from other sources
- CoC Confirmations/Certificates of Consistency (or CoC signature on application) for projects seeking funding from other sources
- MOUs or other cooperative agreements between CoC and other partners

**Membership and meetings**
- Agendas and meeting schedules for CoC committees and workgroups
- CoC membership
- Inviting new members to participate in CoC activities
- Voting at CoC meetings
- Selection of CoC co-chairs, committees, and workgroups

**Projects with funding through HUD CoC program**
- Applications for new and renewal HUD CoC funding
- Existing HUD CoC project grants
- Environmental reviews for tenant-based RA funded through HUD CoC
- Performance reviews and monitoring of HUD CoC projects

**Contact Coordinated Entry Specialist about:**

**Coordinated Entry (CE) agency agreements**
- Agency agreements for Coordinated Entry participation (access/assessment sites, housing programs, navigators, etc.)
- LSA agreements for agency access to HMIS

**CE orientation and training**
- Orientation to Coordinated Entry for new providers and new staff
- Training verifications for Coordinated Entry
- Individual training on Coordinated Entry procedures, including Coordinated Entry in HMIS
- Agency/program technical assistance on Coordinated Entry procedures
- Regular Coordinated Entry provider calls

**CE referrals**
- Requests for Coordinated Entry referrals
- Referrals to Coordinated Entry navigators

**CE system management**
- Coordinated Entry outreach and affirmative marketing
- Coordinated Entry participation and compliance monitoring
- Coordinated Entry list clean up activities
Contact CoC Coordinator about:

**Policies**
- CoC policies and proposed changes to policy, including Coordinated Entry policy
- Creation and modification of CoC written standards for service delivery

**Planning and reporting**
- Planning and implementation of annual PIT count of homeless persons that meets HEARTH Act requirements
- Supporting planning and implementation of the triennial Statewide Homeless Study in the CoC region
- Data collection and data cleanup for reporting to funders
- Annual gaps analysis of the homeless needs and services available in the CoC region
- Project and system development planning for outreach, assessment, shelter, housing, support services, and prevention
- Developing the annual CoC action plan and project priorities

**Submission of the HUD CoC regional application for funding**
- Local competition RFP
- Project application reviews and support
- Data requests for project or CoC collaborative application

**Trainings and events**
- CoC trainings and technical assistance to build provider expertise and performance
- Training materials and grantee resources on CoC website
- Requests for CoC presentations at other training events
- Requests or recommendations of training for CoC membership