



## **PUBLIC NOTICE**

### **SOLICITATION FOR MEMBERSHIP**

#### **NYC Continuum of Care Steering Committee**

The NYC Continuum of Care (NYC CoC) is now accepting applications for **8 of the 17 seats** of the NYC CoC Steering Committee. Terms are for two years and will begin on January 1, 2025. Please note **that applicants may only apply for one seat category.**

**The 17 total seats of the NYC CoC Steering Committee include:**

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

**The 8 available seats of the NYC CoC Steering Committee include:**

- One (1) At-Large member
- Two (2) Coalition representatives
- Two (2) Government representatives
- Two (2) Persons with Lived Experience
  - One (1) General member
  - One (1) Youth member
- One (1) 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 CoC Steering Committee provides overall leadership to ensure the CoC carries out its vision and meets all HUD mandates and requirements. The Steering Committee provides direction to, and coordinates the efforts of, CoC 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 and strategic matters, while all votes tied to funding decisions and ranking priorities are made by the Independent Review Team.

Homelessness reflects comprehensive, intersectional inequities across institutions and systems that disproportionately impact people of color. The NYC CoC Steering Committee is dedicated to proactively and authentically implementing diversity, equity, and inclusion (DEI) practices throughout all aspects of the CoC, including Steering Committee membership and representation among CoC-funded agencies and their leadership structures.



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## Application Submission Details

### Applications due October 28, 2024

**Apply online:** Submit your 2024 Steering Committee Application [online via SurveyMonkey](#).

**Email to:** [NYC.CoC@dss.nyc.gov](mailto:NYC.CoC@dss.nyc.gov) – ATTN: 2024 Steering Committee Elections

**By Mail/Drop-off:** C/O Jonathan Martinez, NYC Coalition on the Continuum of Care -150 Greenwich Street, NYC, NY, 10007

**With questions:** Please contact NYC CoC Governance Committee Co-Chair Kristen Mitchell ([mitchellkr@dss.nyc.gov](mailto:mitchellkr@dss.nyc.gov))  
and/or  
CoC Deputy Director Jonathan Martinez ([martinezjo@dss.nyc.gov](mailto:martinezjo@dss.nyc.gov)).

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## 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 Steering Committee meetings<sup>1</sup>. 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 within the CoC.
- iv. Ensure all votes cast and contributions made are informed by their constituency or organization that they represent.
- v. Remain up to date on current HUD CoC rules, regulations, notices and other guidance.
- vi. 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.).
- vii. Disclose any conflicts to the CoC Steering Committee Co-Chairs and abstain from any votes where they find themselves in conflict.
- viii. Work to identify resources to support understanding and implementation of DEI practices and policies among the CoC Steering Committee, Work Group members and CoC-funded agencies.
- ix. Abide by member expectations outlined in the [NYC CoC Bylaws](#).

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<sup>1</sup> All steering committee meetings are being held virtually until further notice



## I. ELECTION PROCESS

<b>October 7<sup>th</sup></b>	Steering Committee application opens <sup>1</sup> .
<b>October 28<sup>th</sup></b>	<b>Steering Committee application closes EOD.</b>
<b>week of Nov. 4<sup>th</sup></b>	Election Eligibility Workgroup reviews applications and determines eligibility <sup>2</sup> .
<b>November 8<sup>th</sup></b>	Candidates are informed if they will appear on the ballot.
<b>December 2<sup>nd</sup></b>	Presentation of Candidates <sup>3</sup>
<b>December 3<sup>rd</sup></b>	Electronic ballots distributed for voting.
<b>December 12<sup>th</sup></b>	Electronic Ballots close.
<b>December 17<sup>th</sup></b>	Election results announced.
<b>January 1, 2025</b>	2024 Steering Committee term begins.

<sup>1</sup> Hard copies are available at NYC DSS (150 Greenwich Street/4 WTC). Please contact Jonathan Martinez ([martinezjo@dss.nyc.gov](mailto:martinezjo@dss.nyc.gov) or 929-221-5223) if you would like a hard copy of the application.

<sup>2</sup> Election Eligibility Workgroup is a group of three-five (3-5) CoC members appointed by the Governance Committee who conduct a threshold review to ensure all applications meet minimum eligibility requirements needed to appear on the ballot. **The Workgroup provides reasons of ineligibility for applicants that do not meet threshold.**

<sup>3</sup> All Candidates that will appear on the ballot have the opportunity to give a short introduction at the November CoC Grantee Meeting to be held via Zoom. Introductions should not exceed two (2) minutes.

## II. ELIGIBILITY REQUIREMENTS

**If your seat of interest is classified as an *entity*, this seat is held by an agency/organization, *not* an individual.** Each elected entity shall designate a representative to serve on the Steering Committee on behalf of their organization and/or constituency. For this reason, the elected entity may designate a new representative during their two-year term, if needed.

**If your seat of interest is classified as an *individual*, the seat is held by the *individual*.** For this reason, if the elected member resigns before the end of their two-year term, a Special Election would need to take place to fill the seat.

### **At-Large Representatives (1 Seat) (individual or entity)**

- a) **The purpose of At-Large membership is to:** bring a unique perspective of the larger community to the NYC CoC.
- 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 CoC.
- 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 (2 Seats) (entity)**

- 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 CoC 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 (2 Seats) (entity)**

- 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 CoC 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 (2 Seats) (individual)**

- 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 CoC 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 CoC 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. **1 seat** is open for youth representation (ages 16-24) and **2 seats** are open for any individual (no age requirement) with homelessness experience.

**Non-profit Organizations (1 Seats) (entity)**



- 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, affordable housing, or healthcare providers to the homeless;
  - 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 6-9**



### III. APPLICATION

**Step 1: Please select the seat category you are applying for.**

**As a reminder:** each coalition, government, and non-profit seat (and at-large seat, depending) shall be held by **the entity** (i.e., the organization/agency). Each entity shall designate a representative to serve on the Steering Committee on behalf of their organization and/or constituency. As a reminder, being employed by an organization that receives CoC funding would disqualify an individual from applying for this seat. **Applicants may only apply for one (1) seat category.**

- At-Large (individual)
- At-Large (entity)
- Coalition (entity)
- Government (entity)
- Persons with Lived Experience: General seat (individual)
- Persons with Lived Experience: Youth seat (16-24) (individual)
- Non-profit Organization (entity)

**Step 2: Please enter the following information:**

Representative Name: \_\_\_\_\_

Entity Name (Agency/Organization) (if applicable):  
\_\_\_\_\_

Pronouns: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Step 3: Please select which CoC Committees, Subcommittees, or Workgroups the representative would be interested in joining:** *(Please note: Membership on Committees is subject to approval.)*

**Coordinated Assessment & Placement System (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.

**CoC Performance Management**

- Performance Management Committee**



Partners with and supports NYC CoC grantees in operating quality housing services for individuals, families, and youth experiencing homelessness through assessment, monitoring, and evaluating performance.

- Performance and Quality Improvement (PQI) Sub-Committee**  
Improves individual program performance and NYC CoC performance and aligns funding to support the strongest programs that meet community needs and HUD performance goals.
- Data Management Workgroup**  
Provides compliance oversight to Homeless Management Information System (HMIS) standards as set by HUD and the CoC, ensures participation in HMIS, monitors data quality, and coordinates trainings.
- Evaluation Workgroup**  
Oversees the annual evaluation process of the CoC, design and implement criteria to monitor performance outcomes.

## Persons with Lived Experience

- Persons with Lived Experience (PWLE) Committee**  
Committee for all currently or formerly homeless persons in NYC with the goal of ensuring equitable representation in the CoC and expanding PWLE engagement, mentorship, and advocacy opportunities.
- Youth Action Board (YAB)**  
Population- and age-specific committee for all currently or formerly homeless youth and young adults.

## Income Access

- Income Access Committee**  
Works on improving access to income, employment, education, and leadership opportunities for program participants of CoC-funded organizations including by sharing best practices and organizing trainings for CoC funded organizations.

## Current Special Populations

- Domestic Violence Committee**  
Works to shape and implement enhanced coordination, planning, and access to services for survivors of domestic violence in NYC facing homelessness.
- Veterans Committee**  
Coordinates conversations and planning around ending homelessness among NYC veterans.
- Opportunity Starts with a Home (OSH)/Youth Committee**  
Works to shape citywide planning and decision-making to prevent and eradicate youth homelessness.

## Step 4 (**'Entity' Applicants Only**): Written Responses

**Briefly state why the entity is running for a seat on the NYC CoC Steering Committee. Please describe the impact, experience, performance, and portfolio of the entity's work in homelessness in NYC. Please explain how the entity would be an asset to the Steering Committee. You may also include examples of expertise and resources your entity has that will be of value to the NYC CoC (300 words max):**



**Please list any affiliations and/or activities that the entity is involved in related to homelessness and housing (300 words max):**

**Step 5 ('Individual' Applicants Only): Written Responses**

**Briefly state why you are running for a seat on the NYC CoC Steering Committee. Please describe your interest and experience working in homelessness in NYC. Include examples of expertise and resources you have that will be of value to the NYC CoC (300 words max):**





**Please list any affiliations and/or activities that you are involved in related to homelessness and housing (300 words max):**

**Step 6: 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 bylaws or governance document
- **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 7: Please attest to the following by checking boxes below:**

- I attest that the representative/entity meets the eligibility requirements listed above and all listed information is correct.
- The representative acknowledges and agrees to meet the time commitment and expectations of Steering Committee membership.
- If the representative finds themselves in a conflict of interest situation, or a potential conflict of interest situation, they will notify CoC Steering Committee Co-Chairs directly and abstain from participation and/or voting.

**Authorized Signature (please enter or sign your name):** \_\_\_\_\_

**Date:** \_\_\_\_\_