



### Responsibilities of Regional Continuum of Care

#### Each Regional Continuum of Care commits to the following:

1. To designate a liaison responsible for relaying information between the regional Continuum and the VCEH. The liaison will also provide, on a rotating basis, minutes of the VCEH.
2. To organize and facilitate regular regional meetings, including outreach to encourage participation in the meetings. Regular meetings shall be held no less than once every two months.
3. To take minutes of each meeting, utilizing the forms provided, and to maintain the minutes should the VCEH need to provide evidence of activities. The regional Contact is responsible for these minutes and must maintain them for at least three (3) years.
4. To facilitate documentation of regional efforts to provide housing and services.
5. To coordinate within their local region Homeless Day activities, and assist in organizing Homeless Day activities through the VCEH.
6. To coordinate region wide homeless data collection efforts consistent with statewide homeless efforts as needed for State and Federal grants.
7. To organize regional prioritization of projects to be presented at the statewide Coalition, and to provide updates for the Coalition.
8. To work toward the coordination of regional and statewide housing and services.
9. To encourage participation in the Continuum of Care Planning process by people who have direct experience with homelessness.
10. To coordinate the regional response to State and Federal applications for homeless funding.
11. To participate in ad hoc committees as needed.

CoC Region: \_\_\_\_\_ CoC Chair: \_\_\_\_\_  
Liaison: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

#### The VCEH commits to the following support for regional CoCs:

1. To hold monthly state wide, facilitated meetings and to disperse minutes.
2. To offer technical assistance and training.
3. To offer regular consultation to regional project leaders.
4. To provide a grant writer for the state application, and to provide materials for events and education.
5. To coordinate state wide responses to appropriate current events.

Co-Chair: \_\_\_\_\_ Co-Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** On formal motions, there is one vote per regional Continuum of Care

**Note:** It is recognized that while all VCEH members work together to prevent homelessness across Vermont, the Chittenden Continuum of Care prepares their own HUD application separate from the VCEH.