

Durham Continuum of Care

Policy & Procedure

Title:	Policy & Procedure Creation & Adoption	Effective:	5/24/17
		Last Reviewed:	5/24/17
References:	Hearth Act Sec 402(f)(g) , 24 CFR 578.7 24CFR 578.9		
Attachments:			
Policy:	The Durham Continuum of Care (CoC) shall follow a defined, written process for creating and amending policies and procedures that allows for review and input of all CoC members.		
Procedure:	<ol style="list-style-type: none"> 1. Policies and procedures for the Durham CoC shall be created and amended in alignment with the HEARTH Act and the regulations of Federal funders. 2. The Structure Subcommittee of the Homeless Services Advisory Committee (HSAC) hold the primary responsibility for the oversight of policy development. 3. New policies and amendments to existing policies shall be drafted by the CoC Lead Agency staff. 4. Once approved by the Structure Subcommittee, drafted policies shall be brought forth to the next scheduled HSAC meeting for review and comment by HSAC and the full CoC membership 5. Public comment shall be for a period of 14 days prior to adoption and the public comment period shall begin when the new policy is presented at the full HSAC meeting and end 14 days after that date. 6. Draft policies will be made available for review and public comment on the website of the Durham CoC and distributed via e-mail to the full CoC membership. 7. Comments received by the CoC Lead Agency will be summarized in writing and included with the proposed policies submitted to the Homeless Services Advisory Committee (HSAC) for adoption. 8. The summary shall include staff responses to the comments that are received. 9. The HSAC Executive Committee shall review comments and input from the CoC membership prior to bringing the policy to the HSAC for a final vote. 10. Adoption of new policies or amendment of existing policies shall require a vote of the HSAC following the voting rules outlined in the HSAC interlocal agreement. 11. In instances where a CoC policy has not yet been established, but is required to be adopted in order to comply with new requirements for submission of CoC or ESG funding applications on a condensed timeline, the HSAC can adopt an interim policy that will be in effect for a 90 day period. 		