Monitoring and Project Performance Committee Charter

Committee Purpose:
- Ensure that all programs for which LCCH holds a funding allocation role are in compliance with Federal regulations and best practices through monitoring, consultation and education.
- Ensure that there is a comprehensive and fair funding allocation process.
- Ensure that LCCH has an effective system for addressing the needs of people experiencing homelessness, including efforts to ensure that episodes of homelessness are brief, rare and non-recurring.

Project Goals:
1. Implement a project monitoring process for State ESG and CoC projects
2. Establish and monitor performance benchmarks
3. In coordination with other committees and work groups, develop and implement funding allocation decision processes
4. Identify and address issues to ensure projects are in compliance with regulations and are able to meet the identified performance benchmarks

Expected Outcomes:
- Development of CoC level policies
- Establishment of effective project monitoring plan
- Development of annual funding applications and related policies
- Work with SPSP committee to form and maintain a funding work group consisting of objective individuals who have no vested interest in the funding decisions
- Coordination of training events and provision of consultation to strengthen compliance and improve outcomes

Activities:
- Hold committee meetings at least nine times annually
- Report to the LCCH Board and Steering Council
- Review and maintain committee charter
- Develop CoC level policies related to project level requirements and fair housing laws.
- Review and update project funding application forms in consultation with the System Performance and Strategic Planning Committee
- Develop monitoring tools for ESG and CoC projects.
- Develop and implement project monitoring plan(s)
- Work with agencies to resolve any compliance issues
- Establish and monitor performance benchmarks and outcome goals for projects.
- In collaboration with the System Performance and Strategic Planning Committee, establish and coordinate funding allocation decision plans
- Provide project level monitoring reports, performance benchmark reports, and guidance to the entity that will make funding allocation decisions
- Identify training needs
- Provide or coordinate training events

Membership and Roles:
- Participation is open to anyone regardless of their membership in the Lake County Coalition for the Homeless.

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- Committee will seek to include members who have expertise in the area of project compliance monitoring, individuals with expertise in homeless issues but who are not affiliated with ESG or CoC funded agencies, individuals with expertise related to HUD standards, and individuals with expertise related to supportive services.
- Committee chair will be elected at the annual LCCH Board meeting and will serve a term of one year.
- Committee Chair is responsible for the following:
  - Putting together an agenda for each meeting, based on communications or agenda items submitted by providers.
  - Serving as the point of contact for anyone seeking more information or having concerns about the committee or project monitoring activities.
  - Ensuring minutes are taken at each meeting of the committee.
- All members must attend at least 75% of meetings per year. The chair must attend 90% of meetings per year.
- Any agency/individual who would like to join the Committee may do so after contacting the chair of the Committee.

Relationship to other Groups:
- Committee chair will provide activity reports to the LCCH Board and Steering Council at their regular meetings
- Committee will make recommendations to the full Lake County Coalition for the Homeless Board for consideration
- Committee will work closely with the Strategic Planning & System Performance Committee and the Steering Council, in order to ensure that a fair and comprehensive funding allocation plan is established and implemented
- Committee will work with all grantees to ensure project compliance and resolve issues
- Committee will work with agencies to encourage new, innovative programs that utilize evidenced based practices