



## Austin/Travis County CoC Workgroup Structure

The following outlines existing ECHO Workgroups, their roles, required attendees, and the ECHO staff/community partner ensuring the outcomes of each group are consistent with its function. In alignment with requirements set by the Dept. of Housing and Urban Development (HUD), some working groups are in place as part of the governing structure for the Continuum of Care Program.

### 1. Membership Council

- Primary decision-making body for the Austin/Travis County CoC.
- Determine the policy direction of the CoC and ensure the CoC fulfills its responsibilities as assigned by HUD.
- Oversees and approves the work of CoC committees and workgroups.

### 2. Local Policy & Practice Committee

- Members provide feedback on various strategic affordable and supportive housing initiatives and problem solve community-wide challenges.
- Policy recommendations may be made to the Membership Council for approval.

### 3. HUD Continuum of Care & ESG Committee

- Align HUD funded grantees to review and evaluate HUD priorities.
- Oversee HUD CoC NOFA competition needs and timeline and review system performance measures.

### 4. Opening Doors Initiatives

- While not a workgroup, the CoC is charged convening stakeholders to achieve the timeline of ending homelessness for specific subpopulations, and ultimately community homelessness in Austin/Travis County.

# 1. Membership Council

- Purpose:** Primary decision-making body for the Austin/Travis County CoC. Responsible for recommending and approving policy direction and overseeing the work of the CoC committees and workgroups. Members ensure the CoC fulfills its responsibilities as assigned by HUD and approves the project rating and ranking process during the local application for HUD CoC funding.
- Attendees:** Membership is comprised of voting and non-voting members. Stakeholder representation includes non-profit leadership staff and service providers, local advocates, funders, and representatives from various committees and workgroups.  
Additional community members from impacted parties are encouraged to attend.
- Schedule:** Monthly  
1<sup>st</sup> Monday of every month  
1:00pm - 3:00pm  
ECHO Office: 300 E. Highland Mall Blvd., Suite 200
- Chair(s):** [Dr. Virginia Brown](#)
- Co-Chair:** [Christy Moffett](#)
- Resources:** [Agenda and Minuets Archive](#)  
[Governance Charter](#)

Required Representation		
Lived Experience	Business	Primary Healthcare
Mental Health Authority	Criminal Justice	Public Health
City of Austin	Travis County	Employment
Private Funder	Youth Services	Austin ISD
Veteran Services	Domestic Violence	Faith Based Community
ECHO Board	Housing Providers	Racial Equity
Substance Use	Family/Children Provider	Committee Chairs

## 2. Local Policy & Practice Committee

<b>Purpose:</b>	Members are responsible for leading and recommending work related across various funding streams and build cross community collaboration around affordable housing, supportive housing, and local policies impacting access to necessary resources to end homelessness. Members engage in long-term strategic planning and problem solve community-wide challenges. Policy recommendations may be made to the Membership Council for approval.
<b>Membership:</b>	Comprises various non-profit and community stakeholders from the emergency, transitional, rapid-rehousing, and permanent supportive housing sectors.  Additional community members from impacted parties are encouraged to attend.
<b>Schedule:</b>	Monthly 3 <sup>rd</sup> Wednesday of every month 9:00am – 11:00am ECHO Office: 300 E. Highland Mall Blvd., Suite 200
<b>Chair(s):</b>	<a href="#">Dylan Shubitz</a> , Housing Authority City of Austin <a href="#">Kelle Coleman</a> , City of Austin

Local Policy & Practice Committee Workgroups		
Workgroup	Purpose	Chair(s)
<b>PSH Workgroup</b> <i>4th Wednesday 1:00-2:30pm ECHO Office</i>	Staff cases related to PSH eligible individuals, Coordinated Entry referrals, and provide support for programs transitioning persons out of PSH programs.	Preston Petty, ECHO Chris Larson
<b>Veteran By-Name Staffing</b> <i>1st and 3rd Monday 10:00 -12:00 ECHO Offices</i>	Plan, coordinate, and implement effective strategies to end homelessness among veterans and staff current caseloads.	Allison Mabbs, ECHO
<b>RRH Policy Workgroup</b> <i>4th Thursday 9:30am – 11:30am</i>	Identify best practices and standardize RRH policy and services across the continuum.	Allison Mabbs, ECHO

<i>Family Eldercare</i>	Responsible for the development of Austin/Travis County CoC Written Standards.	Megan Podowski, Caritas
<b>RRH Case Management Workgroup</b> <i>1<sup>st</sup> and 3<sup>rd</sup> Thursday</i> <i>10:00-12:00</i> <i>ECHO Offices</i>	Translate system policies and procedures related to RRH services by staffing cases. Provide referrals through Coordinated Entry and open cases. Incorporate trainings based on system changes and implementing best practices. Makes recommendations to RRH Policy Workgroup for system improvements.	Allison Mabbs, ECHO
<b>Citywide Outreach &amp; Navigation Policy</b> <i>3<sup>rd</sup> Thursday</i> <i>10:00-12:00</i> <i>Integral Care Dove Springs</i>	Facilitate face-to-face coordination between community members providing homeless outreach. Work to streamline and standardize outreach and navigation services across the community, to connect highly vulnerable persons to housing.	
<b>Citywide Outreach &amp; Navigation Staffing</b> <i>3<sup>rd</sup> Thursday</i> <i>10:00-12:00</i> <i>Integral Care Dove Springs</i>		
<b>VAWA Housing Protections</b> <i>2<sup>nd</sup> Monday</i> <i>1:00-3:00pm</i> <i>ECHO Offices</i>	Implement CoC-wide VAWA Policy and Procedures and Emergency Transfer Plan Protocols. Evaluate compliance to policies and best practices.	Laura Evanoff, ECHO Erin Goodison, SAFE
<b>ASO Housing Workgroup</b> <i>4<sup>th</sup> Friday</i> <i>10:00am -12:30pm</i> <i>AIDs Services of Austin Office</i>	Review BNL, provide referrals and staff cases to ensure equal access to housing services and to protect confidentiality and privacy of persons living with HIV/AIDs.	Katie Rose, ECHO Allison Mabbs, ECHO

### 3. **HUD Continuum of Care (COC) & ESG Committee**

<b>Purpose:</b>	Members are responsible for the planning and collaboration of HUD funded projects and ensuring the community is strategically using HUD funds to end community homelessness. Develops and implements strategies to evaluate program performance and system outcomes. Reviews and evaluates HUD funded priorities in Austin/Travis County during the local HUD CoC application process. Members engage in Performance Improvement Plan process for CoC-funded projects. Oversees HMIS and PIT Workgroups to ensure management of system-wide performance and HUD compliance.
<b>Membership:</b>	Austin/Travis County TX-503 HUD Continuum of Care grant recipients, City of Austin Emergency Solutions Grant (ESG) recipients and is open to other HUD and non-HUD funded community stakeholders.
<b>Schedule:</b>	Monthly 4 <sup>th</sup> Wednesday of every month 9:00am – 11:00am ECHO Office: 300 E. Highland Mall Blvd., Suite 200
<b>Chair(s):</b>	<a href="#">Erin Whelan</a> , LifeWorks Kali Holyfield, Integral Care

<b>HUD CoC &amp; ESG Committee Workgroups</b>		
<b>Workgroup</b>	<b>Purpose</b>	<b>Chair(s)</b>
<b>HMIS Workgroup</b> <i>3<sup>rd</sup> Friday</i> <i>10:30 – 12:00</i> <i>ECHO Offices</i>	Responsible for ensuring the ongoing operation and monitoring of the Austin/Travis County CoC HMIS. Work includes: adherence and ongoing monitoring of HMIS Policies and Procedures, compliance with data quality standards, HMIS programming and training needs. Membership includes: HMIS Lead (ECHO staff), Agency Admins, and HMIS users.	Whitney Bright, ECHO, HMIS Director
<b>Point In Time (PIT) Count Workgroup</b> <i>3<sup>rd</sup> Thursday</i> <i>1:00-2:30</i>	Plan, coordinate, and implement the annual Austin/Travis County Point in Time Count (PIT) as required for communities received federal funds. Ensure coordination	

<i>ECHO Offices</i>	with collecting data for the Housing Inventory Count (HIC).	
<b>COC NOFA Internal Review Team (IRT)</b> <i>(As needed)</i>	Rate project applications applying for annual HUD COC Funding and provide Membership Council with rating and ranking recommendations based on approved policy and procedures (Rank and Review Policy, Reallocation Policy, and Community Funding Priorities).	TBD

#### 4. Coalition Initiatives

<b>Purpose:</b>	CoC is charged convening stakeholders to achieve the timeline of ending homelessness for specific subpopulations, and ultimately community homelessness in Austin/Travis County.
<b>Membership:</b>	Each related workgroup/task group consists of relevant community and non-profit stakeholders serving or impacted by homelessness.
<b>Resources:</b>	<a href="#">Opening Doors</a> <a href="#">Home, Together</a>

Related Workgroups		
Workgroup	Purpose	Chair(s)
<b>Equity Task Group</b>		
<b>Austin Homeless Veterans' Initiative Community Policy</b> <i>2<sup>nd</sup> Monday 10:00 -12:00 ECHO Offices</i>	Evaluate progress made in achieving and sustaining work toward ending veteran homelessness; identify internal policy revisions and external resource recommendation and integration.	Taryn Davis, Front Steps Preston Petty, ECHO

<b>Youth Homelessness Demonstration Program (YHDP) Leadership Advisory Council</b>	Planning and governing body for the HUD FY16 YHDP grant to prevent and end youth homelessness.	Susan McDowell, LifeWorks
<b>Austin Youth Collective to End Homelessness (AYC)</b>	Planning and governing body for the HUD FY16 YHDP grant to prevent and end youth homelessness comprising young people with lived experience.	For more information: <a href="http://austinyouthcollective.org">austinyouthcollective.org</a> Lyric Wardlow Summer Wright