

# Texas Balance of State Continuum of Care Local Homeless Coalition Requirements

## Local Homeless Coalition Requirements *Approved by the CoC Board 1-28-2026*

### Purpose

Local Homeless Coalitions, Consortiums, Initiatives, or Networks (LHCs) lead local networks addressing homelessness within a designated area, such as a city, county, or cluster of counties. The overall goal of a Local Homeless Coalition is to ensure that a housing crisis response system is developed within its designated geography and to support Texas Homeless Network in planning and operating the Texas Balance of State Continuum of Care (TX BoS CoC). Coalitions develop and facilitate community housing crisis response system planning, coordination, and evaluation to ensure the area's system effectively prevents and ends individual and family homelessness rapidly and permanently.

### Local Homeless Coalition Benefits

Local Homeless Coalitions recognized by the Texas Balance of State Continuum of Care have the following benefits extended to the coalition and the coalition's member agencies and/or agency representatives in good standing, as defined by the coalition:

- Every year, Local Homeless Coalitions receive Letters of Commitment that the coalitions review, approve, and return to Texas Homeless Network, signed by their designated lead (President, Chair, Coordinator, or appointed liaison). These letters recognize the coalition as the designated Local Homeless Coalition in its area and acknowledge its participation in the Texas Balance of State Continuum of Care's work.
- Continuum of Care Program grant applicants solicit letters of support from their Local Homeless Coalition.
- In other grant applications in which Texas Homeless Network (THN) submits a letter of support, THN notes if the agency participates in its Local Homeless Coalition and Point-in-Time Count planning.
- In communities with Local Homeless Coalitions, only the coalition can conduct and submit data for the Point-in-Time Count, unless they are unable to conduct the Count.



## **Requirements of all Local Homeless Coalitions**

All Local Homeless Coalitions in the Texas Balance of State Continuum of Care agree to commit to engaging in the activities listed below as able. These activities are listed as requirements approved by the Continuum of Care Board. If coalitions are engaging in these activities or working to build the capacity to eventually engage in these activities, they will be recognized as the designated Local Homeless Coalition for the geography the coalition identifies as its coverage area (e.g., city, county, or cluster of counties).

Local Homeless Coalition Leads – Elect or appoint a Chair or contact person to serve as the liaison between the coalition and the Texas Balance of State Continuum of Care lead agency, Texas Homeless Network.

Continuum of Care General Membership Meetings – A Local Homeless Coalition leader or member must attend Continuum of Care General Membership Meetings. The purpose is to ensure coalitions stay updated on Continuum of Care-level priorities and planning, as well as to share updates from their communities with the Continuum of Care or to provide feedback during the CoC General Membership meeting.

Local Homeless Coalition Meetings – Local Homeless Coalitions must convene their general members at least quarterly (four times per year).

Record Keeping – Maintain attendance, take meeting minutes, and submit those meeting minutes and membership lists to the Texas Balance of State Continuum of Care lead agency, Texas Homeless Network, promptly or as requested.

Local Data Collection – Lead the annual Point-in-Time (PIT) Count in the designated Local Homeless Coalition coverage area. Educate coalition members about the annual Housing Inventory Count (HIC).

### *Point-in-Time Count*

- Create a Point-in-Time Count committee.
- Attend all required Texas Homeless Network Point-in-Time Count training and inform Texas Homeless Network of any changes in Point-in-Time Count leads within 24 business hours.
- Recruit and train volunteers.
- Conduct the count on the designated day, as annually determined by the Texas Balance of State Continuum of Care.
- Submit data to Texas Homeless Network.



### *Housing Inventory update*

- Work with Texas Homeless Network to update the inventory as requested.
- Refer relevant projects (Emergency Shelter, Transitional Housing, Permanent Supportive Housing, Rapid Rehousing, and other projects providing beds or units specifically to people experiencing homelessness as defined by the U.S. Department of Housing and Urban Development) within the Local Homeless Coalition coverage area to the Texas Balance of State Continuum of Care lead agency, Texas Homeless Network, to participate in the Housing Inventory Count.

### **Additional requirements of Local Homeless Coalitions in communities with specific federally funded projects**

Local Homeless Coalitions that have an agency within their coverage area that receives specific types of federal funding are subject to additional requirements. The funding types are the Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA), Projects for Assistance in Transition from Homelessness (PATH), Runaway and Homeless Youth Act (RHYA), and Supportive Services for Veteran Families (SSVF).

Homeless Management Information System (HMIS) – Educate Local Homeless Coalition members about the Homeless Management Information System (HMIS).

Coordinated Entry (CE) – Educate Local Homeless Coalition members about Coordinated Entry and vote to approve a Coordinated Entry Planning Entity (CEPE).

### *Coordinated Entry*

Local Homeless Coalitions that cover communities with Continuum of Care (CoC) Program-funded projects and/or Emergency Solutions Grant (ESG) Program-funded projects must ensure that their communities develop a CE process, as those projects are required to use it.

The Local Homeless Coalition must vote to approve a Coordinated Entry Planning Entity (CEPE) to oversee the implementation of the local Coordinated Entry process. Examples of CE planning entities are Local Homeless Coalitions, committees of Local Homeless Coalitions, United Ways, and Mayors' Task Forces.

