



MIBOSCOC LOCAL PLANNING BODY (LPB)

OPERATIONAL BEST PRACTICES MANUAL

This Local Planning Body Handbook is meant to be accompanied by the training video of the same name found at: [Training Site - MIBOSCOC](#)



Michigan Balance of State Continuum of Care

The Michigan Balance of State Continuum of Care (MIBOSCOC) represents 61 of Michigan's 83 counties to the US Department of Housing and Urban Development as a recognized Continuum of Care (CoC) body.. Our goal as a CoC is to work together to end homelessness by sharing best practices and combining efforts to secure more housing resources.

**MIBOSCOC GOVERNANCE
COUNCIL**

LOCAL PLANNING BODY

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Local Planning Body Operational Best Practice Manual

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LOCAL PLANNING BODY (LPB)

(Excerpted from the Michigan Balance of State Continuum of Care Governance Charter updated 11/10/22)

To ensure the highest quality service across the MIBOSCOC geographic area, there are Local Planning Bodies (LPB) committees that allow for collaboration and development of best practices at the county or counties level to be shared with the MIBOSCOC. The geographic area of each LPB is most often determined by existing partnerships and mutual service needs and can also be defined through specific funding opportunities such as the Emergency Solutions Grant (ESG). LPBs are the lead local workgroups responsible for managing community planning, coordination and evaluation to ensure that the system of homeless services and housing resources makes homelessness rare, brief, and one time.

Roles and Responsibilities:

- Foster an inclusive and diverse local network of service providers, government agencies, ensuring the BIPOC leaders are at the table as well as individuals with lived experience, so they are kept aware of activities and accomplishments toward ending homelessness
- Build foundational knowledge of homeless services and housing resources among members that includes best practices, effective approaches to reducing homelessness, and level of need within the LPB area
 - Coordinate a housing and homelessness services system that incorporates the goals and policies of the MIBOSCOC while addressing local need
- Develop action items specific to data-informed local needs and services
- Name a representative for each county within the LPB service area to serve on the MIBOSCOC Governance Council
- Ensure intentional representation at local Human Services Collaborative Bodies (HSCB) including data reporting on system inflow and outflow • Provide members to serve on all MIBOSCOC committees and sub-committees
- Create a committee to complete the annual MSHDA ESG application
- Coordinate with the Michigan Coalition to End Homelessness (MCAH) to complete the annual Point in Time Count (PIT) and Housing Inventory Count (HIC). Submit data for these activities as requested by MCAH.
- Homeless Management Information System (HMIS), Data Analysis, and Outcomes
 - o Ensure all projects receiving state and federal funding for homeless and housing services are entering data into HMIS as required
 - o Engage agencies providing homeless services or housing resources through other sources of funding to enter data into HMIS

- o Analyze data and outcomes to determine level of need within the LPB geographic area and any potential system gaps
- o Integrate Continuous Quality Improvement practices to support improved system performance measures and project outcomes

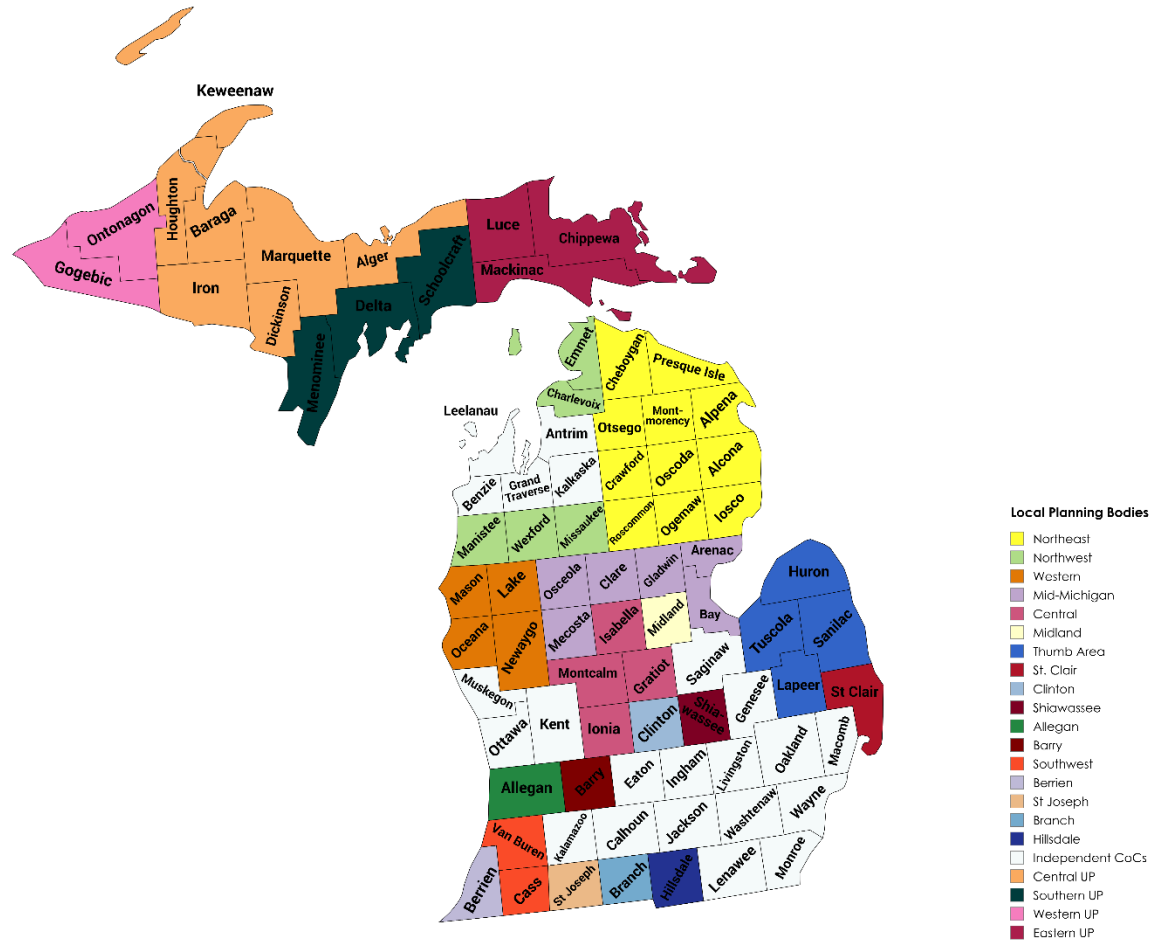
Membership:

The LPB is a committee of the MIBOSCOC made up of individuals and organizations concerned with ending homelessness including HARA, shelters, CoC funded, persons with lived experience, youth, DV and Veteran providers, County/City representatives. LPB meeting dates and times shall be set by each LPB and will be as frequently as necessary to fulfill its responsibilities, but no less than quarterly. Within each LPB there may be additional sub- committees to address specific needs identified for the local community. Each LPB and sub-committee shall be facilitated by a Chairperson selected through consensus by the LPB members.

Note: Although not listed in the Charter, this membership is definitely not limited to the organizations mentioned but could also include Tribal services, DHHS, Mental Health, Physical Health, SOAR, United Way, Salvation Army, local food pantries/poverty programs, and more!

MIBOSCOC LPBs should align with MSHDA HARAs

The counties covered by Michigan Balance of State CoC have been designated by MSHDA (Michigan State Housing and Development Authority) into 20 unique HARAs (Housing Assessment and Resource Agencies) for the purposes of ESG (Emergency Solutions Grant) and Coordinated Entry Systems. This map reflects those designations as of March 2025.



Created with mapchart.net

Coordinated Entry System (CES)

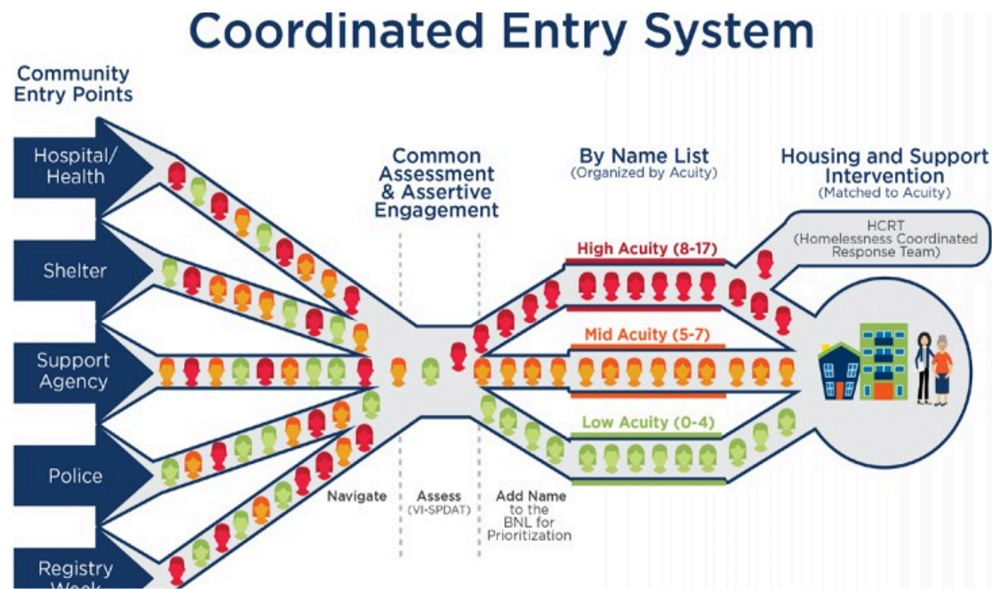
The primary statement in the BOS Governance Charter that should guide all the work of the LPB is:

*LPBs are the lead local workgroups responsible for managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing resources **makes homelessness rare, brief, and one time.***

The Coordinated Entry System (CES) is the way to do that. Again, Coordinated Entry is NOT only Access to the homelessness service system, but all parts of it from the first point of identified homelessness through stable housing.

In the illustration below you'll see the 3 primary parts of the system: Access, By-Name-List, and Housing and Support Intervention. To learn more, and you should, go to: [Training Site - MIBOSCO](#)

Where can the LPB best serve this system?



Your LPB Name

Balance of State Continuum of Care Local Planning Body

Date and Time your LPB meets

Covering XXX counties

LPBs are the lead local workgroups responsible for managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing resources makes homelessness rare, brief, and one time.

AGENDA

Welcome and introductions

LPB Committee Reports:

- Access Improvement-Call Center/Shelter Diversion/Housing Navigation
- By Name List
- Housing and Support Intervention
- Communications/Marketing/Partnerships
- ESG Committee (only Jan-funding deadline)


Community Housing Initiatives Reports:

- Housing Resources/Solutions
- County Human Resources Collaborative Bodies

BOS Reports (Calendar with links on miboscoc.com):

- Governance Council (Council members) -
- Coordinated Entry/HARA/Shelter
- Performance and Outcomes
- Domestic Violence Sub-committee
- Veteran Sub-committee
- Youth Sub-committee
- Funding (only during ESG and HUD funding cycles)
- Lived Experience-HELP and YAB

Data/Program Reports:

- LPB Data Reports (Quarterly)  LPB Admin Training Materials
- [Funding Reports](#) (Quarterly)
- [LPB 211 Report](#) (Quarterly)

New CoC business: Please refer to the suggested quarterly agendas posted here: [Local Planning Body Resources - MIBOSCOC](#)

Local business: Make sure that any added items are targeted at making homelessness rare, brief, and one-time

Next meeting date:

Questions? Want to get on the MIBOSCOC Newsletter list? Contact Katrina Pelfrey at secretary@miboscoc.com



Michigan Balance of State Continuum of Care

The Michigan Balance of State Continuum of Care (MIBOSCOC) represents 61 of Michigan's 83 counties to the US Department of Housing and Urban Development as a recognized Continuum of Care (CoC) body. Our goal as a CoC is to work together to end homelessness by sharing best practices and combining efforts to secure more housing resources.

MIBOSCOC GOVERNANCE COUNCIL

LOCAL PLANNING BODY

LPB COMMITTEES

LPB SERVICE SECTOR COMMITTEES

REGIONAL INITIATIVES OUTSIDE LPB

COMMUNICATIONS & PARTNERSHIPS

ACCESS IMPROVEMENT

HOUSING RESOURCES & SOLUTIONS

ESG FUNDING COMMITTEE

BY NAME LIST

HUMAN SERVICE COLLABORATIVE BODIES

HOUSING AND SUPPORT INTERVENTIONS



Local Planning Body Structure

LPBs are the lead local workgroups responsible for managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing resources makes homelessness rare, brief, and one time.



Access Improvement

This committee works on improving processes and services for people at their first points of entry into the LPB Coordinated Entry System. It makes LPB policy and implementation decisions for the Access portions of the CE system.



By Name List

This committee works directly with the MiBOSCO policy prioritized list of clients seeking housing. It focuses on matching clients with the highest service needs into available and most appropriate housing program slots.



Housing and Support Intervention

This committee works to improve the rental housing options available based on client need. This includes identification of landlords and building and retaining that stock regardless of rental payment mechanism. This committee works to improve processes and services in all agencies for clients in LPB housing programs.



Communication & Partnerships

LPBs responsible for communicating within their local communities about how to connect with the Coordinated Entry System, Homelessness Awareness by way of Homelessness Awareness Month at a minimum, and the annual Point-In-Time count.



ESG Funding Committee

(Meets at scheduled times January-ESG deadline) This committee is responsible to analyze and learn about the most pressing needs for the region. The committee also works together to find an optimal funding configuration that meets the identified needs.



Housing Resources & Solutions

Your community most likely has some kind of group working on increasing housing development. It may be a county housing task force or just an informal group of people realizing the local housing gaps. It's important to have the voice of homelessness involved in those discussions.



Human Services Collaborative Bodies

Each LPB should identify at least one person to communicate what is being worked on for improvement, and how the homeless response system can be accessed.

LPB Agenda-Part 1

Your LPB Name

Balance of State Continuum of Care Local Planning Body

Date and Time your LPB meets

Covering XXX counties

LPBs are the lead local workgroups responsible for managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing resources makes homelessness rare, brief, and one time.

AGENDA

Welcome and introductions

LPB Committee Reports:

- Access Improvement-Call Center/Shelter Diversion/Housing Navigation
- By Name List
- Housing and Support Intervention



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MIBOSCOC GOVERNANCE
COUNCIL

LOCAL PLANNING BODY

LPB SERVICE
SECTOR
COMMITTEES

ACCESS
IMPROVEMENT

BY NAME
LIST

HOUSING AND
SUPPORT
INTERVENTIONS

LPB Service Sector Committees

Access Improvement-Call Center/Shelter Diversion/Housing Navigation (meets monthly until you agree that you have excellent processes and then at least quarterly):

This committee works on improving processes and services for people at their first points of entry into the LPB Coordinated Entry System. It makes LPB policy and implementation decisions for the Access portions of the CE system.

Is access to the system easy and open? Are you working at the Call Center/Shelter and afterwards to continually divert people from homelessness without needing shelter or a housing program? Do you have a good system for supporting people while they're homeless with their housing search? How do referrals for services come from the Call Center or Shelter...that first point of entry? Are you serving people with the highest service needs first? This flow of services can be complicated and not always client focused, so a consistent emphasis on improving and coordinating services is integral to a good service system.

All committee participants are expected to watch the following MIBOSCOC training videos to better understand the role of this committee: # 123-CES Roadway, #120-CE Access, #131 Diversion at Call Centers, #140 Housing Advocacy/Street Outreach Basics.

Who should attend?

Representatives who can make agency policy decisions AND those with client level knowledge from all LPB agencies involved in CE Call Centers, Housing Advocacy/Street Outreach programs (or anyone navigating people into housing), and Shelter programs. This also includes Youth/HYR, Veterans (SSVF), and Domestic Violence (DV) programs that help navigate people into housing while unhoused.

XXX LPB
Access Improvement Committee

Call Center/Shelter referrals and diversion/Housing Navigation-Street Outreach Committee

SAMPLE AGENDA

Welcome and Introductions

Call Center Referrals/Process

This is where you talk about how clients access your Coordinated Entry System and how you're making referrals to shelter and Housing Navigation/Street Outreach. The BOS trainings will inform you about which services BOS expects you to include at that first point of contact; diversion, assessment, HCV whether it's a Call Center or in-person. Staff doing this work should report out to other committee members. This committee reviews what is working and where processes need to be improved.

Housing Navigation-Street Outreach

The first point of Access should refer clients to staff that will work with them while they are in shelter or on the streets. The BOS trainings will inform you about how these services should be provided. Staff doing this work should report out to other committee members. This committee reviews the current processes and what is working and where they need to be improved.

Shelter

Shelter may be the first point of access in your Coordinated Entry System. If so, you need to ensure that all shelter clients are referred to the HARA for the services provided there including assessment, shelter diversion, and HCV. There must also be coordination between Housing Navigation-Street Outreach services and the shelters. Staff doing this work should report out to other committee members. This committee reviews the current processes and what is working and where they need to be improved.

[LPB Access Mapping Tool](#)

The LPB Access Mapping Tool should be updated whenever changes are made to the local Access processes. This is the tool that will help you identify both service and funding gaps that will allow you to make the changes you need or to make the case for additional funding or technical assistance.

Next meeting date:

LPB Service Sector Committees

By Name List (meets regularly at least twice per month)

This committee works directly with the MIBOSCOC policy prioritized list of clients seeking housing. It focuses on matching clients with the highest service needs into available and most appropriate housing program slots.

All committee participants are expected to watch the following MIBOSCOC training videos to better understand the role of this committee: # 123-CES Roadway, #121-By Name Lists, and the #500 Category of BNL specific trainings.

Who should attend?

All staff with client level knowledge from all shelter programs (including DV and motels), Housing Advocacy/Street Outreach (or anyone navigating people into housing), Youth and Veteran programs, Rapid-Rehousing and Permanent Supportive Housing programs, and a HARA staff member who can access all clients and the BNL in real time during the meeting to provide and make updates as necessary.

XXX LPB
By-Name List Committee

AGENDA

Welcome and Introductions

New BNL Entries:

1. First name, last initial (HMIS#)
2. (add new names here)

Anyone missing from list?

1. Shelters
2. Housing Navigation/Street Outreach
3. Motel Voucher
4. Others: *Possibly DV which can be added manually if not in HMIS*

BNL Updates: *only share: working on engagement, enrolled in RRH (be specific about the actual program), looking for, parked (no contact in 30 days with weekly attempts from case worker)*

1. Parked:
 - a. List who was parked
2. Housed
 - a. List who was housed
3. Warm Transfer Updates
 - a. List who needs to be warm transferred
4. Ensure all BNL entries are also added to the MSHDA HCV wait list

RRH Slots:

1. ESG RRH
2. DHHS Consolidated RRH

PSH Slots:

1. HUD PSH (if applicable)

PBV/HCV Openings:

1. List other properties here when there is an opening and no one on the waiting list
2. List only people with current HCVs

Transfer dates for shelter or outreach to RRH program

1. Adding warm transfer follow-up dates

Next meeting date:

LPB Service Sector Committees

Housing and Support Intervention (meets monthly until you agree that you have excellent processes and then at least quarterly):

People are assigned to housing programs through the By Name List process. This committee works to improve the rental housing options available based on client need. This includes identification of landlords and building and retaining that stock regardless of rental payment mechanism. All clients housed in MIBOSCO housing programs should receive the same level of case management services regardless of the provider organization. To ensure that standard of care is met, this committee works to improve processes and services in all agencies for clients in LPB housing programs. This is NOT a client level discussion but improving processes and increasing housing options.

Inventory the local rental housing options available, develop processes for determining housing program slots, making sure that options needed by the BNL are available as needed.

All committee participants, and all RRH or PSH staff, are expected to watch the following MIBOSCO training videos to better understand the role of this committee and their responsibilities as case managers: # 123-CES Roadway, and all #600 category for Rapid Rehousing and #700 category for Permanent Supportive Housing program specific trainings.

Who should attend?

All staff with client level knowledge from all Rapid Rehousing and Permanent Supportive Housing and those able to make agency policy and implementation changes for these programs as well as any PHA or other local housing organizations able to help build housing units available to low-income clients and will set-aside units for those coming out of homelessness.

XXX LPB
Housing and Support Intervention Committee

AGENDA

Welcome and Introductions

Rental Housing Inventory

1. Current Rental Unit Inventory *(Use spreadsheet of current program rental units, cost, limitations)*
 - a. New units identified *(add to spreadsheet)*
 - b. Units lost *(delete from spreadsheet)*
 - i. Reasons for loss
 - ii. Identify strategies for alleviating issue for other rentals in the future

Housing Slots

This should be a discussion about how you identify and report out on the housing slots (this would be RRH or PSH that has both rental assistance and case management services available) so that it directly relates back to the BNL. It's of utmost importance that the BNL committee knows when program slots are available. How do you best identify those and keep the BNL informed. Staff doing this work should report out to other committee members. This committee reviews what is working and where processes need to be improved.

Housing-based Case Management

This is the place where the staff doing the Case Management in housing programs can bring issues to their peers for support and discussion. Staff doing this work should report out to other committee members. This committee reviews what is working and where processes need to be improved.

Next meeting date:

LPB Agenda-Part 2

LPB Committee Reports:

- Communications/Marketing/Partnerships
- ESG Committee (only meets from Jan. through the funding deadline)



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**MIBOSCOC GOVERNANCE
COUNCIL**

LOCAL PLANNING BODY

**LPB
COMMITTEES**

**COMMUNICATIONS
&
PARTNERSHIPS**

**ESG FUNDING
COMMITTEE**

LPB Committees

Communications/Marketing/Partnerships (meet at least quarterly and more often around PIT and HAM):

All Local Planning Bodies are responsible for communicating within their local communities about how to connect with the Coordinated Entry System, Homelessness Awareness by way of Homelessness Awareness Month at a minimum, and the annual Point-In-Time count of people experiencing unsheltered homelessness. It's also important to make sure there is communication back and forth between any local organizations promoting the creation of low-income housing units and any community collaborations of human services agencies.

This committee where LPB members work toward improvements in marketing and communicating about homelessness and the CE System and making sure the voice of homelessness is heard at other related community discussions. This is the work group that focuses on the community pieces of the work.

All committee participants are expected to watch the following MIBOSCOC training videos to better understand the role of this committee: # 123-CES Roadway, #120-CE Access, #121-By Name List, #122-Housing Basics

Who should attend?

Anyone interested in supporting the work of the Coordinated Entry System and communicating that work and the needs of people experiencing homelessness to the greater community.

XXX LPB
Communications, Marketing and Partnerships Committee

AGENDA

Welcome and Introductions

Marketing Access:

You can have the perfect system for accessing homelessness services, but if no one knows how to do it you have a problem. This committee should develop brochures, business cards, commercials, print ads, social media posts; whatever you determine are the best ways to get the message of accessing the service system out to the public and other social services organizations.

Homelessness Awareness:

This committee's job is to create awareness for the problem of homelessness. This discussion may be about creating tools to deliver that message, identifying opportunities, developing a speakers' bureau; this will all be dependent on the committee's interests and resources.

Homelessness Awareness month is each November, so special emphasis should be placed on messaging during that month.

Point-in Time (PIT) Count:

Every year on the last Wednesday in January Continuums of Care (you are a Local Planning Body of the Balance of State Continuum of Care) around the nation must participate in a one-day Point in Time Count of people who are sheltered and unsheltered. The count of sheltered people is done through HMIS and reports from Domestic Violence shelters, but it takes the community to get out in the woods and on the streets to identify people who are unsheltered for that night. There is detailed instruction on the BOS training site to help your committee complete this task.

Next meeting date:

LPB Committees

ESG Funding Committee (Meets at scheduled times from January through the funding deadline):

MIBOSCOG updates the timeline and needs for the annual needs for the ESG Committee on the website: [ESG and Other Funding - MIBOSCOG](#)

Who should be a part of this committee?

Representatives from the following entities MUST be included on the ESG Committee:

- HARA
- Fiduciary (if separate from the HARA)
- Existing subrecipients of ESG or ESG-CV and those interested in potentially becoming subrecipients
- Any other community member that wishes to participate and commits to participating in required training and committee meetings is permitted to join

Note: All committee members should be individuals with the authority to make binding decisions for their agency. Additionally, this group is charged with preparing the ESG budget for the review and approval of the Local Planning Body. This group is not the final decision-making body.

LPB Agenda-Part 3

Community/Regional Housing Initiatives Reports:

- Housing Resources/Solutions
- County Human Resources Collaborative Bodies



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**MIBOSCOC GOVERNANCE
COUNCIL**

LOCAL PLANNING BODY

**REGIONAL
INITIATIVES
OUTSIDE LPB**

**HOUSING
RESOURCES &
SOLUTIONS**

**HUMAN
SERVICE
COLLABORATIVE
BODIES**

Making Connections with Regional Initiatives Outside of LPB

The intent of this LPB connection is to have consistent representation of the LPB and the homelessness service system at every county/regional level Human Services Collaborative Body-HSCB (they go by a variety of names) and groups working housing resource solutions so that there is a clear and constant connection between the work of the LPB and other human service and housing agencies, organizations, and initiatives.

Each LPB should designate one specific representative and one alternate for any of these community collaboratives. That representative is to:

- Attend every meeting of the HSCB you have been assigned. If you are the Primary person and are not able to attend, make sure your alternate is notified as early as possible and has any updates and materials readily available.
- When introducing yourself, go ahead and mention your agency, but then say that you are also **“here to represent the XXX LPB which is a collaboration of many organizations, including mine, and to respond to any questions or concerns you may have about the homelessness services in this community”**.
- Always have brochures or business cards that provide the phone number for easy access to the CE system with you to either pass-around or place on a resource table if they have one.
- If questions or concerns come up, **only respond to those for which you are sure of the answer.** If not, tell them that you will check on it and get back with them. Get their contact information and make sure you do actually check on it and get back with them.
- Always respond to concerns in a positive way. Your LPB is a collaboration and therefore partners should always support each other. If an agency or service at your agency other than your own is criticized, respond in a respectful manner, and never make negative comments about them. We’re all in this together and you are the messenger for the LPB; we want the rest of the community to know that we respect each other and them. We take concerns seriously and that you will get back to them with a response to their concern.
- There will be times that the LPB or MIBOSCOC asks you to deliver a message to one of these groups. Please make sure to ask questions, if you have them, to make sure you’re comfortable delivering the message and responding to any questions about it.
- Attend and report back any concerns, desires to learn more or misconceptions you heard to the LPB. The intention is to use what you learn to build your local homelessness response system to better meet the needs of your communities.
- **Most importantly, remember that you are the face of the entire LPB. You need to believe in and back that collaborative work.**

LPB Agenda-Part 4

BOS Reports (Calendar with links on miboscoc.com):

- Governance Council (Council members)
- Coordinated Entry/HARA/Shelter
- Performance and Outcomes
- Domestic Violence Sub-committee
- Veteran Sub-committee
- Youth Sub-committee
- Funding (only during ESG and HUD funding cycles)
- Lived Experience- HELP and YAB

BOS Committees

LPBs are required to provide one BOS Governance Council Representative per county in the LPB. Beyond that, it is best for your LPB to have direct involvement with all of the BOS committees. Some are designed for staff working in that area such as Domestic Violence, Veterans, and Youth, and others greatly benefit from a variety of voices.

Your LPB should make sure that you have representations at all of the BOS Committees and that those representatives report back to your LPB so you may discuss, listen, and deliver messages back to the committees.


All MIBOSCOC Committees are listed and linked on our calendar: [Calendar - MI BOSCOC](#). You may also email admin@miboscoc.com with the name of the committee you would like to join to be added to the invitation mailing list.

CHECK THE CALENDAR FOR CANCELLATIONS OR SCHEDULE CHANGES

LPB Agenda-Part 5

LPB Agenda-Part 5:

Data/Program Reports:

- **NEW! LPB Data Reports: This report should be run quarterly by the LPB HMIS Admin and reviewed by the LPB members.**  LPB Admin Training Materials
- [Funding Reports](#) (Quarterly)
- [LPB 211 Report](#) (Quarterly)

LPB Agenda-Part 6

New CoC business: Please refer to the suggested quarterly agendas posted here: [Local Planning Body Resources - MIBOSCOC](#)

Local business: Make sure that any added items are targeted at making homelessness rare, brief, and one-time

Next meeting date:

LPB Questions? Want to receive the MIBOSCOC Newsletter? Contact Katrina Pelfrey at katrina@miboscoc.com



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MIBOSCOC GOVERNANCE COUNCIL

LOCAL PLANNING BODY

LPB COMMITTEES

LPB SERVICE SECTOR COMMITTEES

REGIONAL INITIATIVES OUTSIDE LPB

COMMUNICATIONS & PARTNERSHIPS

ACCESS IMPROVEMENT

HOUSING RESOURCES & SOLUTIONS

ESG FUNDING COMMITTEE

BY NAME LIST

HUMAN SERVICE COLLABORATIVE BODIES

HOUSING AND SUPPORT INTERVENTIONS

How do we begin?

Before you begin with any of these steps that follow, make sure to set the stage for the culture of how you will work together to accomplish the LPB responsibilities:

LPBs are the lead local workgroups responsible for managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing resources makes homelessness rare, brief, and one time.

Set the stage by reviewing ways that all LPB members can be part of doing this work. Make sure to remind yourselves of all of this each time you meet:

- *Develop marketing and community strategies for making sure everyone who is homeless makes contact with the central access point.*
- *Be a voice in partnerships that can prevent people from entering homelessness the first time.*
- *Be a voice in community discussions on increasing housing stock that is available to supportive housing programs and lower cost housing in general.*
- *Provide **input** to committees to help them make program changes that better serve the local homeless population.*
- *Provide space for **ONLY** the service providers to work together to improve every piece of the Coordinated Entry System.*
- *Listen to reports from those doing the homelessness services and **ASK** how the LPB can help in that work*

Steps 1: Your initial LPB meeting

Share this presentation and the handbook at your next LPB meeting and have a discussion that identifies the areas of your LPB work that could use some adjustment, enhancement, or you just need to start doing.

Step 2: Enhanced HARA Role

Your HARA needs to take the lead in making sure that you have all three of the Access Improvement, By Name List, and Housing and Support Intervention meetings on an on-going basis AND that there is an identified LPB HMIS Administrator to run the suggested data reports. This is a big change and the most important step, so will take time to develop, but it's a priority.

Steps 3, 4, 5: Coordination of Representation and Communication

Step 3: Make sure you have the representation you need at each of the BOS Committees, including one representative per county to the Governance Council to make sure your LPB has a voice and take information back to your LPB meetings. Remember, some of the committees are for people doing the direct work and others are more community-based.

Step 4: Develop your Communications/Marketing/Partnership group and meet regularly. For the direct services to work, people need to know they exist, and you need to know the need in your communities. Having people taking this responsibility off the HARA is huge to supporting the larger work. Homelessness Awareness should be all year long.

Step 5: Make sure you have LPB representation on larger, regional initiatives like your Human Services Collaborative Bodies, Poverty Initiatives, and Housing Initiatives. Start developing the back-and-forth communications with the LPB.

Step 6: Use Agendas

Step 6: Start using the suggested MIBOSCOG quarterly LPB agendas found here: [Local Planning Body Resources - MIBOSCOG](#)

Make sure everything you do and discuss is targeted at *ensuring that the LPB system of homeless services and housing resources makes homelessness rare, brief, and one time.*