



CENTRAL TENNESSEE 503

CONTINUUM OF CARE

Governance Charter

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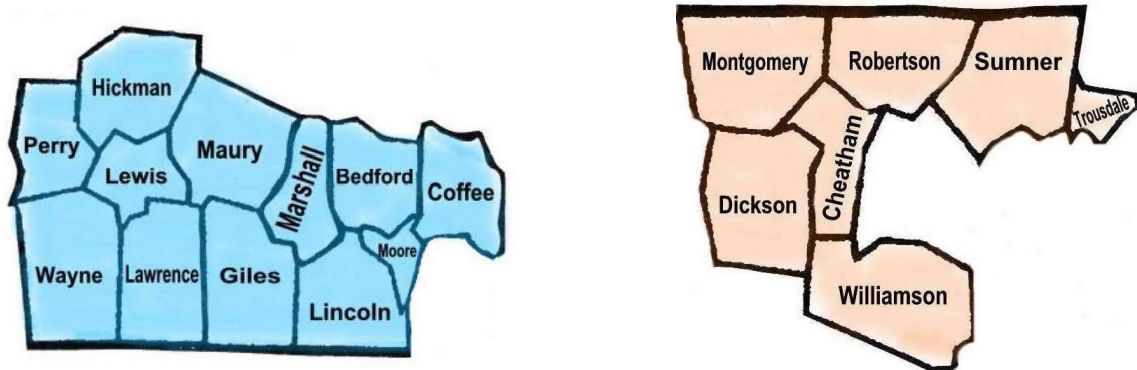
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Governance Charter of the Central TN 503 Continuum of Care

Section 1. Name

The name of the TN-503 Central Tennessee Continuum of Care shall be the Homeless No More Continuum of Care (hereinafter referred to as “CTN503”).

This serves as the HUD-designated primary decision making group and oversight board of the Central Tennessee (hereinafter referred to as the “geographic area”) Continuum of Care for the Homeless (TN-503) funding process, (hereinafter referred to as the “CoC”). The 19 counties are represented in the pictures below:



Section 2. Mission & Objectives

The Mission of the CTN503 CoC is to end homelessness throughout the Continuum of Care. The CoC works toward ending homelessness by providing a framework for a comprehensive and well-coordinated regional and local planning process. This includes identifying needs, conducting a system wide evaluation of existing resources and program activities, and building a system of housing and services that addresses those needs. The mission will be pursued through the development of long-range plans to prevent and end homelessness in the geographic area, as well as the coordination necessary for successful implementation.

As a system we are person centered, data driven, housing focused, and committed to the effective use of resources.

The objectives of the CoC include the following:

- Promote development of adequate funding for efforts for preventing homelessness, rapidly re-housing homeless persons, and stabilizing their housing;
- Maximize potential for self-sufficiency among individuals and families experiencing homelessness;
- Promote full access to, and effective use of, mainstream programs.
- Section 3. Continuum of Care Responsibilities

The CoC serves two main purposes:

1. Firstly, to maintain a strategic plan to address the use of HUD resources and their interface with other funding sources developed through a community-based process to address homelessness based on: the

identified needs of homeless individuals and families; the availability and accessibility of existing housing and services; and the opportunities for linkages with non-homeless mainstream housing and services resources. Through the CoC planning process, a community can:

- Identify the size and scope of the homeless problem
- Inventory the resources available in the community to address the problem of homelessness, including both homeless resources and non-homeless targeted housing and service resources (referred to as "mainstream" resources);
- Rank the community's needs in order of priority;
- Strategically plan the range of services and housing that should be implemented to address homelessness; and
- Identify available leveraging resources that can be used to address homelessness.

2. Secondly, submission of the application to HUD for McKinney Homeless Assistance resources which is called the Exhibit One. These resources are invaluable in providing housing and supportive services for people who are homeless. These funds are made available through a national competition announced each year in HUD's Notice of Funding Availability (known as the HUD NOFA).

Fundamental Components of a Continuum of Care System:

The fundamental components of a comprehensive Continuum of Care system should include:

- Prevention: Stabilization services and activities that assist those at risk of homelessness including individuals and families.
- Outreach, intake and assessment: Services to identify and address a person's immediate needs such as food, clothing, shelter and to provide a link for the individual to ongoing support (often involving going out to the streets, cars, etc.). These services target the most vulnerable of the homeless population who are unable or unwilling to accept emergency shelter services.
- Emergency shelter: A safe, secure and temporary place (30 days)for individuals and their families to reside while they seek other more permanent housing or supportive services in order to facilitate access to more permanent housing options.
- Transitional housing: Longer-term (generally up to 24 months) supportive housing with varying degrees of support services that provide a needed period of stability to enable people who are homeless to successfully transition to and maintain permanent housing.
- Permanent Housing and Permanent Supportive Housing: Long-term safe, decent and affordable housing for individuals and families.
- Supportive Services: Support services are needed for a person to move towards self-sufficiency and independent living.

In support of the mission and pursuant to 24CFR part 578.7 of the CoC Program Interim Rules, the

Responsibilities of the Continuum of Care include:

A. Conduct effective planning processes to develop and update a Plan to End Homeless

The CoC is responsible for the planning and implementation of a comprehensive system to address the needs of the homeless population and subpopulations and persons experiencing a housing crisis within its geographic area. The Plan will include long-range strategies as well as action steps to implement the Plan, periodically evaluating and updating the plan to assure its effectiveness. The CoC coordinates federal and

state funding sources and mainstream resources for the purpose of developing a strong community response to homelessness.

B. Coordinate with other entities and organizations in improving the effectiveness of homeless assistance in the Continuum

The CoC coordinates with several other agencies and entities involved in planning and implementing homeless programs and activities in the 19 county area. This includes the management of homeless and housing programs including ESG, participation in the state and local Consolidated Plan, and other statewide planning efforts.

C. Assure an effective performance management system through HMIS to ensure progress in meeting established project and continuum outcomes

The CoC in conjunction with the Collaborative Agency is charged with the responsibility of implementation and maintenance of the HMIS system for the CoC. Specifically, the Continuum must:

- Ensure that the HMIS is administered in compliance with requirements prescribed by HUD;
- To the extent possible, ensure that projects using an alternate data collection system (such as Victim Service Providers) are compliant with a “comparable database” and collecting the necessary HMIS data elements.
- Ensure the consistent participation of recipients and subrecipients in the HMIS.

D. Maintain an effective CoC project monitoring and technical assistance effort to assist grantees with weak performance or management

The CoC monitors recipient and subrecipients performance, evaluates project outcomes and provides technical assistance to weak performers. The Continuum manages CoC resources to assure maximum impact of funds on improving outcomes; and reallocates funds as necessary.

E. Establish a Coordinated Assessment System

In consultation with recipients of ESG and CoC funding, establish and operate a coordinated assessment system that provides a standardized method by which the housing and service needs of individuals and families are assessed. The CoC will develop and maintain a policy that guides consistent operation of the coordinated assessment system, with respect to how the system will triage and address the particular safety needs of individuals and families who are experiencing homelessness. In addition, the policy will state how the system will address the needs of individuals and families that are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or sex trafficking. The coordinated system will:

- Cover the geographic area served by the Continuum;
- Be easily accessed by provider agencies to link individuals and families seeking housing or services;
- Be publicized; and
- Include a comprehensive and standardized assessment tool.

F. Encourage coordination among federal homeless programs through improved coordination with recipients and subrecipients of Emergency Solutions Grants

The CoC consults with State and local ESG recipients within the geographic area with respect to the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

G. Maximize resources by annually preparing competitive applications for the HUD CoC funded Programs

The CoC, in conjunction with the Collaborative Applicant, develops a strong CoC application to HUD and aggressively seeks resources. The CoC follows a collaborative process for developing applications and approving the submission of applications in response to a NOFA published by HUD in concert with the funding priorities and plan adopted by the CoC.

The selection process must be transparent and inclusive and based on the standards indicated in 24 CFR part 578.19(b). In order to maximize the use of funds, the CoC will evaluate applicants to ensure satisfactory grant management and that activities are achieving Continuum outcomes and goals. This includes ensuring that all project applications are submitted by eligible applicants.

H. Coordinate with the Collaborative Applicant of the Continuum of Care

The Continuum works closely with the designated Collaborative Applicant. A close working relationship between the two entities is essential for the effective management of the CoC resources and assures the CoC is competitive in the national HUD homeless programs application processes.

The Collaborative Applicant is the entity that submits the CoC Consolidated Application for funding, as well as the planning grant application on behalf of the CoC.

I. Conduct an annual assessment of needs and resources through Point In Time Counts and Resources Inventory

The CoC annually assesses the needs of homeless persons in the geographic area through a well-coordinated point in time count, an on-going assessment of trends through analysis of HMIS data, and an assessment of homeless needs and housing/services resources available within the CoC. The CoC conducts a gaps analysis and determines unmet needs within the geographic area.

The point-in-time count of homeless persons within the CoC enumerates: 1) the number of homeless persons who are living in places not designed for or ordinarily used as regular sleeping accommodations for humans (unsheltered homeless persons); 2) the number of homeless persons living in emergency shelters and transitional housing projects (sheltered homeless persons); and 3) other reporting requirements established by HUD by Notices.

J. Develop written policies, procedures and standards

The CoC establishes and consistently follows written standards for providing assistance through CoC resources. At a minimum, standards include:

- Policies and procedures for evaluating individuals' and families' eligibility for assistance under the CoC Program;

- Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;

In addition, the CoC evaluates outcomes of projects funded under the Emergency Solutions Grant program and the Continuum of Care program, and reports to HUD as required.

K. Publish Applications and Plans

The CoC makes major plans of the Continuum and the annual HUD application submitted by the CoC available on the Collaborative Applicant and/or other designated websites and/or through electronic distribution.

L. Provide information needed for Consolidated Plan(s) within the Continuum's geographic area

The CoC coordinates with local jurisdictions to supply information needed for Consolidated Plans at the local and state level.

The CoC operates under this charter and through Policies, Procedures and Standards, and amendments thereof, which have been developed in consultation with the CoC membership, HMIS Lead, and Collaborative Applicant, and approved by the Board. Such policies, procedures and standards are incorporated into this charter by reference, including:

- Operating Procedures as outlined at 24 CFR part 578.7(a)(3);
- Code of Conduct, Conflict of Interest and Recusal Process Policy. The Board must comply with the conflict of interest requirements at 24 CFR part 578.95(b);
- HMIS Policies and Standard Operating Procedures, HMIS Privacy Policy, HMIS Privacy Plan, HMIS Security Plan, and HMIS Data Quality Plan;
- Technical Assistance to Grantees and Subrecipients;
- Coordinated Intake and Assessment System

Section 4. CoC Governance Board

A. Powers of the CoC Governance Board

The affairs of the TN-503 Central Tennessee CoC shall be managed by or under the direction of its CoC Governance Board. The purpose of the CoC Governance Board is to assist in the development of the regional plan and to make decisions that affect the CoC. The CoC Governance Board is also responsible for the oversight and coordination of all projects funded through the CoC. They shall determine the general policies and guide the affairs of the CoC as well as set meeting agendas, and timelines for the activities of the CoC.

B. CoC Governance Board Composition

The CoC Governance Board composition will consist of representatives from member agencies of the CoC that receive McKinney Vento funding including representatives from homeless and/or formerly homeless and the 3 Entitlement Cities of Hendersonville, Franklin, and Clarksville. The makeup of these representatives includes but may not be limited to: city/county government, ESG recipients, homeless/formerly homeless, educational liaisons, veteran services, healthcare for the homeless, housing developers, health councils, substance abuse, mental health, domestic violence, funders, and CoC funded agencies and where possible no more than 2 per county. Members of the CoC may submit recommendations to Board for consideration to the Board based on the gaps in service area representation.

C. Officers & Terms of Office

The CoC Governance Board for the CoC will consist of a Chair, Co-Chair, and Secretary. Board officers shall be elected by a simple majority of the CoC. Officers shall serve one two-year terms, commencing July 1 of the appropriate year and may not exceed 3 consecutive terms.

- **Chair:** The Chair will preside at all CoC organizational meetings. They will be an ex-officio member of all committees. The Chair in coordination with the CoC Coordinator will call the meetings. The Chair will: preside at all CoC Governance Board meetings; make all committee appointments deemed necessary for the operation of the HNM CoC; provide reports as needed; execute all papers, documents, and instruments ordered to be executed by the HNM CoC. This office has voting privileges restricted to tiebreaking.
- **Co-Chair:** The Co-Chair will preside at all CoC meetings in the absence of the Chair. They will serve as primary liaison to the CoC committee chairs.
- **Secretary:** The Secretary will be responsible for the notifications of meetings, minutes of meetings, and correspondence of the CoC.

D. CoC Coordinator

The CoC Governance Board shall designate a CoC Coordinator that represents the Lead Agency for the CoC. The CoC Coordinator shall schedule meetings and prepare agendas, set PIT dates and enters all required data into esnaps & HUD HDX, registers the CoC for all funding opportunities, sends out notices of available funding, prepares reports for CoC and Priority Ranking & Review Committee necessary for CoC application, monitors APRs of funded agencies, etc. The CoC Coordinator shall fulfill the obligations of all applicable Planning Grant activities. They will review applications (new and renewal for timelines, present the HNM SHP Rank and Review form for consideration in ranking projects. Considerations include timeliness, accuracy, and submission of all required documentation. If a project is rejected, the agency will be given opportunity to represent their case.

The CoC Coordinator will ensure compliance with all HUD regulations and guidelines for the operation of the CoC under the direction of the CoC Governance Board. To protect from any possible conflict of interest, they will not be classified as a voting member. The exception would be if the Lead Agency representative is absent and had given their proxy, they will be allowed to vote.

E. Code of Conduct

CoC Governance Board members must exercise care when acting on behalf of the CoC. These individuals must complete the work they have agreed to undertake in a timely manner. In addition, they must attend respective Board meetings and be prepared to discuss matters presented for their deliberation. CoC Governance Board members must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor these rules will be grounds for removal from the Board and any of its committees.

2. Whenever CoC Governance Board members or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:

- a. Fully disclose the nature of the interest; and
- b. Withdraw from discussing, lobbying and voting on the matter.

F. Meetings

The meetings of the CoC Governance Board will occur quarterly. These meetings are announced via email. At the completion of the HNM website, they will also be posted there along with the minutes from the meetings. The latest revised edition of Robert's Rules of Order shall prevail at all meetings except where contrary to this charter or any standing rule.

Special meetings of the CoC Governance Board may be called by the Chair. The notice of the call meeting shall state the purpose(s) for which the meeting is being called. Business at any such meeting is limited to the purpose(s) for which the meeting is called.

An Executive Session may be called to discuss confidential or sensitive matters. The CoC Governance Board shall report all decisions made at such meetings to the membership, but shall not be required to report the discussions or factors leading to its decision.

Section 5. Membership

A. Composition

The CoC Membership is open to those with a desire to serve the homeless. The CoC strives to have a broad array of membership with includes, but is not limited to the following:

- CoC Funded Agencies
- Veterans Administration
- Business/private sector
- Homeless/formerly homeless individual
- Agencies that serve survivors of human trafficking
- Private funding agency/foundation
- Public Schools Systems
- CDBG/HOME/ESG Entitlement Jurisdiction
- Health care provider
- Faith community
- Law enforcement

- Victim service providers
- Unaccompanied youth
- Youth advocates / Youth homeless organizations
- Street outreach teams
- HIV/AIDS Agencies
- Recovery housing providers/ substance abuse service organizations
- Local government staff/officials
- EMT/Crisis Response Teams
- Mental health agencies
- Other constituencies as determined by HUD in the annual CoC Notice of Funding Availability (NOFA)
- Affordable housing developers
- Organizations that serve homeless and formerly homeless veterans
- Financial institutions
- Health Councils
- Other constituencies not limited to this list
- Preferable representation from each county

To be eligible to apply for CoC funding including the Emergency Solutions grant, an agency must be a member of the CoC.

B. Attendance

To remain in "Good Standing" as a member of the HNM CoC an individual/agency must:

- * Attend at least 3 of the 4 quarterly meetings in any given calendar year
- * Must have a representative participate in at least one CoC Committee
- * Must participate in the annual PIT count
- ** CoC funded agencies must have at least one person sit on one of the following committees: HMIS & Centralized Intake, PIT, Strategic 10 Year Plan to End Homelessness, Health Councils, and Compliance.

C. Meetings

Membership meetings are open for discussion for adopting, maintaining, and updating information, services, gaps, etc. on the homeless. Each organization shall have at least one representative who attends meetings. Due to rural geographic area, open membership meetings are scheduled quarterly in Sumner Maury County. In Montgomery County, the meetings will be bi-monthly in Clarksville.

The latest revised edition of Robert's Rules of Order shall prevail at all meetings except where contrary to this charter or any standing rule.

D. Voting Privileges

Each agency/organization/unit of government/homeless individual will have one vote, to be cast by the authorized representative of that agency. In the absence of the authorized representative, one designee may cast that vote. Votes may occur through a proxy with written, electronic, or pre-selected representation.

E. Conflicts of Interest

A representative having a conflict of interest or conflict of responsibility on any matter

shall refrain from voting on such matter. **NO** member may vote on any item which presents a real or perceived conflict-of-interest.

F. Resignation/Termination

Resignation: Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chairperson.

Termination: Membership in the CoC shall be terminated if a member does not meet the duties set forth in this document. The CoC reserves the right to terminate a member upon a majority vote of the CoC and the right to reinstate a member upon a majority vote of the CoC.

Section 6. Collaborative Applicant

A. Community Housing Partnership of Williamson County

Community Housing Partnership of Williamson County is the Lead Agency & Collaborative Applicant for TN-503 Central Tennessee HNM CoC. As such, CHP is responsible for moderation of the CoC Governance Board and CoC membership meetings, drafting policy and procedures, drafting amendments, writing and submitting the Exhibit One application on behalf of HNM CoC and administration of the Homeless Management Information System.

The co-signing of this document will serve as the agreement between the CoC and Collaborative Applicant to fulfill the responsibilities set forth in this Governance Charter.

A. Responsibilities of the CoC Governance Board CoC and Collaborative Applicant:

1. Hold quarterly meetings of the full CoC Governance Board with agendas;
2. Make an invitation for potential new members to join publicly available with the Geographic area at least annually when possible no more than 2 per county;
4. Appoint committees, subcommittees, and/or workgroups;
5. In consultation with the CoC Collaborative Applicant who is also the HMIS Lead, develop, follow, and update annually a governance charter that includes P&P and a Code of Conduct and recusal process for the CoC, its chair(s), and any person acting on behalf of the board.
6. Consult with recipients/sub-recipients of CoC funding to establish performance targets appropriate for population and program type, monitor performance, evaluate outcomes, and take action against poor performers;
7. In conjunction with Tennessee Housing Development Agency (THDA) & Entitlement Cities to evaluate outcomes of ESP projects up to and including participation in the HNM HMIS.
8. In consultation with recipients of ESG and CoC funds, establish and operate a centralized and coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
9. Ensure that any Conflict of Interest issues are addressed before any votes, i.e., if a vote involves a funded CoC or ESG, they will recuse themselves from the discussion and vote.

In addition:

1. CoC Governance Board works with the Collaborative Applicant, Community Housing Partnership of Williamson County to develop a CoC plan that includes:
 - a. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals including unaccompanied youth) and families.
 - b. Planning for and conducting a point-in-time count of homeless persons with the geographic area annually during the last week of January in accordance with HUD requirements. This will include street as well as shelter counts.
 - c. Conducting an annual gaps analysis of the homeless needs and services available with the geographic area;
 - d. Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area; consulting with state and local government ESG program recipients for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.
2. CoC Work with Community Housing Partnership of Williamson County the HNM HMIS Lead Agency, to ensure the CoC has a single HMIS for the geographic area, to request reports on performance on CoC and ESG projects, to ensure consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS, and to ensure that the HMIS is administered in compliance with requirements prescribed by HUD.
3. Information from the local CoC Meeting is presented to the CoC Governance Board by their representative for discussion, inclusion, etc.

B. Governance of HMIS

The HMIS Lead is designated by the CoC to provide oversight and implementation support to the Central TN CoC's HMIS. The HMIS Lead works under the direction of the CoC and is responsible for the following:

- Develop the HMIS privacy plan, security plan and data quality plan to be reviewed, revised and approved by the CoC
- Develop written policies and procedures governing the operation and use of HMIS for approval by the CoC
- Execute a participation agreement with each covered homeless organization (CHO) participating in HMIS
- Monitor compliance with HMIS policies and procedures of each CHO
- Ensure HMIS complies with HUD requirements
- Provide the Collaborative Applicant with monthly reports for each funded project in HMIS

Organization

Community Housing Partnership of Williamson County is the Lead Agency and administrator for the HMIS Program for TN-503 Central Tennessee CoC as well as the Collaborative Applicant. The Homeless No More CoC supports CHP as the HMIS grantee serves as the Lead Agency for the HMIS with a focus on the overall management of the HMIS system. Those responsibilities are outlined below for CHP and for the participating agencies.

Purpose

To ensure the coordination, the success of the system, the integrity of the data, the accuracy of the scope of homelessness in the geographic area, and to meet the U.S. Congressional and Department of HUD mandate, CHP acts as the HMIS system administrator for the Collaborative Application (CHP).

Responsibilities of the HMIS Lead Agency:

1. Oversees the day-to-day administration of the HMIS system
 2. Provides staffing for the operation of the HMIS. Ensures each provider that the original data provider is owned by them. DV agencies will only submit aggregate data with no identifying information.
 3. Provides technical support to participating agencies
 4. Ensures system integrity and availability
 5. Provides training on software and related issues
 6. Regularly reviews data quality and reports to CoC and HMIS Committee
 7. Ensures HMIS software is capable of producing required reporting
 8. Monitors milestones and makes high level decisions on growth of HMIS
 9. Regularly monitors and ensures agencies are collecting all necessary data to produce required reporting
 10. Ensures HMIS is governed in accordance with the CoC expectations
 11. Ensures agency participation
 12. Ensures accuracy of CoC NOFA and LSA reporting
 13. Coordinates with the COC Lead Agency in the sheltered and unsheltered PIT count as well as the HIC reports and provide appropriate data for analysis.
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14. Performs and submits the HMIS's Annual Progress Report (APR) to HUD
 15. Works with the software vender, MISI, known as "Service Point" on any issues related to HMIS including but not limited to: ensuring the vender's software system maintains timely compliance with all Data and Technical Standards; ensures software system maintains timely compliance with other required standards set by other Federal and State programs that require HMIS use; and ensures the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.
 16. Formally contracts with MISI "Service Point" for the utilization of their software for the CoC.

Responsibilities of the Participating Agencies:

1. Agency must designate a staff member to be responsible on a day-to-day basis for enforcing the data and security requirements associated with HNM HMIS.
2. Agency HMIS staff person shall serve as the primary contact between the Agency and the HNM HMIS Lead Agency (CHP).

3. Must have an email address
4. Must be technically proficient with a web-based MIS since he/she will be responsible for maintaining their Agency's HMIS site.
5. Must enter client level data, user data and agency administration information for the Agency within 48 hours; and is responsible for the quality and accuracy of the data.
6. Ensures the stability of the agency connection to the Internet and "Service Point" either directly or in communication with other technical professionals.
7. Submits Agency reports and submits data necessary to generate HUD require reports, i.e., APR and data necessary for the LSA reports.
8. Monitors and enforces compliance with standards of client confidentiality ethical data collection, entry and retrieval at the Agency level.
9. Ensures that HIPAA and Federal Confidential requirements are met and are in accordance with their Agency standards.
10. Ensures privacy, safety and security requirements are maintained
11. Maintains technical requirements to run the software
12. Ensures staff has received the training provided by the HNM HMIS Lead Agency
13. Ensures relevant and timely communication with Lead agency
14. "Service Point" is web-based software and therefore the Agency is required to have a computer, a valid username and password, and the ability to connect to the Internet using internet.
15. "Service Point" software and license fees are based on a fees formula. Hardware and connectivity issues not related to the HMIS software should be addressed by the Authorized Agency's internal IT staff.

Responsibilities of the CoC Governance:

1. The CoC works with Community Housing Partnership of Williamson County the HNM HMIS Lead Agency, to ensure the CoC has a single HMIS for the geographic area.
2. The CoC works with HMIS Lead in requesting reports on performance on CoC and ESG projects
3. The CoC works with HMIS Lead to ensure consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS,
4. The CoC ensure that the HMIS is administered in compliance with requirements prescribed by HUD.
5. The CoC works with the HMIS Lead to ensure that P&P are compliant with HUD required HMIS requirements as stated in the CoC Program interim rule, 2010 HMIS Data Standards, and any other local HMIS requirements.
6. The CoC reviews and updates the Governance Charter annually with the HMIS Lead.

Section 7. Committees

The CoC Governance Board may establish committees as it deems necessary. Key committees include: HMIS Data, Point-in-time, Compliance, Rank & Review, and Strategic 10 Year Plan to End Homelessness. Other Ad

Hoc committees may be appointed from time to time as needed. The CoC committees are representatives for the Board and membership meetings are responsible for ensuring progress in meeting HUD's performance goals. The committee will develop and maintain a system for tracking CoC wide outcomes, as well as tracking progress towards meeting HUD goals including those outlined in the CoC application. The Governance Board must approve all recommendations of the Standing or Ad Hoc Committees before action may be taken. No standing committee has the authority to act on behalf of the CoC beyond duties described in this Section.

A. HMIS Data Management, Collection, and Outcome Committee

This committee is responsible for conducting and coordinating research into the characteristics and needs of homeless, or at risk of homelessness individuals and families. It will review the availability of housing and services, conduct gaps analyses, provide data to the CoC, and make recommendations to the CoC to encourage potential areas of change / improvement. In this capacity, it oversees all data collection and use of data within the CoC. This includes, but is not limited to: ensuring compliance with HMIS regulations and compliance with the CoC's data quality plan, privacy plan, privacy policies, and Standard Operating Procedures, and recommending changes to the board as necessary.

B. Point-in-Time & Housing Inventory Committee:

This committee is to conduct and analyze the annual point-in-time and housing inventory count. The role is to meet & address the issues related to the annual PIT, gaps & needs, & housing inventory within the CoC area; creates opportunities to engage & educate the community in collecting, analyzing, & understanding information about homelessness; reviews, revises & finalizes the surveys format; sets the PIT date; coordinates with local communities to assist in the PIT & Housing Inventory surveys; makes recommendations to the HNM Coalition & other committees. Assist in the development of strategies to address the unmet needs for the CoC. This count is conducted annually for the shelters & the streets.

C. Rank & Review Committee:

The Rank and Review Committee is responsible for reviewing and prioritizing new and renewal projects for the CoC application. They are an unbiased committee who do not represent programs seeking funding, applies objective criteria based on HUD requirements & basic threshold requirements to ensure the applicant is eligible to apply, has the capacity both financially & from a management perspective, has no HUD findings or other federal violations, has met match & leverage requirements, & has positive performance activities. They ensure projects meet homeless needs of the CoC area. They review with the CoC Coordinator the Project Review sheet & scores for each project, establish priorities & rank projects. Ensures compliance with call for projects, rankings, transparency with a web-site posting, & notifies interested agencies of the status of their project proposals. They meet & discuss reallocation.

D. Compliance Committee

The Compliance Committee works in conjunction with the HMIS Data committee to determine and ensure that funded projects are in compliance with HUD guidelines and applications submitted. This includes data quality, population being served, numbers being served, etc.

E. Strategic 10 Year Plan to End Homelessness

This committee develops/updates 10-year plan strategic goals taking into consideration the needs of the CoC needed to reduce homelessness. They study & implement strategies to end homelessness among the general population, but also with families, youth, & Veterans while looking at successful models & consider practical local solutions with community stakeholders while promoting coordination between government

entities & nonprofits to support a more efficient and accessible service for those experiencing homelessness. This information plays critical role in the ranking & priority setting as it relates to achievement of its goals & objectives. They also ensure that the goals are made available for inclusion into the Consolidated Plans for the CoC geographic area.

F. Health Councils

A full spectrum of providers discusses county level needs with local priorities being set with larger goals being brought to the CoC. Each community is aware of HNM services & the referral of homeless individuals/families with children to services. This group is active in the gaps & needs assessments & allows for better coordination & collaboration of needs & services while stream lining the referral process. This grassroots initiative assists in the needs assessment and development of programs to improve the quality of life. This community diagnosis process collects information on the size, seriousness & effectiveness of local activities.

G. Executive Committee

The Executive Committee is made up of the Officers of the CoC Governance Board.

H. Coordinated Entry Committee

Ensures community-wide CES policies and procedures are in place and are aligned with HUD requirements.

I. Appeals Committee

If an applicant feels that a decision made by the CoC Governance Board regarding the ranking, rejection, or funding level of their project was prejudicial, or unsubstantiated by project performance, the applying agency may file an appeal to be considered by a 3-member Appeals Committee. The appeal must be based on one of the following:

- * Agency did not receive information made available to other agencies;
- * Allegation of bias, fraud, or misuse of federal funds on the part of the CoC Governance Board &/or the CoC Rank & Review committee;
- * Allegation that CoC governance Board &/or the Ranking and Review Committee did not receive accurate information for proper scoring; and/or
- * Violation of federal guidelines.

Section 8. Funding Allocations

The CoC Coordinator will work with HUD Field Office to determine that the Grants Inventory Worksheet (GIW) is correct. This is then presented to the CoC Governance Board and membership annually. The GIW will inventory all existing HUD CoC funded grants, those eligible for renewal, and the amount per grant. It will also indicate the total dollar amount of the CoC's Annual Renewal Demand (ARD). This will become the base line for all future CoC funding determinations.

A. Reduction of a Specific Grant

In the event that an individual grant no longer exists or for which funding must be reduced or reallocated, any remaining grant funds will be reallocated to any eligible provider in the CoC in accordance with the reallocation policy.

B. Across the Coc Funding Reductions

In the event that the CoC determines that there is insufficient funding to service all existing grants and that funding reductions are required, as an option only of last resort, any such funding reductions shall be applied equitably between all grantees in accordance with the percentage cut required, HUD mandated policies and funding priorities.

C. Increase in Funding Allocations

In the event that HUD increases the total amount of available funding to the CoC, through a "bonus" increase in annual pro-rata allocation, or any other method, any such funding increase shall be made available to eligible providers whose proposed project meets HUD's mandated policies and funding priorities at the discretion of the CoC Governance Board. They will determine if these funds shall be distributed to each project or one project based on the proposal.

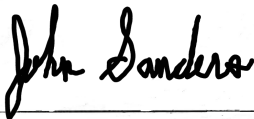
Section 10. Liability of Members

No member of the Coc shall be personally liable, solely because of membership in the Coc, for any debts, obligations, or liabilities of the HNM CoC.

Section 11. Governance Charter

This Charter and all referenced policies and procedures, in consultation with the Collaborative Applicant and HMIS Lead, will be reviewed and updated by the CoC Governance Board as needed and no less than annually. Any proposed changes will be provided to the full CoC Board for comments at least 21 days in advance. By a vote of the majority of the Coc Governance Board, proposed modifications to this charter and its appendices will be approved and distributed to the membership.

Updates to this Charter and HMIS Charter will be the responsibility of the Coc Coordinator and Collaborative Applicant. Likewise, upon adoption, the CoC Coordinator will implement this Charter.



CoC Chair



Coc Lead Agency-Collaborative Applicant

9-16-22

Date

9-16-2022

Date