

GOVERNANCE CHARTER

MARION COUNTY CONTINUUM OF CARE

APRIL 22, 2024

BY GOVERNANCE COMMITTEE

APPROVED BY BOARD OF GOVERNORS 6/25/2024

APPROVED BY COC MEMBERSHIP 7/23/2024

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INTRODUCTION

The Continuum of Care is a group organized to carry out the responsibilities outlined by the Department of Housing and Urban Development (HUD) to address homelessness in Marion County. The Continuum of Care is a membership planning and oversight body. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals as required by HUD regulation 578.7(a)(3).

The Name of the Continuum of Care (CoC) covering our designated geographic area is the Ocala/Marion County Continuum of Care (FL-514). Hereafter the Ocala/Marion County Continuum of Care (FL-514) will be referred to in this document as the “CoC”.

The Board of Governors is the lead decision-making body of the CoC and provides ongoing leadership and administrative oversight. The Board of Governors provides guidance and advocacy needed to effectively implement policies and strategies to reduce incidents of homelessness in our community.

PURPOSE OF DOCUMENT

Formalize the responsibilities of the CoC to accomplish several goals. Establish standardized operation and management of the CoC.

I. ESTABLISHING COC (578.5)

Per HUD, the CoC is established by representatives of relevant organizations within a geographic region to carry out the responsibilities outlined in the CoC Program interim rule.

The responsibilities of the CoC as a whole are extensive, resulting in the need to designate responsibilities to other parties. Many of these duties are designated to a Lead Agency/ Collaborative Applicant appointed by the Continuum of Care Membership and an eligible organization appointed by the COC Membership to serve as the Homeless Management Information System administrator. Many of those responsibilities are outlined within this charter.

I.1 COMMUNITY-WIDE COMMITMENT (578.1)

MISSION: Making homelessness rare, brief, and non-recurring.

THE PURPOSE OF THE COC: The Ocala/Marion County Continuum of Care (CoC) is a membership, planning, and oversight body for the designated geographic region of Marion County. CoCs are designed to promote a community-wide commitment to ending homelessness, provide funding for efforts to rapidly re-house homeless individuals and families, promote access to and effective use of mainstream programs, and optimize self-sufficiency among individuals and families experiencing homelessness in accordance with HUD regulation 24 CFR 578.

THE COMMITMENT: The community is committed to coordinating efforts through a community-based process. Through coordination of the community’s policies, strategies, and activities we aim to build a system that addresses housing and services for those experiencing homelessness or housing crisis. CoC work includes but is not limited to:

- Gathering and analyzing information to determine the local needs of people experiencing homelessness.

- Identify and bridge gaps in housing and services.
- Implement strategic responses.
- Educate the community on homeless issues.
- Provide advice and input on the operation of homeless services.
- Coordinate alignment toward strategic goals and share a common vision in a unified manner.

I.II THE COC MEMBERSHIP

Effective Date:	Last Revision Date:	1/24/23
Responsible Party:	Lead Agency	
Audience:	All members and potential members	

POLICY:

The CoC must establish members and assign roles to ensure the success of reaching the CoC goals. Membership is open to organizations including, but not limited to public agencies, private non-profit community-based organizations, and for-profit organizations that serve the geographic region of Marion County as well as **individuals who may advocate for specific populations and businesses who serve**. Membership is agency-based and must fall within the relevant organizations listed in (**Attachment B**). There is no fee to join. **All members have applied for membership and are dedicated to the community-wide commitment. All members are encouraged to attend all meetings and participate in committee meetings.**

- **ACTIVE MEMBERS:** Active members are defined as attending at least **50%** of general membership meetings. Have not missed **3 consecutive unexcused** meetings. Active members have a chance to apply for grants administered by the CoC.
- **VOTING MEMBERS:** Active members are entitled to **one vote per organization or business and one vote per advocate**. When voting, only board members can vote at board meetings, alternatives are not allowed. At general membership meetings, only general members can vote, general members can elect one alternative.

PROCEDURE:

MEMBERSHIP:

1. All members must complete an application to join membership (**Attachment A**).
2. The organization must designate one chosen designee and one alternate (to vote in their absence).
3. The **Lead Agency** will reach out to **active members annually** to confirm appointed voting representatives each calendar year in **July**.
4. Attendance will be taken for membership, any member who misses 3 consecutive unexcused meetings will receive a letter warning of the violation of active membership.
5. If you cannot attend a meeting, an email can be sent to COC@marionfl.org

I.III HOW DECISIONS ARE MADE

Effective Date:	Last Revision Date:
Responsible Party:	CoC Lead
Audience:	Board Members and General Voting Members

A. VOTING

POLICY:

The CoC should not be bound to decisions made based on underrepresentation. For any **Decision** or **Action**, there must be a **quorum** present to conduct this type of business. If a quorum is not present, the meeting must sustain from action until enough voting members join. **The meeting must also be regularly scheduled.**

MOTION: A formal proposal by a member in a meeting, that the group take certain action. The main motion is provided by the person or committee introducing business before the members. A member must second a motion for it to be considered. This means at least two members want the proposal considered, not that they agree with the motion.

QUORUM: A quorum is defined as more than half of the members or 50% + 1.

TYPES OF VOTES:

1. **Majority Vote:** more than half of the votes cast by persons entitled to vote that are present at the regular properly called meeting. *(Example: if there is a quorum of 10 members present, 4 vote yes, 3 vote no, 4 is a majority of the 7 who cast their vote)*
 - Use when adopting a motion or electing members to office.
2. **Two-Thirds Vote:** at least 2/3 of the votes cast by persons entitled to vote of those present at the regular properly called meeting.
 - Required in particular circumstances, to suspend the rules or to close, limit, or extend the limits of debate.
3. **Majority of Entire Membership (Voting Body):** a majority of the total number of those who are members of the voting body at the time of the vote.
 - Use when adopting a motion to rescind or to amend something previously adopted.

METHODS:

Electronic voting is prohibited.

1. Standing vote: when 2/3 vote occurs instead of the majority vote, required to pass a motion. If the chair is not sure of the result of a voice vote. When a voice vote or show of hands is doubted.
2. Show of hands: small groups raise hands for those in favor and those opposed.
3. Counted vote: if we think the vote might be challenged or might be close. (secretary to count)
4. Ballot vote: typical for elections and other important decisions when there is a desire to keep secret how each member votes.

B. CONFLICT OF INTEREST

POLICY:

The conflict-of-interest policy is intended to help identify when a member cannot remain impartial in decisions. All members must disclose actual or potential conflicts. Where conflict is present, members must follow the recusal process. **No Continuum of Care Board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.**

Members agree that their own personal gain or organizational interests and relationships do not interfere with their commitment to the Continuum of Care.

INDIVIDUAL WITH CONFLICT: An individual with conflict is when a person's own self-gain and their commitments to the Governance Board and CoC interfere.

ORGANIZATION WITH CONFLICT: A person who is potentially unable to provide impartial support to the Governance Board or CoC in certain situations due to their employment or relationship with an organization.

TYPES OF CONFLICT: There are three different types of conflicts for individuals and organizations.

- When an individual has a financial or social interest in a decision, this is an **ACTUAL CONFLICT**.
- When there isn't a current conflict but there may be one anticipated in the future, this is a **POTENTIAL CONFLICT**.
- When there is a situation and there is no actual or potential conflict of interest, but individuals think there is, this is a **PERCEIVED CONFLICT**.

****OTHER CONFLICT RESTRICTIONS:** If a member is in a position to participate in the decision-making process or can gain insight information, they cannot obtain a financial interest in any contract or agreement. This rule includes employees, agents, consultants, officers, or elected or appointed officials of the recipient or its sub-recipient.

DEFINE DISCUSSION INFLUENCE: An influential discussion could be seen as providing input or perspective on the goals or outcomes of the given situation. It is providing input or perspective on the situation in general and assessing things that may cause someone to see things differently.

SCENARIOS

- Conflict is not considered based on the person's experience of receiving current or past services.
- If a member has a family member or partner who works for a direct service provider who is applying for CoC funds could have **POTENTIAL CONFLICT**.
- A board member lives near a program participant and sees them frequently. This participant is appealing a decision made by a direct service provider, but the board member is on the appeals committee. The board members could have a biased opinion with **POTENTIAL CONFLICT**.

PROCEDURE:

- The conflict-of-interest form is a part of the membership application and must be filled out before membership and/or taking a seat on the board.
- Organizational conflict of interest **will be disclosed through the 8B conflict document** and will be updated each **calendar year**.
- Board Members and Organizational voting members will disclose any relatives or partners working at organizations applying for CoC funding.
- A list of the most recent conflicts will be provided by the **lead agency** to the board members upon any decision-making process. This is to ensure that members are asked to recuse themselves if they do not do so voluntarily.
- **Members must sign that they've read and understand Section I.III A-C.**

- The lead agency will provide training through the onboarding process and annually. **Members are not able to vote until training occurs.**

VIOLATION

Violation of the conflict-of-interest policies can be intentional or unintentional. **If a violation is found to be [intentional and malicious] termination may occur without the order of violations being met.**

1. **FIRST VIOLATION:** The members will be asked to recuse themselves from any discussion and voting around the related topic of funding for that organization.
2. **SECOND VIOLATION:** A written warning will be provided.
3. **THIRD VIOLATION:** The member will be suspended for **3 consecutive meetings.**
4. **FOURTH VIOLATION:** The member will be terminated.

**** OTHER CONFLICT EXCEPTION**

1. Provide a written request of the recipient to HUD
2. Disclose the nature of the conflict, accompanied by written assurance
 - a. If government: public disclosure was made AND;
 - b. If private or non-profit: conflict disclosure has been disclosed per conflict of interest policy AND;
3. An opinion of:
 - a. If government: the recipient's attorney that the interest for which the exception is sought would not violate State or Local law
 - b. If private or non-profit: the exception would not violate the organization's internal policies.
4. HUD will determine exceptions to the request on a case-by-case basis.

C. RECUSAL

POLICY:

Written documents of recusals are required to ensure unbiased decisions are being made. When a person recuse themselves, they no longer participate in the conversation until the action or decision has been finalized.

PROCEDURE:

All recusals must be memorized in writing and reflected in minutes when necessary. It is the responsibility of the **lead agency, chair, or secretary of the committee** to note when this occurs.

- Specify the reason and the date of recusal.
- Duration of the recusal (terms)
- The effect of the recusal on the CoC and his or her agency/person.
- Name the person who is to assume responsibility and authority for the matter.
- Be disseminated to all persons who may be affected by the CoCs recusal and to the secretary who may maintain in writing.

II. RESPONSIBILITIES OF OPERATING THE COC (578.7)

According to the U.S. Department of Housing and Urban Development (HUD) Continuum of Care Program Interim Rule (24 CFR 578), it is the CoC's responsibility to **operate the continuum of care**. The COC is responsible for carrying out all activities specific to the interim rule, **rules may be assigned to the board, another organization, or another COC workgroup**.

II.1 COC MEETINGS

Effective Date:	Last Revision Date:
Responsible Party:	CoC Lead Agency
Audience:	Meeting Attendees or Participants

POLICY:

The CoC conducts meetings regarding the homeless initiative and all meetings are open to members, the public, or interested parties. All meetings will have a purpose, a published agenda, publicly noticed. **All meetings are governed under the Florida Sunshine Law and will be conducted according to Robert's Rules of Order.**

A. GENERAL MEMBERSHIP MEETINGS

The purpose of general meetings is to work collectively to make homelessness rare, brief, and non-recurring. **All meetings are led by the Board of Governors** and will discuss topics like **performance reports, provide educational material, community feedback, and sometimes major decisions**. The CoC General Membership meeting is held on **the last Tuesday of each month** (unless otherwise specified). Meetings are generally held at the **County Government Growth Services**. Meetings are noticed **via email and the local newspaper**.

Annual meetings are held in January every calendar year to ensure General Membership fulfills their voting responsibility. An annual review of required training will also occur. Final voting required by General Membership (CoC body) if approval is needed:

1. Designation of the Collaborative Applicant to coordinate and submit the CoC Application
2. Designation of the eligible applicant to operate the HMIS
3. Final approval of the Governance Charter

Following **PIT submission**, an annual presentation of numbers is provided sometime between (April – May).

B. BOARD OF GOVERNORS MEETINGS

The purpose of the Board of Governors meetings is to work collectively to ensure the long-term success of the CoC. Discussions should be those that **promote sustainable growth including strategic planning, policy, and governance issues**. The CoC Board of Governors meeting is held the same day as the general membership meeting, the last Tuesday of each **quarter**. Meetings are generally held at the **County Government Growth Services**. Meetings are noticed **via email and in the local newspaper**.

C. COMMITTEE MEETINGS

The purpose of committee meetings is to help with **the exchange of ideas and act as a function of the CoC to complete tasks**. Most of the work happens within committees. Committee meeting dates and times are different based on the member's availability. Once scheduled we will place them here for standing committees and provide insight into where to locate the others. These meetings are not publicly posted as they are for members only.

PROCEDURE:

1. Agendas for the General Membership & BOG meeting are created and developed by the CoC Lead Agency, HMIS Lead, **and the Executive Board**
2. **Committee agendas are created by the designated committee “chair”**
3. Agenda items are also determined based on HUD and DCF reporting timelines.
4. Agenda and material will be emailed in advance to established CoC Members, CoC BOG Members, and CoC Committee Members respectively depending on the nature of the meeting being held.
5. The **CoC Board Chair** will conduct the CoC General Membership Meeting and the Board of Governors Meeting.
6. Meetings will be conducted according to Robert’s Rules of Order, the most recent edition.
7. Following the meeting, minutes will be produced and distributed by the **CoC Lead Agency** no later than **(1 week before the next scheduled monthly meeting)**
8. If action items were determined, the **CoC Lead Agency** will send communication **immediately following** the meeting **(72 hrs.)** to ensure enough time is given to act and the interpretation is clear.

II.II INCREASE MEMBERS

Effective Date:	Last Revision Date:
Responsible Party: Lead Agency	
Audience: Nominating Committee	

POLICY:

CoC should attempt to be more inclusive and grow membership. The goal of the continuum is to increase membership and ensure representation from all categories listed in **Attachment B**. The continuum is required to **formally invite at least annually**. A formal invitation is provided by the **CoC Lead Agency** and is conducted **during the annual meeting**.

PROCEDURE:

1. **The Nominating Committee** reviews the membership and identifies gaps
2. The **CoC Lead** publishes a formal invitation **on the CoC website** to gaps and all interested parties.

II.III THE COC BOARD OF GOVERNORS (BOG)

Effective Date:	Last Revision Date:
Responsible Party: Nominating Committee	
Audience: Board Members and Membership	

A. RESPONSIBILITIES OF THE BOARD

POLICY:

The **board will act on behalf of the CoC** following the board selection process. Board members will comply with the Conflict-of-interest requirements. At all times, the CoC must ensure the board has at least 1 member who is

currently homeless or formerly homeless within the last 5 years of being elected. The BOG is responsible for the following.

- **SET THE COC DIRECTION:** Development of CoC mission and vision while maintaining focus on said mission and vision, formulate strategic vision & planning for the CoC, and collaborate with the members of this continuum to work towards our mission and purpose as defined in **section I.I.**
- **PROVIDE OVERSIGHT:** CoC Program activities and performance, Lead agency budget and partner drawdowns, and compliance.
- **DEVELOP POLICIES:** Governance Charter, Conflict of interest, **Code of ethics**, and Appointing officers.
- **ENSURE NECESSARY RESOURCES:** Identify resources with CoC Lead & HMIS lead (Gaps analysis), Establish how they will be acquired, and determine board member involvement.
- **REPRESENT THE COC COMMUNITY:** Advocate for the cause, stay abreast of issues faced by the partnering agencies and the community, and live or work in the CoC region. Solicit input to ensure voices are represented from sectors that are not on the board.

POWERS/AUTHORITY

1. Adopt rules.
2. Removal of board members

PROCEDURE:

- The BOG will review and update (as needed) the Governance document once every calendar year.
- Complete and sign a conflict-of-interest disclosure statement and update the disclosure statement upon reappointments/re-election or when changes occur.
- Disclose any possible conflicts of interest and follow the conflict-of-interest policy.

B. BOARD MEMBER SELECTION

POLICY:

The board will be comprised of eligible representatives from relevant organizations. Board members will be slated to the General Membership voting body. The board will be comprised of **no more than 13 members and have an odd number of members. To ensure diversity and inclusion, there will be no more than two representatives per relevant category on the board at any given time.** This ensures votes aren't heavily weighted in one direction. **At least 1 of the members should be currently homeless or formerly homeless within the last 5 years and must be on the board at all times.**

QUALIFICATIONS

1. Have a vested interest in the mission and vision of the CoC.
2. One member must be homeless currently or formerly homeless within the last 5 years.
3. Be an **active** member as defined in **(section I.II)**
4. Represent an **open** relevant organization as defined in **Attachment B.**
5. Have leadership experience and the ability to make decisions based on their role.
6. Have minimal conflict.
7. Diversify the board.

8. To ensure effective operation, skills such as finance, analytics, strategic planning, communication, and risk management are favored.

PROCEDURE:

- The selection process of the BOG is reviewed annually by the **Nominating Committee** and updated as needed.
- If there are no changes, the full COC voting body must approve at least once every 5 years.
- If changes are made, the full CoC voting body must approve before changes take place.

NOMINATIONS:

1. Preparation for nomination should begin in **July to ensure adequate time for election.**
2. Newly qualified board members are based on open terms or more frequently as needed.
3. The CoC Lead Agency will provide the seats up for term.
4. The CoC Chair will request nominations from **the Nominating Committee.**
5. The **CoC Lead** will provide a list to the **Nominating Committee** for review.
6. The **Nominating Committee** will identify gaps in representation and attempt to recruit additional members.
7. **Nominees** will be contacted to discuss roles, responsibilities, and attendance, and confirm willingness to serve. They will be asked to provide a biography, and/or resume, and identify conflicts of interest.
8. The **Nominating Committee** will provide the **Board of Governors** with a formal proposal for suggested nominees to be elected.
9. This list will be presented one week before the next scheduled **CoC full membership** meeting for election.

ELECTION:

1. A **Quorum of general members who are eligible to vote** must be present to conduct voting.
2. Votes will pass based on a **Majority Vote** by the **CoC full membership** who participate in casting votes.
3. The method of voting will be conducted through a **ballot or write-in vote.**

C. TERM OF BOARD

POLICY:

Term limits for the board are in place to encourage new ideas and perspectives in the success of the CoC. The elected Board of Governors will be expected to serve **the first year in a one-year term and thereafter go to a three-year term.** To be considered for election again, the board members must be off the board for at least one year.

PROCEDURE:

TERM TIME FRAME:

1. The term starts on the first day of the month following the annual meeting in **February.**
2. Members elected may serve no more than three sequential two-year terms.
3. If members choose to serve longer than their terms, the member must be reelected to serve more than one term.

REMOVAL AND RESIGNATION:

1. Any elected or appointed Board of Governor Member may be removed for cause upon a **two-thirds vote**.
2. There must be a **quorum present** and will be conducted by the BOG members in attendance.
3. A CoC board member may also resign by submitting their resignation to the **CoC Board Chair**.
4. Submission can be sent via text, email, or a formal written statement.
5. In the event of resignation or removal, the board of governors will present a recommendation for replacement.
6. The person elected will serve out the remainder of that person's term.

II.IV COMMITTEES AND WORKGROUPS

Effective Date:	Last Revision Date:
Responsible Party: Lead Agency	
Audience: Chairs of Committees, CoC Chair and Board, Committee Members	

POLICY:

The responsibilities of the CoC are extensive and cannot be done by one single entity. The CoC Board of Governors will elect members at the beginning of a new election term. Committees and workgroups will be open to CoC members, CoC Board members, and other interested parties. The CoC Board may also **create time-limited workgroups or special committees** to develop and recommend solutions to the specific issue for which they were created. Members will pass with a **majority vote**. **Only committee members have the right to be present during meetings.**

STANDING COMMITTEES: Formed to do assigned work on an ongoing basis. A function or responsibility over a subject matter expert.

1. Executive Committee
2. Nominating Committee
3. Evaluation Committee
4. Coordinated Entry
5. HMIS Data Committee

WORKGROUPS AND SPECIAL COMMITTEES: These are determined based on a particular task and go out of existence once the task is completed. A **current list of these committees** will be provided to the members for review. **Members of workgroups and special committees are generally determined by the person who motioned the creation of the committee.**

PROCEDURE:

1. At the time of initial formation, the Board of Governors will **provide the committees with a clearly stated purpose, goals, and an overall timeline for addressing issues or problems within the committee’s purview.**
2. Committee recommendations for action are to be brought before the Board of Governors for review and approval before implementation.
3. Committee chairs are elected by the Board of Governors.
4. The committee chair does not have to be a Board of Governor member, but members of the board are encouraged to volunteer to join or chair committees, especially those within their area of expertise.

5. Each committee chair is responsible for establishing a committee meeting schedule.
6. The committee will commit to **providing reports** on how the committee undertook its charge, what facts were uncovered or information that was obtained findings or conclusions, and the resolution or recommendation determined.
7. A designee may be appointed by the chair to present reports of progress.
8. Committee chairs are authorized to recommend replacements or subcommittee chairs.

A. EXECUTIVE COMMITTEE

A CoC Executive Committee is formed from the Board of Governors and acts on behalf of the Board of Governors between meetings, in cases of emergency, or as directed by the Board of Governors. They meet **monthly**, virtually, or in person. The executive committee should exclude service providers who are eligible to receive CoC funding to avoid conflict of biased decisions and the perception of power and influence.

- Prepare the agenda for meetings.
- Emergency voting.
- Review of budget draw-down.
- Formally evaluates the CoC and HMIS lead.

BOARD CHAIR: The Board Chair is responsible for providing leadership, and chairing the meetings for board, executive, and general membership meetings. The Chair shall be responsible for conducting the meetings and ensuring all meetings and agendas are properly noticed through the CoC Lead. They will ensure strategic planning occurs. Understand used procedures and ensure everyone knows what is being discussed or debated. Informally evaluates the effectiveness of the board members.

VICE CHAIR: The Vice Chair shall fulfill the Chair's responsibilities during the Chair's absence. request lead financial reports and monitor financial planning and financial reports.

SECRETARY: The Secretary shall chair meetings in the absence of both the Chair and Vice Chair and ensure minutes are accurate at the Executive Committee, Board of Governors, and General Membership meetings.

IMMEDIATE PAST CHAIR: The immediate past chair is responsible for standing in as Chair or Vice Chair if unavailable. In the event, there is no Immediate Past Chair or they are at term, an additional at-large member will be elected.

THREE MEMBERS AT LARGE: To provide diverse board and executive committee.

B. NOMINATING COMMITTEE

It is the responsibility of the nominating committee to ensure qualified, willing candidates will further the work of the continuum. They identify open seats and open relevant organizations. They continue to track the attendance provided by the **lead agency** and make recommendations for the recruitment of members. Members should meet at a minimum **quarterly**. Increase membership.

C. EVALUATION COMMITTEE

It is the responsibility of the evaluation committee to **determine targets and outcomes for the continuum**. Members of this committee must include **ESG representatives, HMIS lead, Collaborative Applicant, and Continuum members**. They must consult with agencies administering the work to set these targets.

They will provide recommendations to the board for review. It is the responsibility of the HMIS Lead and Lead Agency to monitor the subrecipients based on the performance established and contract guidelines. Provide recommendations of priorities.

The evaluation committee will also evaluate the **process of coordinated entry** and the efficiency and effectiveness of the housing and service system.

D. COORDINATED ENTRY COMMITTEE

The primary responsibility of oversight lies with the coordinated entry committee. They will determine roles and responsibilities, establish participation expectations, determine data collection expectations, and share protocol. If using HMIS as the data system, they will coordinate with the data committee to ensure compliance and workflow procedures. A coordinated entry assessment and the coordinated process is required to ensure clients are assisted based on need and vulnerability and not first come first serve.

E. DATA GOVERNING COMMITTEE

The primary responsibility lies with the HMIS governing committee. Membership is comprised of CoC representatives, HMIS Lead Agency Staff, Government staff, Collaborative Applicants, and Participating Agency Staff. The committee will meet monthly and will make decisions on HMIS planning, participation, coordination, or resources in HMIS, Coordination of data integration, Long-term determination, policies and procedures, and software application, data report cards. They help to direct the HMIS Lead agency.

F. WORKGROUPS AND SPECIAL COMMITTEES

The following CoC tasks will be associated with workgroups when needed.

The competitive grant applications will require a **special application review workgroup** where members are prohibited from receiving funding and have no bias for or conflict.

The CoC is required to review and update this governance charter, although the responsibility of review has been given to the board of governors, a **governance charter workgroup** will be developed when revision is needed.

The CoC is required to develop **written standards** to ensure programs in the homeless response system operate fairly and equitably. Following guidelines that are transparent across the board. The development and revisions made to the document will be done by a workgroup or special committee and will be maintained by the Lead Agency Collaborative Applicant. The development must include at minimum ESG recipients. Will follow guidelines in [24 CFR.]

When preparing for the **Point in Time**, the CoC will establish a workgroup or special committee to ensure all requirements of the survey and notice are met. The PIT workgroup will review the **HUD notice and methodology** once published. The group will pose an approach to the **Board of Governors** for **approval**. The PIT should be **publicized** at the beginning of January as the count will be administered sometime during the last 10 days of January.

III. RESPONSIBILITIES OF PLANNING

It is the responsibility of the continuum to provide planning for the continuum of care. The completion on the planning is the responsibility of the **board of governors** but will need assistance from other committees to provide important components.

III.I REQUIRED COMPONENTS OF COC PLANNING

POLICY:

The CoC will develop a plan that addresses the implementation of a **housing and service system, conducting the point-in-time count, conducting a gaps analysis of homeless needs and services, providing information to the Consolidated Plan, and a plan for allocating emergency solutions grants**. The plan must involve the board of governors....

A. HOUSING AND SERVICE SYSTEM COORDINATION:

The **Evaluation Committee** will assess the effectiveness of the coordinated entry process and will provide feedback to the **Board of Governors** on the current housing and service system. Assessments and interviews from the membership and public may be necessary to ensure adequate information is received for evaluation.

B. ANNUAL GAPS ANALYSIS:

The board of governors, lead agency, and HMIS lead will meet **every 3 years to collect and analyze data** based on HMIS system performance measures, longitudinal systems analysis, and any other relevant data to identify gaps and needs. A review of existing operating procedures and relevant policies will be evaluated for planning. Internal, external, and persons with lived experience will be interviewed to conduct an assessment. Clear goals and objectives will be made based on SMART goals. The goal will be specific with details, measurable milestones, attainable and actionable, relevant, and time-bound. Once goals are established, the steps needed to achieve the goals will be identified and assigned to the appropriate person or committee. The **Board of Governors** will meet **quarterly** through a standing agenda item to evaluate the status and movement toward the goals. Adjustments can be made as necessary if circumstances change.

C. POINT IN TIME COUNT:

The **Outreach Team, HMIS Lead, and Data Committee** will work together to provide insight into the homeless population and characteristics to draw a conclusion and provide to the **Board of Governors** and **General Membership** to help with CoC Planning.

D. CONSOLIDATED PLAN:

The consolidated plan is conducted **by the lead agency** and is the responsibility of **the county**. The CoC membership will provide feedback as this is critical to trends and funding needs to the community.

E. ESG CONSULTATION

During the strategic planning process, the Board of Governors will ensure the consultation of current ESG recipients and federal, state, and local administration plans.

F. VAWA EMERGENCY TRANSFER PLAN 578.99(J)(8)

The CoC will work alongside **Domestic Violence local and state agencies** to develop a CoC-wide emergency transfer plan referenced 24 CFR 578.99(J)(8).

IV. RESPONSIBILITY OF DESIGNATING AND OPERATING HMIS

IV.I DESIGNATING HMIS

Effective Date:	Last Revision Date:
Responsible Party:	Data Committee
Audience:	CoC Members and HMIS Lead

POLICY:

The CoC is required to designate a single Homeless Management Information System (HMIS) for the geographic region. This is required for reporting to HUD. The CoC must designate an eligible applicant to manage the local HMIS database and will be known as the HMIS Lead. The HMIS Lead will ensure there are **Policies and Procedures for the database, Privacy, Security, and Data Quality plans**. The development of these plans will include consultation with the data committee.

A. AREA DESIGNATION

The CoC has designated the **Marion County region** as the local HMIS area. The current HMIS software designated for this area is **WellSKy, Community Services**

B. LEAD DESIGNATION

The eligible applicant designated to manage and operate the system is the **City of Ocala**, also known as the HMIS Lead.

IV.II OPERATING HMIS

POLICY:

The designated **HMIS Lead Agency** will operate and manage the database system ensuring compliance with HUD regulations, and federal, and state.

A. HMIS COMPLIANCE

The HMIS Lead is required to follow federal compliance and will be evaluated by the **board/executive committee**. It is the responsibility of the Data Committee to ensure the HMIS goals, strategies, objectives, and data needs are assessed. The **attached HMIS Lead Evaluation Matrix** will be used to evaluate the following domains for compliance. <https://files.hudexchange.info/resources/documents/HMIS-Lead-Improvement-Evaluation-Matrix.pdf>

1. HMIS Lead Requirements (reporting to HUD)
2. HMIS Governance
3. System Administration
4. Privacy Development and Implementation
5. HMIS Software Vendor Monitoring
6. Training, Customer Service, and End User Support Services
7. Data Analysis and Reporting

- 8. Staff Management and Capacity
- 9. Strategic Planning and HMIS Growth

B. PRIVACY AND SECURITY

The **HMIS Lead** and **Data Committee** will **develop a privacy policy** and provide training for privacy, confidentiality, data collection, data entry, and reporting staff. If the HMIS is a shared system, a release of information is required for client records in HMIS. The HMIS Lead and Data Committee will **develop security measures** to ensure client safety and develop policies **for when to use a comparable database**. The security plan must ensure that all persons or entities who have access to the database do so in a secure and authorized manner. The CoC is responsible for reviewing this document and approving the plan **every 2 years**. Compliance of this is detailed in the HMIS lead Series on HUD Exchange.

C. HMIS PARTICIPATION

All members of the CoC who manage and operate Emergency Shelter, Transitional Housing, Street Outreach, Homeless Prevention, Coordinated Entry, Supportive Services, and Permanent Housing Programs are encouraged to participate in the local HMIS database. Participation in HMIS strengthens the system and increases funding opportunities for the homeless response system. It is the responsibility of the HMIS Lead to ensure current end-users actively participate in HMIS in accordance with established policies and procedures. It is the responsibility of the **continuum and HMIS Lead** to increase HMIS participation with programs that do not actively utilize the database.

V. RESPONSIBILITY OF COLLABORATIVE APPLICATION COC FUNDING PROCESS

Effective Date:	Last Revision Date:
Responsible Party:	Collaborative Applicant
Audience:	Funded Agencies

V.I COLLABORATIVE APPLICANT RESPONSIBILITY

POLICY:

The CoC is responsible for the design and development of a collaborative process for the Continuum application, evaluation, and consolidated plan. The lead agency will be responsible for the development of the application, and the special **Application Review** committee will be determined each time there is a local competition. Members will be appointed based on their ability to understand, assess and apply the goals of the CoC.

V.II FUNDING PROCESS

POLICY:

It is the responsibility of the Collaborative Applicant CoC Lead Agency to develop a transparent and competitive process to receive funding. The process must include performance evaluation to ensure programs are funded to make a positive impact on the homeless response system.

PROCEDURE:

1. The collaborative applicant is responsible for creating the application.

2. Once the notice of the local funding competition has been published, all active members can apply for funding.
3. Before the funding competition, the **Evaluation Committee** will evaluate current programs and provide a recommendation to the **Board of Governors** of programs that are considered poor performers.
4. Reallocation of funds may be determined, refer to NOFO reallocation policy for specific guidelines.
5. The collaborative applicant will work alongside partners of the CoC to complete the CoC application for submission.
6. Once all applications are submitted, the **Application Review Committee** will score based on the scoring rubric and provide the Lead Agency and Board of Governors with the Results.
7. The Board of Governors will consider and rank programs based on scores and priorities determined for the CoC.
8. The procedure is similar for funding through the State Department of Children and Families, Office on Homelessness. The only difference is those specific steps unique to the NOFO process.

A. MONITORING

The Lead Agency Collaborative Applicant will schedule site visit file monitoring for all subrecipients. The monitoring is to ensure program compliance. The HMIS Lead will schedule site visit monitoring for all HMIS partners to ensure security and privacy compliance.

ATTACHMENT B: RELEVANT ORGANIZATION

<i>Relevant Organization</i>	<i>Community Representative</i> <i>[Agency Name & Designee]</i>	<i>Type</i>
<i>Affordable Housing Developer</i>		
<i>Agencies Serving Survivors of Human Trafficking</i>		
<i>CDBG/HOME/ESG Entitlement Jurisdiction</i>		
<i>Disability Advocate</i>		
<i>Disability Service Organization</i>		
<i>Domestic Violence Advocates</i>		
<i>EMS/Crisis Response Team</i>		
<i>Homeless or Formerly Homeless</i>		
<i>Hospital</i>		
<i>Indian Tribes and Tribally Designated Housing Entities</i>		
<i>Law Enforcement</i>		
<i>Lesbian, Gay, Bisexual, Transgender Advocate</i>		
<i>Local Government Staff/Officials</i>		
<i>Local Jail</i>		

<i>Mental Health Service Organization</i>		
<i>Mental Illness Advocate</i>		
<i>Organizations led by and serving Black, Brown, Indigenous and other people of color</i>		
<i>Organizations led by and serving LGBTQ+ persons</i>		
<i>Other homeless subpopulations advocates</i>		
<i>Other Victim Service Organization</i>		
<i>Public Housing Authorities</i>		
<i>School Administrators/Homeless Liaisons</i>		
<i>State Domestic Violence Coalition</i>		
<i>State Sexual Assault Coalition</i>		
<i>Street Outreach Teams</i>		
<i>Substance Abuse Advocates</i>		
<i>Substance Abuse Service Organization</i>		
<i>Victim Service Providers</i>		
<i>Youth Advocates</i>		
<i>Youth Homeless Organization</i>		
<i>Youth Service Provider</i>		