

| Overall Responsibilities of CoC Governance Board and Committees | | | |
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| Requirement | Reference | Board Action | Completion Date |
| <p>Review, update and approve the Governance Charter at least annually.</p> <p>Consult with the Collaborative Applicant and HMIS Lead to develop, follow, and update the Governance Charter as needed.</p> <p>Recommend to the CoC membership for a vote, any amendments as they arise.</p> | <p>Governance Charter Article I, Section II. Duration (p.3)</p> <p>Governance Charter Article IV, Section 1: (p. 6)</p> | | |
| <p>Overseeing the planning, coordination of resources, evaluation of the results for the community. The board is empowered to create standing committees and ad-hoc working groups to achieve community goals. The board will look to recommendations from its committees and workgroups to develop sound policies and practices that meet the needs of the community</p> | <p>Governance Charter Article IV, Section 1: CoC Governance Model (p.5)</p> | | |
| <p>Engage community leaders to develop and implement comprehensive strategies to reduce and end homelessness in Wake.</p> | <p>Article IV, Section 2: Roles & Responsibilities of the Board (p.6)</p> | | |
| <p>Assess the performance of the CoC; identify gaps; develop and implement strategies to address gaps and improve the overall CoC performance, including implementation of best practices.</p> | <p>Article IV, Section 2: Roles & Responsibilities of the Board (p.6)</p> | | |

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| Receive recommendations on the recipient and sub-recipient performance targets appropriate for population and program type, along with performance and outcomes of ESG and CoC programs. | Article IV, Section 2: Roles & Responsibilities of the Board (p.6) | | |
| Approve the CoC HMIS data privacy plan, data security plan, and data quality plan. | Article IV, Section 2: Roles & Responsibilities of the Board (p.6) | | |
| Establish priorities that align with local and federal policies for recommending projects for CoC related grant funding. Coordinate with the Collaborative Applicant on any other funding related to CoC activities or funding. | Article IV, Section 2: Roles & Responsibilities of the Board (p.6) | | |
| Call Meetings of the full CoC membership at least semi-annually | Article IV, Section 2: Roles & Responsibilities of the Board (p.6) | | |
| Appoint committees and workgroups to facilitate the work of the CoC | Article IV, Section 2: Roles & Responsibilities of the Board (p.6) | | |

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| The Membership/Nominating committee will be charged with monitoring the diversity of the Board and undertaking efforts to recruit a diverse membership. | Governance Charter Article IV, Section IV: Process for Board Member Selection (p.7) | | |
| <p>...the board shall not meet less frequently than every other month to conduct the business of the CoC.</p> <p>The board shall establish a published meeting schedule of regularly scheduled meetings prior to the beginning of the calendar year. All meetings will be posted (by the Collaborative Applicant) at least 10 days before the meeting.</p> | <p>Governance Charter, Article IV, Section VI: Meeting Frequency (p.7)</p> <p>Governance Charter, Article IV, Section VI: Meeting Frequency (p.7)</p> | | |
| <p>The Membership Committee is charged with seeking individual members for established committees and for presenting them with their qualifications to the board for a vote.</p> <p>Committees may elect a chair subject to ratification by the board, except for the Nominating Committee, which will be chaired by the Vice Chair of the Governing Board.</p> | Governance Charter, Article V, Section I: Standing Committees (p.8-9) | | |
| The Executive Committee receives all grievances for the Collaborative Applicant and Responds to them within 15 business days | Governance Charter, Article V, Section I: Standing Committees (p.9) | | |

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| <p>The Executive Committee is responsible for ensuring that members and committees are fulfilling their responsibilities in compliance with governing documents (especially the conflicts of interest policy), funder requirements, and legal statutes.</p> <p>The Executive Committee sets the agenda for all CoC Governing Board Meetings and CoC Membership Meetings.</p> <p>The Executive Committee convenes Ad Hoc Committees for specific tasks and/or special issues, such as convening an annual Written Standards Workgroup comprised of members from multiple committees to review and update CoC written standards.</p> | | | |
| <p>The Funding Review Committee reviews and ranks project applications for the CoC Program and other funding for recommendation to the CoC Governance Board.</p> <p>The Collaborative Applicant staff and this committee work together to develop fair and transparent processes and recommend the scoring and ranking criteria for projects eligible for funding under the CoC Program.</p> <p>Homeless services agencies receiving or requesting funding are prohibited from participating in this committee.</p> | <p>Governance Charter, Article V, Section I: Standing Committees (p.9)</p> | | |

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| <p>The Nominations Committee works in collaboration with the CoC Governing Board to develop any qualifications for membership in CoC entities as deemed necessary.</p> | <p>Governance Charter, Article V, Section I: Standing Committees (p.9)</p> | | |
| <p>The Committee for House Wake! (Coordinated Assessment System aka CAS) provides macro-level oversight of the coordinated assessment system.</p> <p>The House Wake! committee, in coordination with the and Coordinated Assessment (Centralized Intake) administering agency, troubleshoots issues and makes recommendations to the CoC Governing Board and the full CoC membership on any macro-level changes for system improvement, such as significant changes to policy and prioritization of people experiencing homelessness.</p> | <p>Governance Charter, Article V, Section I: Standing Committees (p.9)</p> | | |
| <p>The Data Advisory Committee identifies needs for HMIS training and reviews HMIS reports to be submitted to funders such as HUD and ESG jurisdictions.</p> <p>This committee is responsible for reporting periodically on the status of data completeness and other data quality measures.</p> <p>The members on the Data Advisory Committee regularly review data policies and procedures and provide recommendations</p> | <p>Governance Charter, Article V, Section I: Standing Committees (p.9-10)</p> | | |

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| <p>on how system-wide data performance can be improved.</p> <p>In collaboration with the HMIS Lead, the committee will ensure the completion of the Annual Gaps Analysis and complete system and project-level performance evaluation and data monitoring.</p> | | | |
| <p>The Racial Equity Committee evaluates the Wake County CoC policies and data related to racial equity.</p> <p>This committee will also monitor the extent that these populations (African Americans, American Indians, and Latinx peoples) are overrepresented in the homeless system, recommends policy changes based on data and best practices, creates, and supports system partnerships, and develops plans and processes to assess whether the CoC's policies and resources allocation decisions are positively impacting inequities among homeless individuals and families in the community.</p> | <p>Governance Charter, Article V, Section I: Standing Committees (p.10)</p> | | |

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| <p>*Once the Governance Board is in place, the CoC Board will develop a process to select and approve a Collaborative Applicant for a five-year term with the understanding that a Collaborative Applicant may be selected more frequently if there are performance issues.</p> | <p>Governance Charter, Article VI: Collaborative Applicant, Section 1: Selection Process</p> | | |
| <p>*The Continuum of Care must designate a legal entity that is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant.</p> | <p>Governance Charter, Article VI: Collaborative Applicant, Section 2: Collaborative Applicant Role</p> | | |

| Responsibilities to Evaluate the Collaborative Applicant | | | |
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| <p>*The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area.</p> <p>*The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars.</p> <p>*Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant must submit a final draft of the application to the CoC Governing Board for approval.</p> <p>*Depending on the timing of the submission to HUD, the Governing Board and Collaborative Applicant will create a timeline for submission to the Continuum of Care.</p> <p>*The Collaborative Applicant in Wake County will also provide staff and leadership to the various committees and workgroups that constitute the Coc.</p> <p>**These and additional responsibilities are documented in the Continuum of Care Collaborative Applicant Memorandum of Understanding.</p> | <p>Governance Charter, Article VI: Collaborative Applicant, Section 2: Collaborative Applicant Role</p> | | |

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| <p>Collaborative Applicant Responsibilities include:</p> <p>Propose revisions to this governance charter, to ensure compliance with HUD requirements and with HMIS requirements, including a code of conduct and recusal policy for the Wake County CoC Governing Board members and any person acting on behalf of the Wake County CoC Governing Board.</p> <p>*In consultation with recipients of Emergency Solutions Grant (ESG) funds within the geographic area, <i>establish and operate</i> either a centralized or coordinated access system that provides an initial, comprehensive assessment to ensure prioritization and matching of the needs of individuals and families to housing and services.</p> <p>In consultation with recipients of ESG funds within the CoC, draft written standards for the CoC Governing Board Approval and providing for CoC assistance.</p> <p>Monitor the performance of CoC and ESG recipients and sub-recipients.</p> <p>Report the outcomes of ESG and CoC projects to HUD and the CoC Governing Board, at least annually.</p> | <p>Governance Charter, Article VI: Collaborative Applicant, Section 3: Collaborative Applicant Responsibilities (p.10-12)</p> | | |

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| <p>Facilitate on-going coordination among CoC components.</p> <p>Strategize to minimize efficiency in service provision.</p> <p>Coordinate training of staff implementing CoC projects.</p> <p>Identify best practices to implement in the CoC and educate CoC member agencies about best practices.</p> <p>Share information with the CoC Governing Board to facilitate effective leadership of the CoC.</p> <p>Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of homeless individuals and families. At a minimum, such a system encompasses the following:</p> <ul style="list-style-type: none"> • Outreach, engagement, and assessment • Shelter, housing and supportive services • Prevention strategies <p>Plan for and conduct, at least annually, a point-in-time count of homeless persons within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing,</p> | | | |
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| <p>and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.</p> <p>Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within the CoC geographic area.</p> <p>Provide the information required to complete the Consolidated Plan(s) within the CoC geographic area.</p> <p>Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.</p> <p>Develop a proposed plan for the Wake County CoC Governing Board regarding public education on homelessness, advocacy at the state or local level related to housing and homelessness, and policy recommendations to state or local governments in the CoC region.</p> <p>Design, operate and follow a collaborative process for the development of a CoC application to HUD.</p> | | | |
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| <p>Submit the final application in response to the CoC Notice of Funding Availability (NOFA).</p> <p>On behalf of the Governing Board, hold meetings of the full CoC membership, with published agendas at least semi-annually.</p> <p>Staffing CoC committees and workgroups, including preparation of the agendas and minutes, meeting materials and communications, maintaining records, and distribution lists.</p> <p>Assisting the CoC, through its committees and workgroups, to develop performance targets and evaluate performance.</p> | | | |
| <p>EVALUATION: The Governing Board will hold the Collaborative Applicant accountable for performance through a Memorandum of Understanding that is reviewed and updated annually. Any member of the Governing Board with a conflict of interest shall not participate in the annual review of the Collaborative Applicant. Only the Collaborative Applicant will be eligible to apply for CoC planning funds through the CoC grant process. These funds will be used, as directed by the Governing Board, to provide dedicated staff and resources, and to undertake planning projects, to support the work of the CoC.</p> | <p>Article VI, Section IV- Evaluation, Governance Charter, p.12</p> | | |

| Responsibilities to Select and Evaluate the HMIS Lead and HMIS System Administrator | | | |
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| Requirement | Reference | Board Action | Completion Date |
| <p>SECTION 1: Selection Process:</p> <p>With the adoption of this Governance Charter, the Governance Board, through its Data Advisory Committee, will become responsible for the guiding the CoC's selection of an HMIS Lead Agency and for monitoring HMIS operations in the CoC's geographic area. The Committee will keep the Governing Board apprised of HMIS concerns and will make recommendations to the Board concerning issues of policy and participation. The Data Advisory Committee will develop a process to select and approve a new HMIS Lead, as applicable, given the CoC's participation in a multi-jurisdiction HMIS.</p> <p>SECTION II: Roles and Responsibilities:</p> <p>The Raleigh Wake CoC is part of a multi-CoC HMIS implementation in North Carolina which has contracted with the Michigan Coalition Against Homelessness to carry out a significant portion of the HMIS Lead responsibilities. The multi-CoC implementation has a North Carolina HMIS Governance Committee which includes representation from the member CoCs, including Wake County.</p> | <p>ARTICLE VII: HMIS Lead, Governance Charter, p. 12-13</p> | | |

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| <p>The Raleigh Wake Partnership to End and Prevent Homelessness serves as the local System Administrator for the HMIS in the Wake County CoC and currently represents the CoC on the NC HMIS Governance Committee.</p> <p>The HMIS Lead and the local System Administrator:</p> <ul style="list-style-type: none"> • Ensure that projects are meeting national data quality objectives • Ensure that the CoC has an HMIS data privacy plan, security plan, and data quality plan • Document compliance with project rules and record requirements • Ensure that the HMIS is administered in compliance with HUD requirements • Ensure consistent participation by CoC and ESG recipients in HMIS • Ensure that the CoC has a successful and operational HMIS • Coordinate Efforts to encourage non-HUD funded projects to participate <p>SECTION IV: EVALUATION:</p> <p>The Governing Board will hold the HMIS Lead Agency accountable for performance via the monitoring work performed by the Data Advisory Committee and its HMIS Subcommittee (if created). There will be an annual review of the HMIS Lead Agency.</p> | <p>ARTICLE VII: HMIS Lead, Governance Charter, p. 13</p> | | |
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