

CoC GOVERNANCE CHARTER

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|-----------------|--|----------------|-------------------|
| Policy No.: | 578.5-OR506CoC | Approved By: | HSSN (the CoC) |
| Effective Date: | April 24, 2003 | Revision Date: | December 10, 2021 |
| Prepared By: | Washington County Department of Housing Services 503-846-4760 http://www.co.washington.or.us/Housing/EndHomelessness/ | | |

Policy Authority: This policy is adopted under the authority of the local Continuum of Care (CoC) in Washington County, commonly referred to as the Housing and Supportive Services Network (HSSN).

Purpose: Promote community-wide commitment to the goal of ending homelessness.

Standard: A structure will be established to govern the HSSN (the CoC) and its responsibilities, the CoC Board, the CoC Program and preparing the CoC Collaborative grant application, and coordination of the CoC Program in consultation with the Emergency Solution Grant (ESG) program resources.

Scope: Homeless Provider Agencies and Community Stakeholders.

Authority For Code: Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act CoC Program regulatory statutes 24 CFR Part 578.1, 578.5, 578.7, 578.9, and 578.95(b).

Responsibilities:

1. HOUSING AND SUPPORTIVE SERVICES NETWORK (HSSN) – THE COC

The mission of the HSSN is to provide a coordinated and comprehensive community planning process to implement a Continuum of Care (CoC) for individuals and families who are at risk or experiencing homelessness and to prevent a return to homelessness. Authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 113481-11389). [*CoC Program 24 CFR 578.1*]

Meetings are held the first Wednesday of each month from 8:30 a.m. to 10:00 a.m. Agenda's are posted on public boards, the county [website](#), and distributed via the HSSN email listserv.

Why are we here?

- To promote a communitywide commitment to the goal of preventing and ending homelessness through strategic planning that integrates housing and service systems.
- To implement a collaborative and coordinated system to assist homeless persons and persons with special needs obtain housing, supportive services and mainstream programs necessary to achieve self-sufficiency.
- To secure funding to quickly, efficiently and effectively re-house people experiencing homelessness to optimize self-sufficiency.
- The services we provide are important!

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How do we do this?

- Define the special needs of the current at-risk and homeless population.
- Develop a network of organizations that meet regularly to provide a framework that is both dynamic and responsive to changing housing and service needs over time.
- Implement strategic and outcomes-based homeless prevention and housing plans. The CoC's roadmap of strategies and programs is identified in [*A Road Home: Community Plan to Prevent and End Homelessness in Washington County \(2018 to 2025\)*](#).
- Create and sustain sufficient capacity throughout the CoC system to facilitate movement of homeless persons to permanent housing and independent living.
- Prioritizing resources for people with the greatest need as defined in in 24 CFR Parts 91 and 578.3 and demonstrate results in reducing the length of homelessness and recidivism.
- Collect data on homeless demographics. Reference CoC and HMIS Lead roles and responsibilities in HMIS Governance, policy 578.7-OR506CoC.

Guiding Principles:

- Create equal access to housing and services for all people at-risk or experiencing homelessness.
- Provide culturally specific and trauma informed services.
- Prioritize affordable permanent housing for people experiencing homelessness quickly without preconditions.
- Emphasize diversity, equity and inclusion in programmatic and system development.

2. CoC GOVERNANCE STRUCTURE

HSSN (the CoC)

The HSSN is comprised of community stakeholders representing cross-sector public and private housing and provider organizations, victim service providers, faith-based organizations, advocates, business, school district homeless liaisons, mental health and substance addition providers, law enforcement, US Veterans Affairs outreach and case workers, hospital/health clinic, Pacific University, private citizens, homeless/formerly homeless consumers, and the CoC's HMIS Administrator. The HSSN is a coordinated, inclusive and outcome-oriented community planning process developed to address the components of a CoC system and designed to serve all homeless subpopulations in the community. The meeting is open to the public and marketed through media, speaker forums, public billboards, the County's website on homelessness, and the HSSN email listserv. [[*CoC Program 24 CFR 578.5*](#)]

HSSN Recruitment Process

The CoC recruitment for new members involves community outreach and marketing through social media, newsletters, community meetings, and public forums. The monthly CoC meeting agenda includes an invitation with information on becoming a new member and is publicly posted two weeks prior to the meeting date on bulletin boards and released through electronic media to include website, social media and the CoC email listserv. HSSN members invite community members, provider organizations, homeless consumers, business

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associates, community advocates, and the general public to participate. Effective CoC communication includes accommodations and assistive technology (e.g. software and/or device) to ensure that persons with disabilities can fully participate in the meetings and information sharing. The CoC regularly invites culturally specific agencies serving BIPOC and persons with disabilities to participate in the CoC meetings, events and participate on provider agency Boards.

HSSN Structure

The HSSN is facilitated by an elected Chair and Co-Chair positions. The HSSN membership has authority to make the following decisions on behalf of the CoC:

- Elect the Chair and Co-Chair of the HSSN, and Chair of HSSN Subcommittees.
- Authorize guest speakers for the HSSN meeting agenda. The focus of guest speakers is to broaden knowledge of HSSN providers in resources, programs, policy, and other activities to include disaster/emergency preparedness.
- Nominate the CoC Lead Agency and the HMIS Lead Agency and forward to the CoC Board for approval and entering Memorandum of Understanding between the CoC and HMIS Lead Agencies regarding roles and responsibilities.
- Adopt the annual Work Plan for implementing *A Road Home: Community Plan to Prevent and End Homelessness in Washington County*.
- Review System Performance Measurements and recommend to the CoC Board for approval to submit to HUD.
- Review Longitudinal Systems Analysis (LSA) and recommend to the CoC Board for approval to submit to HUD.
- Approve annual funding formula for Emergency Food and Shelter Program (EFSP) by percentage for shelter, rent assistance and food/meals categories.
- Perform scoring of new CoC Program grant project applications and submit scores to the CoC Board for action to rank and rate projects, as well as reallocated project funding.

HSSN Chair (Facilitator)

The Chair facilitates the HSSN (the CoC) process as defined in 24 CFR 578.5 to include coordination with the CoC Board, perform selection of guest speakers, coordination and prepare monthly HSSN Agenda, arrange meeting room and catering, preside over the HSSN meeting, prepare and publish minutes, and provide leadership in strategic planning, policy development and preparation/submittal of the CoC Program Consolidated Application. The Chair and Co-Chair will preside over CoC Board meetings, with one representative from the public agency sector and the other position representing the non-profit sector.

- Elected by consensus vote at the June HSSN Meeting.
- 2-Year Term (July 1- June 30), elected in even number years, e.g. 2022, 2024.

HSSN Co-Chair (Co-Facilitator)

In the absence of the Chair, the Co-Chair will assume the duties of the Chair for the HSSN. The Co-Chair will be required to attend CoC Board meetings and provide report updates at HSSN meetings.

- Elected by consensus vote at the June HSSN Meeting.

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- 2-Year Term (July 1- June 30), elected in odd number years, e.g. 2023, 2025.

CoC Board

The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by 24 CFR Part 578.7(a)(3) and must comply with the conflict-of-interest requirements at Part 578.95(b). The board must:

- Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- Include at least one homeless or formerly homeless individual.

CoC Board Recruitment Process

The CoC Board recruitment for vacant and term ending positions involves community outreach and marketing through social media, newsletters, community meetings, and public forums. The HSSN will actively promote open positions among:

1. HSSN email listserv
2. Local city leadership programs and other forums that engage with Black, Indigenous and People of Color (BIPOC)
3. Distribute flyers or other forms of communication at food pantries and locations where people experiencing homelessness congregate.

In addition to an applicant's qualification to represent the homeless population served by their agency, or lived experience with homeless services or programs, or advocacy through volunteering, elements of appointment criteria that will be given consideration will include the degree to which the candidate will contribute to one or more of the following:

- a. Diversity of viewpoint.
- b. Demographic variety reflecting the racial and gender population of Washington County.
- c. Remediation of existing disparities between the number of qualified applicants of one race or gender and the number of members of such groups serving on the CoC Board.

For term-ending positions and as positions become vacant, the HSSN meeting agenda publicly announces recruitment of nominations to fill the CoC Board positions.

- i. Recruitment for applicants is posted publicly through the HSSN email listserv and added to the monthly HSSN agenda to include a timeline for recruitment and voting by the CoC membership at a regular scheduled HSSN meeting.
 - o Candidates will need to complete the CoC Board Application (see Appendix A).
- ii. At a future regular HSSN meeting, the Applicant(s) are provided an opportunity to speak to the CoC membership to express their interest in serving on the CoC Board.
- iii. Following the Applicant(s) comments, each agency or individual if not associated with an agency will have (1) vote to cast per vacant CoC Board position. Note: If multiple staff from an agency attend, they will need to coordinate their vote for the one (1) vote per CoC Board position.
- iv. Votes will be tallied during the HSSN meeting, reported to the membership and recorded in the HSSN meeting minutes.

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The CoC invites culturally specific agencies serving BIPOC and persons with disabilities to participate on the CoC Board.

To encourage participation on the CoC Board and as funds are identified, create and implement a stipend program for specific position(s) on the CoC Board for people who might otherwise not participate due to economic barriers, e.g. Person with Lived Experience.

CoC Board Structure

The CoC Board acts on behalf of the Continuum (the HSSN) and meets bi-monthly to perform CoC strategic planning, systems and capacity development, review HMIS data quality, HUD-funded project and system performance outcomes, and system discharge analysis.

The Board membership will serve three-year renewable terms and be comprised of 20 voting representatives and non-voting City and HMIS Lead Agency representatives. The HSSN Chair and Co-Chair are non-voting with the exception of Tie-Breaker vote, if necessary.

| Non-Voting Board Positions | |
|-----------------------------------|---|
| | HSSN Chair and HSSN Co-Chair <i>**Tie-breaker one (1) vote only</i> |
| | HMIS Lead Agency <i>Non-voting member</i> |
| Voting Board Positions | |
| 1. | ESG/CDBG/HOME: County or City Agency |
| 2. | Business |
| 3. | Chronic Homeless |
| 4. | Mental Illness |
| 5. | Substance Addiction |
| 6. | Runaway/Unaccompanied Youth |
| 7. | Veterans |
| 8. | Victims of Domestic Violence |
| 9. | Families with Children |
| 10. | Person with Lived Experience |
| 11. | Community Corrections or Jail |
| 12. | Development Disabilities |
| 13. | HIV/AIDS |
| 14. | Outreach or Citizen At-Large |
| 15. | Faith-based Organization |
| 16. | McKinney-Vento Homeless Student Liaison |
| 17. | Housing Authority |
| 18. | Mainstream Resource Provider |
| 19. | Legal Services |
| 20. | Culturally Specific Service Provider |

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The HSSN Chair and Co-Chair are the governance leadership of the Board elected to two-year terms, with nominees published for approval and appointment at regular meetings of the HSSN. The HSSN and CoC Board both comply with the Code of Conduct and Recusal Process.

The Board has authority to make the following decisions on behalf of the CoC, and outside of a regular HSSN meeting:

- Act as the governing body to address complaints filed against programs, appeals against remedial actions and/or sanctions as a result of program monitoring and findings. The CoC Board will schedule a hearing to review the facts presented, develop corrective actions designed to prevent a continuation of the deficiency, to mitigate to the extent possible, its adverse effects, and to prevent its recurrence.
- Approve project rating and ranking for the competitive CoC Program Consolidated grant application. Authority to determine ranking is based on scoring criteria and results for new projects and performance outcomes based on CoC-APR data for renewal projects.
- Authorize submittal of CoC Program Consolidated grant Application to HUD.
- Approve submittal of annual Point-In-Time (PIT) Homeless Count report to HUD
- Approve submittal of annual Housing Inventory Chart (HIC) report to HUD.
- Approve submittal of annual System Performance Measurements report to HUD.
- Approve submittal of annual Longitudinal Systems Analysis (LSA) report to HUD.
- Approve number of representative positions on the CoC Board.

HSSN Subcommittees

The Subcommittee Chair is elected by the HSSN (the CoC) during a regular scheduled HSSN meeting. Chair of the Subcommittee do not have term limits and serve until resignation or a request to elect a new Subcommittee chair has been presented and voted upon at a regular schedule HSSN meeting.

The subcommittees work collaboratively to end homelessness through strategic planning, promote access to mainstream programs, optimize self-sufficiency, propose projects, and make recommendation to address gaps or propose events for consideration by the entire HSSN. Joint Subcommittees may be formed or new Subcommittees added to assist the HSSN in meeting their mission and goals. The Subcommittee's report to the HSSN membership (the CoC). Subcommittees include:

- Children (Homeless Education Network)
- Youth
- Homelessness/Outreach
- Housing and Health Subcommittee
- Development Disability Dialogue
- Veteran and Senior Subcommittee
- Anti-Poverty Workgroup
- HMIS Workgroup

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3. MEMBERSHIP ROLES AND RESPONSIBILITIES

The HSSN is an open and inclusive network of community stakeholders the work in cooperation and coordination to plan and implement the housing and services necessary to end homelessness. Duties of the membership include:

- The full membership participates regularly in monthly HSSN planning meetings and provide support to program and system development work of the CoC Board and HSSN Subcommittees focused on addressing specific subpopulation and/or capacity building.
- Continuum-wide provider participation, homeless/formerly homeless representation, and citizen participation in the HSSN, the CoC Board and Subcommittees.
- Participate in evaluating program outcomes and prioritizing of public funds for programs.
- Participate in data collection initiatives, to include the Point-in-Time (PIT) homeless count.
- All CoC Program and Emergency Solution Grant (ESG) programs will participate in data collection through use of the local Homeless Management Information System (HMIS). Non-federal funded projects are encouraged to submit data in HMIS or submit data for use in reporting outcomes to federal, state and the local homeless plan.
- Consult with local and state ESG program recipients within the CoC geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG projects.
- Perform an annual gaps analysis and propose projects for funding to address the needs of the homeless population and subpopulations in Washington County.
- Provide housing and services in alignment with the Coordinated Entry System.
- Participate in the Consolidated Plan and Fair Housing Plan process.

4. CODE OF CONDUCT AND RECUSAL PROCESS

The implementation of a Code of Conduct for the HSSN, inclusive of the Chair, Co-Chair, CoC Board, and associated Subcommittees, is an essential element that supports the inclusive, collaborative, and objective goals of the HSSN. [*CoC Program 24 CFR 578.95*]

1. Meetings will be open to the public.
2. Members will provide information that is truthful and accurate.
3. Members will be respectful to others at all times.
4. Decision making process will:
 - a. Be made by consensus at scheduled meetings.
 - b. For non-funding decisions, all members present will have an option to participate in the voting, e.g. – selection of chair, co-chair, or other general membership decisions.
 - c. For decisions involving funding, one vote per member organization (required attendance of at least 6 meetings in past 12 months) and one vote per community at-large member.
 - d. *Conflict of Interest*. Members will withdraw/excuse themselves from participating in decision-making (voting) process concerning awards of grants or provisions of financial benefit to which such member or his/her organization could have a future financial interest or involvement.

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5. HSSN PLANNING CALENDAR ACTIVITIES

On an annual basis the following activities will occur:

- Invite monthly guest speakers to present information on new or expanding housing and service programs, local/state/federal policy, etc.
- In alignment with HUD announced NOFA, public RFP for new projects and schedule presentations at the next HSSN meeting. The presentation will include a project description, how the project fits HUD funding guidelines, and project budget inclusive of HUD funding request. Project scoring is completed by the HSSN.
- In alignment with HUD announced NOFA, complete the McKinney-Vento CoC Program Homeless Assistance grant application. Approval by the Board to submit to HUD.
- January - Perform the Homeless Point-In-Time (PIT) Street and Shelter Count. Prepare the annual CoC Housing Inventory (HIC) and Unmet Bed Need analysis.
- February – HMIS Lead will present the System Performance Measurement outcomes to CoC Board for approval to submit to HUD. Review the Emergency Solution Grant (ESG) allocation recommendation prior to consultation with the HSSN.
- April – CoC Board will review and approve the Point-In-Time and Housing Inventory Chart submittal to HUD. Perform gaps analysis that will inform the development of annual Work Plan.
- June – CoC Board will develop annual Work Plan in support implementation of goals identified in of *A Road Home: Community Plan to Prevent and End Homelessness*.
- August – CoC Board will review and update HSSN Governance Charter and CoC Written Standards.

6. BUILDING A NETWORK OF PARTNERS

The HSSN has developed collaborative and integrated partnerships with community leaders and advocacy groups to further the community-wide commitment to end homelessness.

These partnerships include:

- Homeless Plan Advisory Committee (HPAC): A 17-member executive leadership committee appointed by the Washington County Board of Commissioners to provide oversight to the implementation of *A Road Home: Community Plan to Prevent and End Homelessness*, the jurisdiction's homeless plan. The HSSN makes recommendations and reports to the HPAC on policy and funding that support the goals outlined in *A Road Home*.
- Coalition of Housing Advocates (CHA): A network of housing developers and community advocates focused on increasing affordable housing opportunities for low-income, homeless and persons with disabilities, connecting affordable housing to jobs and transportation, and develop funding and policy to promote affordable housing.
- Washington County Thrives: A collaboration of cross-sector partners committed to a community where people in poverty and homelessness can access appropriate nutrition, health and wellness, stable homes, quality education, and economic security.

OR-506CoC Hillsboro/Beaverton/Washington County, Oregon CoC GOVERNANCE CHARTER

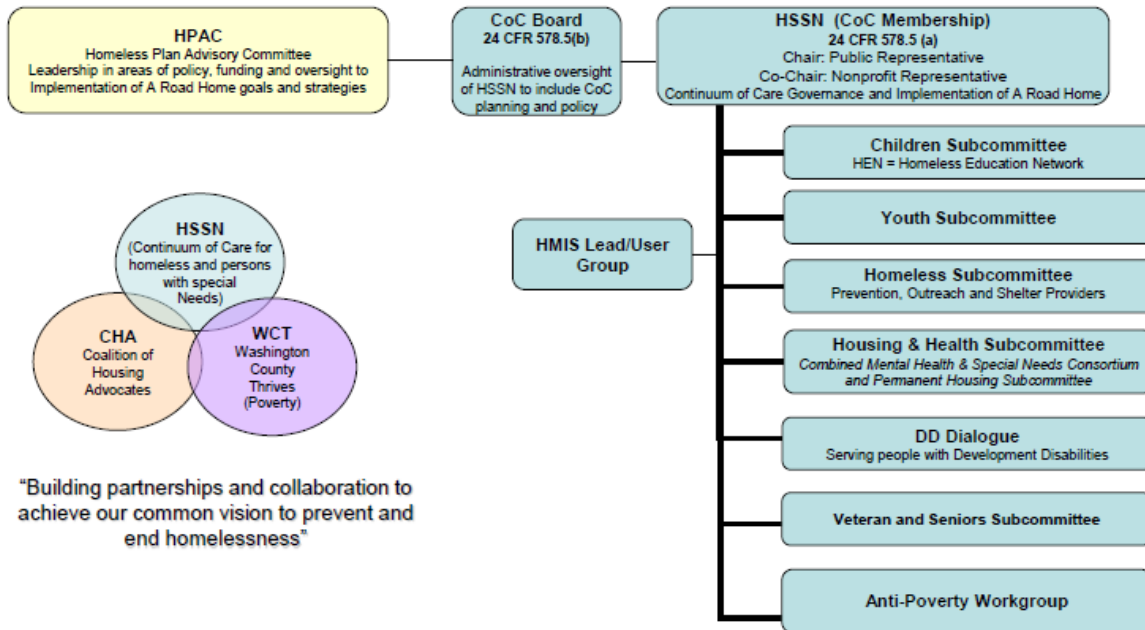
7. CONTINUUM OF CARE (COC) GOVERNANCE CHART

Housing and Supportive Services Network (HSSN) Washington County, Oregon

Our community benefits when basic needs are provided for all citizens.

The HSSN leads a coordinated community planning process and implementation of the county's homeless response system that works effectively to provide housing and services for vulnerable populations with special needs, to prevent and end homelessness, and to prevent a return to homelessness.

HSSN meetings are the 1st Wednesday each month, 8:30 a.m. ****Virtual meetings due to COVID-19****
<https://www.co.washington.or.us/Housing/EndHomelessness/hssn.cfm>



Annette M. Evans, Washington County Homeless Program Manager
Annette_Evans@co.washington.or.us / 503-846-4760 [4/1/2020]

REVISION HISTORY

| Revision Date | Description | Author |
|---------------|---|---------------|
| 4/1/2020 | Section 7, CoC Governance Chart: Remove meeting location and asterisk that meetings are now virtual due to COVID pandemic and remove Interfaith Committee on Homelessness from “Building Partnerships” as they have not been meeting for a few years. | Annette Evans |
| 2/9/2021 | Section 2, CoC Governance Structure: Create a 19 th position (odd number of voting positions) to add Legal Services representation. | Annette Evans |
| 12/10/2021 | Section 2, CoC Governance Structure: Add language on recruitment process for HSSN and CoC Board, update CoC Board Structure to create a 20 th position for culturally specific service agency and reduce terms to three years. Added Appendix A, CoC Board Application | Annette Evans |
| | | |
| | | |

Appendix A

OR-506CoC Hillsboro/Beaverton/Washington County CoC Board Application

Contact Information

| | |
|-----------------|--|
| Name | |
| Provider Agency | |
| Position Held | |
| Preferred Phone | |
| E-mail Address | |

Board Positions

Please indicate the board position you are applying for:

- | | | |
|---|--|--|
| <input type="checkbox"/> ESG/CDBG/HOME: County or City Agency | <input type="checkbox"/> Veterans | <input type="checkbox"/> Faith-Based Organization |
| <input type="checkbox"/> Business/Employment | <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> McKinney-Vento Homeless Student Liaison |
| <input type="checkbox"/> Chronic Homeless | <input type="checkbox"/> Families with Children | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Person with Lived Experience | <input type="checkbox"/> Mainstream Resource Provider |
| <input type="checkbox"/> Substance Addiction | <input type="checkbox"/> Community Corrections or Jail | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Runaway/Unaccompanied Youth | <input type="checkbox"/> Developmental Disabilities | <input type="checkbox"/> Culturally Specific Provider Organization |
| | <input type="checkbox"/> HIV/AIDS | |
| | <input type="checkbox"/> Citizen At-Large or Outreach | |

CoC Board Role & Purpose

The CoC Board is representative of the relevant organizations and projects serving homeless subpopulations in Washington County, Oregon with board members representing a broad cross section of the community they seek to serve. They are elected to positions by the Housing and Supportive Service Network (HSSN) for a three (3) year term and perform CoC strategic planning, systems and capacity development, review HMIS data quality, HUD-funded project and system performance outcomes and system discharge analysis.

Availability & Commitment

The CoC Board is a working group and as such, may require homework in preparation for meetings. Meetings are held bi-monthly on the second Friday of the month from 8:30am to 10:00am. Additional meetings may be required from time to time.

Can you commit to active participation and attendance? Yes No (Please explain)

Focus Areas:

Please check all areas in which you have professional or lived experience:

- | | | |
|--|--|--|
| <input type="checkbox"/> Food Assistance | <input type="checkbox"/> Training/Education | <input type="checkbox"/> Legal Services |
| <input type="checkbox"/> Employment Services | <input type="checkbox"/> Homelessness Services | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Transportation Assistance | <input type="checkbox"/> Asset Building (business or home purchase, credit repair, etc.) | <input type="checkbox"/> Case Management |
| <input type="checkbox"/> Physical Health Services | <input type="checkbox"/> Veteran Supports and Services | <input type="checkbox"/> Housing Navigation |
| <input type="checkbox"/> Mental Health Supports | <input type="checkbox"/> Senior Supports and Services | <input type="checkbox"/> Other (Please describe) |
| <input type="checkbox"/> Affordable Housing | <input type="checkbox"/> Youth Services | |
| <input type="checkbox"/> Rent/Energy Assistance | | |

Please tell us more about your professional or lived experience in the area(s) chosen above.

Special Skills or Qualifications

Tell us about your experience and willingness to serve on behalf of and advocate for people experiencing homelessness? Include in your response how your life experiences and/or current employment align with the board position you seek (see first page of this application).

Demographics

The CoC Board is committed to equity, diversity, and inclusion. Completing the demographic information on this application is voluntary, but we encourage you to provide it as it is used to help ensure that individuals elected to CoC Board positions represent the community we seek to serve. State and federal law prohibit use of this information to discriminate against you; however, prior to CoC Board position elections by the Housing and Supportive Service Network (HSSN), the HSSN membership are advised to consider the degree to which the candidate will contribute to one or more of the following: (a) Diversity of viewpoint; (b) Demographic variety reflecting the racial and gender population of the state or the region of appointment; and (c) Remediation of existing disparities between the number of qualified applicants of one race or gender and the number of members of such groups serving on the board.

What gender do you identify as? Select as many as apply.

- Female
- Male
- A gender that is not singularly “Female” or “Male”
- Transgender
- Prefer to Self Describe
- Prefer not to disclose

What is your sexual orientation?

- Bisexual
- Gay or Lesbian
- Straight (heterosexual)
- Prefer to Self Describe
- Prefer not to disclose

Which race(s) do you identify with? Select as many as apply.

- American Indian, Alaska Native, or Indigenous
- Asian or Asian American
- Black, African American or African
- Native Hawaiian or Pacific Islander
- White
- Prefer not to disclose

Which ethnicity do you identify with?

- Hispanic/Latino(a)(o)(x)
- Not Hispanic or Latino(a)(o)(x)
- Prefer not to disclose

Application Submission

Thank you for completing this application form and for your interest in serving on the board.

Please submit this application to:

| Email | Mail |
|--|--|
| cocinfo@co.washington.or.us | Washington County Housing Services 111 NE Lincoln Street, Suite 200-L, MS-63 Hillsboro, OR 97124-2082 Attn: Annette Evans, Homeless Program Manager |