

2018 COC NOFA

ATTACHMENT 12. COC AND HMIS LEAD GOVERNANCE, 2A-1

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Board Secretary confirming approved version. Meeting minutes from August 11, 2016 showing details of Board approval can be found on page 11.

CONTINUUM OF CARE CA-513 POLICIES & PROCEDURES

I hereby certify that this version of the CoC Governance Charter was approved by the Board of Directors on August 11, 2016.

Lucia Orozco
Lucia Orozco, Board Secretary

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This table of contents is included to show that the HMIS Governance Charter is incorporated into the CoC Policies and Procedures. The page number referred to (pg 56) is of the actual policies and procedures, not of this attachment. The attachment page is Page 6.

Appendix VI: HMIS Governance Charter

See Board of Director meeting minutes on page 11 for verification that this HMIS Governance Charter was formerly adopted on August 11, 2016.

Note: There is no separate HMIS MOU, just the HMIS Governance Charter.



Kings/Tulare HMIS (KTHMIS) Governance Charter

Section 1: Overview and Purpose

The purpose of the KTHMIS Governance Charter is to outline the governance roles, responsibilities, relationship, and authorities of the Kings/Tulare Homeless Alliance, which serves as the local Continuum of Care on Homelessness ("Continuum"), the HMIS Lead Agency [Kings United Way], and participating agencies. This governance charter is designed to ensure the operation of and consistent participation in the KTHMIS for the purpose of meeting HUD requirements and making planning and funding decisions.

The KTHMIS currently operates over a shared human services database implemented by Client Track. Client Track (otherwise referred to herein as "Vendor") is a key partner in the KTHMIS implementation.

Since 2007, Kings United Way has administered the essential functions of the KTHMIS implementation in compliance with the HUD Data Standards. As such, Kings United Way serves as the HMIS Lead for Kings and Tulare Counties. By participating in the KTHMIS implementation, the Continuum agrees to adopt the initial terms of this Charter as stated herein.

Section 2: Continuum of Care HMIS Responsibilities

The Continuum agrees to carry out the following responsibilities:

- The Continuum Board of Directors shall provide oversight of the implementation and represent the Continuum in KTHMIS decision-making.
- Accept the Client Track HMIS software as the designated software for the Continuum.
- Designate Kings United Way (the HMIS Lead) to manage the Continuum's HMIS.
- The Continuum Board of Directors will annually vote upon or adopt the HMIS Governance Charter.
- Understand HUD HMIS and reporting requirements.
- Ensure designated staff and/or representatives have received training on the use of report and export functionality.
- Ensure participation by service providers within the Continuum including compliance with data quality and completeness thresholds set forth in the KTHMIS Policies and Procedures.
- Require compliance with KTHMIS Policies and Procedures for all Continuum agencies.
- Work closely with HMIS Lead to obtain and maintain funding for any additional staff or system enhancements that the Continuum deems necessary.

Section 3: HMIS Lead Requirements

Subject to the availability of HUD and local Continuum resources and unanticipated HUD mandates, and to the best of its ability, the HMIS Lead agrees to carry out the following responsibilities:

Project Management

- Oversee the operation and management of the KTHMIS including continual monitoring of data system (not system user) compliance with all HUD Data and Technical Standards.
- Obtain and maintain KTHMIS Participation Agreements with all participating agencies and users.
- Administer HUD HMIS awards for the Continuum.
- Maintain a central queue and timeline for enhancements and bug fixes with the Vendor.
- Maintain a central queue and timeline for custom reports and data exports that require KTHMIS staff resources.
- Schedule, coordinate and hold quarterly HMIS Steering Committee meetings and provide updates on the following topics: enhancement timelines; software fixes; reporting; training and technical support provided; data and security procedures; troubleshooting; and others items as necessary.
- Prepare, review and submit all HUD required Continuum reports (Housing Inventory Chart, Point in Time Count, Annual Homeless Assessment Report).

System Functionality

- Enter into a formal contractual relationship with the KTHMIS Vendor that outlines the requirements and responsibilities of the Vendor, including those required by HUD through its Data and Technical Standards, rules, notices, etc.
- Ensure the Vendor's software system maintains timely compliance with all Data and Technical Standards to include Victim Service Standards as well as the Privacy and Security Standards.
- Ensure software system maintains timely compliance with any other required standards set by other Federal and State programs that require HMIS use (such as the US Veterans Administration).
- Ensure the software system, within reasonable development timeframes, is capable of producing all HUD required reports, including data quality and completeness monitoring reports.

Policies and Procedures

- Develop and maintain KTHMIS Policies and Procedures in accordance with HUD requirements and notices. This document must be reviewed and adopted by the KTHMIS Steering Committee as well as the Continuum's Board of Directors (described in Section 4).
- Develop and maintain a privacy plan, security plan, and data quality plan for the HMIS in accordance with HUD requirements. This document must be reviewed and adopted by the KTHMIS Steering Committee as well as the Continuum's Board of Directors (described in Section 4).
- Monitor participating agency compliance with security, privacy and confidentiality policies.
- If KTHMIS policies and procedures allow for the import of data from an alternate database, the HMIS Lead will establish standards for the process, schedule, and acceptance criteria for any data imported and provide a cost estimate for the service provided to the agency or Continuum requesting data import.
- Provide participating agencies with tools necessary to monitor agency compliance with HUD Data Standards including reports and access to raw agency data.
- Set minimum general participation and timeliness standards for agencies.

Training and Technical Assistance

- Ensure required basic training is available to participating agency staff and accessible on a regular basis.
- Ensure technical assistance and help desk support is available and accessible to participating agencies on a regular basis.
- Ensure agencies have access to reports, technical assistance, and training required to develop a data quality improvement plan when necessary.

Section 4: HMIS Governance: Decision Making & Authority

The HMIS Lead is subject to oversight by the Continuum Board of Directors. The HMIS Lead will ultimately retain decision-making authority and responsibility related to basic KTHMIS project management functions (such as compliance with Data Standards, security and privacy settings). The KTHMIS Steering Committee will periodically review changes to the current Data and Technical Standards and other reporting requirements to ensure system compliance. The HMIS Steering Committee will provide input, while the final approval rests with the Continuum Board of Directors.

HUD CoC Program Grant Activities

The Continuum will designate Kings United Way as the applicant to administer any HUD CoC Program HMIS grants in accordance with the Continuum of Care NOFA requirements. The Continuum and HMIS Lead will enter into a Memorandum of Agreement for services, which will outline the intended use of funds including any funded staff roles and deliverables.

Agencies can fund enhancements to the HMIS with their CoC Program grants. All discussions and planning on enhancements must include both the Vendor and the HMIS Lead to ensure that the activity will not impair the functionality of the KTHMIS implementation, is compliant with the Data Standards, and minimizes (to the HMIS Lead's satisfaction) existing KTHMIS staff or resources. Once it has been determined that the enhancements will not impact the overall system functioning, the Continuum will work with the HMIS Lead and the Vendor on establishing timelines, specifications, deliverables, and resource allocation for the enhancement.

Section 5: Acknowledgement and Acceptance

BY ADOPTING THIS GOVERNANCE CHARTER, THE CONTINUUM OF CARE AND HMIS LEAD ARE ESTABLISHING THAT IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

All parties will demonstrate a commitment to work together and support each other to achieve stated project goals.


The Continuum agrees to ensure that all HMIS policies and practices are both consistent with federal and state requirements and with the local needs of the Continuum.

The HMIS Lead agrees to the extent practicable to respond to recommendations by the Continuum as provided by them through the HMIS Steering Committee.

The Governance Charter will be revisited on, at a minimum, an annual basis to confirm that the Charter continues to be relevant and appropriate.

This Charter documents the mutual understanding between all parties of KTHMIS related roles, responsibilities, relationships, and authorities between the parties hereto. It should not be construed as the HMIS Memorandum of Agreement for services, which is the formal contracting agreement between the Continuum and the HMIS Lead administering Continuum HMIS funds.

By: **KINGS/TULARE CONTINUUM OF CARE ON HOMELESSNESS**

By: 
Name: Linda Craig
Its: President

Kings United Way

By: 
Name: Nanette Villarreal
Its: Executive Director

See Board of Director meeting minutes on page 7 for verification that this HMIS Governance Charter was formerly adopted on August 11, 2016.
Note: There is no separate HMIS MOU, just the HMIS Governance Charter.



Executive Board Meeting Minutes

August 11, 2016
9:00 AM

525 W. Center Avenue, Ste. A, Visalia, CA 93291

- | | |
|---|---|
| <input checked="" type="checkbox"/> Linda Craig, President | <input checked="" type="checkbox"/> Lucia Orozco, Secretary |
| <input type="checkbox"/> Suzy Ward, Vice President Internal Affairs | <input checked="" type="checkbox"/> Lateena Ling, Member at Large |
| <input checked="" type="checkbox"/> Jamie Sharma, Vice President External Affairs | <input checked="" type="checkbox"/> Corinna Franco, Member at Large |
| <input checked="" type="checkbox"/> Becky Huber, Treasurer | <input checked="" type="checkbox"/> Machael Smith, Executive Director |

- I. Meeting called to order at 9:00 am
- II. Minutes
 - a. Reviewed minutes for July. Motion made by B. Huber, second by L. Ling. Motion carried.
- III. Financial Review
 - a. M. Smith reviewed financials, losses due to allocations, filed for audit.
- IV. Alliance Business: Action/Discussion Items
 - a. FY16/17 Closeout
 - i. Discussion included with Financial Report.
 - b. Resolution for new bank signers
 - i. Update to allow L. Craig, B. Huber and L. Orozco to become authorized signers. J. Sharma motioned and second by B. Huber to approve signers, motion carried.
 - c. Strategic planning session
 - i. Planning for October 13th Board meeting.
 - d. HUD NOFA
 - i. Coordinated Entry Grant
 1. Update - M. Smith has met with agencies to provide feedback on applications, 21 applications. 2 bonus applications, KCAO & CSET. M. Smith working on Collaborative Application. Currently \$79,200 available for re-allocation. M. Smith to write grant application for Coordinated Entry. J. Sharma moved to approve application, B. Huber second, motion carried.
 - e. Updated Policies
 - i. Alliance Governance Charter: Policies & Procedures, Written Standards, HMIS Governance Charter, HMIS Policies
 1. M. Smith reviewed, L. Orozco made motion, L. Ling second to approve documents. Motion Carried.
 - f. Project Homeless Connect
 - i. Blanket grant application authorization

Minutes indicating that the Alliance Board of Director's approved the CoC Governance Charter and HMIS Governance Charter on August 11, 2016.

1. B. Huber motioned to approve blanket grant application authorization, C. Franco second, S. Ward's vote is needed to carry motion. L. Ling, J. Sharma and L. Orozco abstained from vote.
- V. Executive Director Report
- a. M. Smith announced invitation from Housing CA to join as a committee member.
 - i. Ideas for Legislation, No Place Like Home bill.
 - ii. ESG extra funds for Rapid Re-Housing, analysis for funds for a 1 year or 2 year period.
 - b. M. Smith to present at next membership meeting regarding public comment on how HUD distributes money.
- VI. Meeting adjourned at 10:04 am

Respectfully submitted,

Lucia Orozco