

# **Anne Arundel and Annapolis Coalition to End Homelessness Continuum of Care Governance Charter**

## **PURPOSE OF THE GOVERNANCE CHARTER**

This Governance Charter establishes the composition, roles, responsibilities, and structure of the Anne Arundel County and the City of Annapolis Continuum of Care in order to ensure the CoC is meeting the responsibilities assigned to it by HUD regulations.

The **Anne Arundel and Annapolis Coalition to End Homelessness** (herein referred to as the “Coalition.”) is the HUD designated primary oversight board of the Anne Arundel County and the City of Annapolis Continuum of Care (CoC).

This Governance Charter is mandated because Anne Arundel County receives federal Housing and Urban Development (HUD) CoC funds and Emergency Solutions Grant (ESG) and State of Maryland Department of Housing and Community Development Homelessness Solution Program (HSP) funds. Anne Arundel County is the recipient entity of the federal HUD funds and has contractual duties with HUD with regard to the administration of these funds to ensure regulatory compliance.

## **MISSION, VISION, AND PURPOSE OF THE ANNE ARUNDEL AND ANNAPOLIS COALITION TO END HOMELESSNESS**

The mission of the Anne Arundel and Annapolis Coalition to End Homelessness is to ensure homelessness is rare and brief through education and advocacy.

The vision and purpose of the Anne Arundel and Annapolis Coalition to End Homelessness, a collaborative and inclusive community-based planning body, is to end and prevent homelessness in Anne Arundel County, Maryland, including the City of Annapolis by: (a) working to facilitate an adequate supply of affordable permanent housing with supportive services for the homeless; (b) providing a vehicle for community investment in and support of the mission to end homelessness; and (c) establishing a collaborative partnership to ensure a coordinated delivery of services to end homelessness; and (d) advocacy to make recommendations for legislative improvements and funding related to homelessness on the County, State, and federal level.

The Coalition is responsible for ensuring the operation of the CoC, as well as the coordination, development, planning, and evaluation of services and housing for the homeless and those who are at-risk of homelessness.

## **STRUCTURE OF THE ANNE ARUNDEL AND ANNAPOLIS COALITION TO END HOMELESSNESS**

**Membership** - The Coalition is a membership based organization for the Anne Arundel and Annapolis Continuum of Care. Membership in the Coalition is open to any (1) individual citizen, (2) nonprofit organization or representative of a nonprofit organization, (3) any federal,

state, or local government agency, authority, board or commission, or any staff member thereof and (4) private business owner or representative of a private business, who (a) shares the Coalition's vision and mission, and signs a Memorandum of Understanding indicating so; (b) actively engages in identifying creative solutions and funding to further the Continuum of Care for the homeless in Annapolis and Anne Arundel County; and (c) supports the efforts of the Coalition by helping to educate the community about the issue of homelessness.

**Roles and Responsibilities** – The full membership of the Coalition is made up of agencies committed to serving the homeless population, agencies who serve those who are at risk of homelessness, governmental departments charged with addressing the needs of the homeless and concerned individuals interested in ending homelessness in Anne Arundel County and the City of Annapolis. The full membership is responsible for:

- electing and approving the Coalition Board of Directors annually;
- participating and serving on committees, ad-hoc task groups, efforts and projects (e.g. ACCESS Housing Campaign) which further the mission, vision, and goals of the Coalition.
- recognizing the designation of the HMIS lead agency/administrator;
- recognizing the designation of the lead support agency (collaborative applicant);
- annually approving a governance charter detailing the roles and responsibilities of all parties;
- attending regular Coalition meetings; and
- assisting with CoC planning processes including developing strategic plans to ensure effective housing and service system, participate in point-in-time counts, gap analysis, and provide consultation with County and City Consolidated Plan development.

## **VOTING RIGHTS:**

Each Coalition Member/Agency holds one vote and must designate a delegate and an alternate who are authorized to cast the agency vote when such is needed. Although each Coalition Member/Agency is allowed to send more than these designated people to Coalition meetings, when a vote is taken, only the delegate - or alternate if the delegate is not present - is eligible to cast a vote. Electronic voting may be utilized to vote on Coalition matters.

## **COALITION COMMITTEES**

The Coalition may establish new committees or ad hoc committees as needed. The committees as standing or ad hoc include:

- (1) *HMIS Committee* - responsible for overseeing the smooth operation of the CoC HMIS system;
- (2) *Grant Review Committee* – meets as needed and is responsible for the review of project applications for the CoC Competitive Consolidated Application;
- (3) *Strategic Planning Committee* –responsible for the ongoing assessment of CoC needs, development and creation of strategies etc.;

- (4) *Performance Measurement Committee* – responsible for evaluating the continuum’s programs and efforts to reduce homelessness;
- (5) *Coordinated Entry Committee* – responsible for meeting HUD’s mandate to establish and operate a coordinated assessment system, including implementing Housing Priority Procedures;
- (6) *Housing Committee* – responsible for identifying housing resources for individuals and families.
- (7) *Youth Homelessness Committee* – committee focused on strategic planning to end youth homelessness and to coordinate the annual Youth Reach Count.

## **BOARD OF DIRECTORS – ROLES AND RESPONSIBILITIES**

The business and affairs of the Coalition shall be managed by its Board of Directors. Each member of the Board of Directors must be a member of the Coalition. The Board of Directors shall consist of two Co- Chairs, the Secretary, the Treasurer; committee chairs, a homeless or formally homeless representative, and such other Directors as may be elected to the Board of Directors by the Membership. The Board of Directors shall have full authority to act on behalf of the Coalition.

The number of Directors shall be no more than forty (40), and include appropriate City and County representatives from Anne Arundel Department of Social Services, Arundel Community Development Services, City of Annapolis, Anne Arundel County Mental Health Agency, Anne Arundel County Partnership for Children, Youth, and Families, Anne Arundel County Public Schools, Anne Arundel County Department of Health, and Anne Arundel County Government, as well as private nonprofits including representatives from the Light House, Arundel House of Hope, Inc. and Associated Catholic Charities - Sarah’s House. The Board shall also include representative from other relevant agencies and government entities responsible for serving the homeless, including but not limited to organizations serving the chronically homeless, individuals with a mental health illness or substance abuse issue, victims of domestic violence, families with children, education, youth, persons with HIV/AIDS, and veterans as well as representatives from the Faith Community and Business Community. The Board shall also include representation from an Emergency Solutions Grant (ESG) recipient agency.

The term of office for each Director shall be two (2) years plus the number of days remaining until the next semi-annual Membership meeting after expiration of two years following the Director’s election. The term for each Director shall begin immediately upon such Director’s election. A Director may be elected to any number of consecutive or subsequent two-year terms.

Staff replacement of representatives of relevant agencies or government entities (e.g. the position of DSS Homeless Coordinator or Anne Arundel County Public Schools Homeless Liaison) responsible for key aspects of the CoC shall be voted onto the Board at the time of relevant staff change and will be formally confirmed at the next semi-annual Membership meeting.

The presence of a majority of the number of Directors in office shall constitute a quorum for the transaction of business at all meetings of the Board. An affirmative vote of the majority of the Directors present shall be necessary for the passage of any resolution or action to be submitted to

vote by Coalition membership. Electronic voting may be utilized by the Board of Directors to vote on Coalition matters, where in which quorum will be established by the majority of the number of Directors in office participating in the electronic vote. In this instance, an electronic ballot will be emailed to the Directors with a deadline established by which the Directors must vote, and a voting synopsis will be emailed to the Directors once the deadline has passed.

Board of Directors shall be responsible for:

- providing leadership and direction to the Coalition;
- adopting a strategic plan for the Coalition, including policies and procedures to implement the adopted strategic plan and to comply with Continuum of Care requirements and other governmental regulations;
- creating new strategies to further the mission of the Coalition;
- evaluating the progress of the Coalition in addressing its identified goals and objectives;
- designing and following a collaborative process for development of applications for funding (e.g. competitive CoC Application);
- In partnership with Anne Arundel County, the grantee, recommend a lead support agency and collaborative applicant to complete competitive CoC Application and perform grant administrative functions;
- In partnership with Anne Arundel County, the grantee, recommend a HMIS lead agency/administrator and approving software selection;
- reviewing and approving all HMIS Project operational policies, and procedures, quality standards and plans, and establishing protocols for addressing compliance with those standards;
- promoting the effective use of HMIS data, including measuring the extent and nature of homelessness, the utilization of services and homeless programs over time, and the effectiveness of homeless programs;
- using HMIS data to inform CoC program and system design, and measuring progress toward implementation of the CoC Strategic Plan and other CoC-established goals;
- encouraging participation in the HMIS (and broader Continuum of Care) by all homeless prevention and assistance programs and other mainstream programs serving homeless people or working to prevent homelessness.;
- ensuring the establishment of a coordinated assessment process;
- ensuring activities such as monitoring and evaluation of both system wide and individual program performance;
- establishing priorities for funding projects in the County;
- aligning and coordination the CoC with other homeless assistance and mainstream resources;
- identifying new membership and inviting them to join the Coalition at minimum annually;
- appointing needed committees, workgroups, and ad-hoc task group to complete tasks and responsibilities to achieve the Coalition's goals and mission;
- updating the Governance Charter, the Coalition's by-laws, and internal policies and procedures required to comply with Continuum of Care requirements and governmental regulations; and other duties as needed.

## **DESIGNATED HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) LEAD AGENCY**

The Coalition provides direction, policy setting, and guidance for the HMIS System. The Coalition exercises all its responsibilities for HMIS governance through its Board of Directors, with guidance from the Anne Arundel County Department of Social Services (DSS), Arundel Community Development Services, Inc. (ACDS), and the HMIS and Data Management Committee.

The Anne Arundel County Department of Social Services (DSS) is designated as the lead HMIS agency to operate the Anne Arundel County and Annapolis Homeless Management Information System (HMIS). The HMIS system is currently funded through Anne Arundel County general funds and a federal CoC grant administered by ACDS. DSS executes an MOU with ACDS, on behalf of the County, to manage, administer, and operate the County's HMIS system.

DSS shall be responsible for hiring a HMIS Administrator/Homeless Coordinator to ensure the seamless operation of the County's HMIS system including, but not limited to, database management, HMIS training, and ensuring federal reporting compliance capabilities. DSS exercises these responsibilities with guidance from the Coalition's Board of Directors. These responsibilities are contingent on continued receipt of the appropriate funding, and in general are as follows.

### **Administration**

- oversee the day-to-day administration of the HMIS system;
- manage contracts with Bowman Systems for Service Point;
- ensure HMIS software meets the minimum data and technical functionality requirements established by HUD in the 2010 HMIS Data Standards, and any other HUD rule or notice, including unduplication, data collection, maintenance of historical data, reporting (including HUD-required reports and data quality and audit reports), and any other requirements established by HUD;
- develop and, upon adoption by the CoC, implement written policies and procedures for the operation of the HMIS Project, including requirements and standards for any participating agency, data quality standards, and provide for the regular update of these procedures as required. The *Anne Arundel County Homeless Management Information System Policies and Procedures* is attached hereto and made a part of hereof;
- execute approved HMIS Participation Agreements with each participating agency;
- Chair, facilitate and coordinate HMIS and Data Management Committee meetings;
- support the development of the County's Coordinated Assessment system; and
- on behalf of the CoC, attend the State of Maryland HMIS Homeless Collaborative, when feasible, and maintain data sharing agreements.

### **Reporting**

- develop standard reports and queries of HMIS data (e.g., data quality report, COC quarterly report, program performance reports, etc.);

- generate HUD required reports (e.g. program APRs, sheltered PIT Count, AHAR, and Pulse reports, HIC, as required);
- provide data needed to inform CoC’s progress toward establishing and achieving its Strategic Plan goals.

### **Training and outreach**

- provide and coordinate comprehensive HMIS training, technical assistance and support to all end users as needed;
- trouble shoot technical issues with HMIS Provider and Bowman Systems;
- monitor compliance by all participating programs with HMIS participation requirements, policies and procedures, privacy standards, security requirements, and data quality standards; and
- work to facilitate participation in the HMIS by all homeless prevention and assistance programs and other mainstream programs serving homeless people;

### **LEAD AGENCY/COLLABORATIVE APPLICANT DESIGNATION**

The Coalition is responsible for leading the efforts to end homelessness and for implementing and operating a homeless CoC system in Anne Arundel County. Because the Coalition consists of volunteers, the Coalition must recommend a Lead Agency/ Collaborative Applicant to ensure HUD’s regulatory requirements are met. The Coalition has recommended ACDS as the lead Agency/Collaborative Applicant for Anne Arundel County and the City of Annapolis. ACDS is designated as the lead Agency/Collaborative Applicant to provide administrative oversight to the Anne Arundel County and Annapolis HUD CoC funded homeless projects and programs.

Anne Arundel County is the recipient entity of CoC grant funds and has contractual duties with HUD with regard to the administration of these funds to ensure regulatory compliance. ACDS is under contract with Anne Arundel County to manage, administer, and operate the County’s federal HUD funds including CoC funds, Emergency Solution Funds, Community Development Block Grant funds, HOME and HOPWA funds. ACDS exercises these responsibilities with guidance from the Coalition’s Board of Directors and Anne Arundel County Department of Social Services. These responsibilities are contingent on continued receipt of the appropriate funding, and in general are as follows:

- ensure the CoC is in compliance with 24 CFR 578- Continuum of Care Program, as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act and the CoC is meeting all responsibilities assigned to it by HUD regulations;
- assist in the preparation of the CoC Plan/Strategic Plan for the homeless population identifying the needs of the population, gaps in the system, and priorities for proposed projects;
- prepare a consolidated application for funding under the Stewart B. McKinney Homeless Assistance Act as amended by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act;
- working with Coalition members, ensure that annual point-in-time counts, needs assessments, and housing inventories are conducted and submitted to HUD;

- in partnership with the Coalition, ensure a coordinated assessment system is established in the County;
- administer and implement CoC funds received from the HEARTH Act including preparing funding agreements with nonprofit organizations, processing invoices for payment, and monitoring the nonprofit organization for compliance with the funding agreements and all applicable federal regulations;
- prepare annual performance reports as required for submission to HUD;
- perform all tasks and provide all information necessary to assist the CoC in HUD's monitoring of grant administration, respond to and correct any monitoring findings and deficiencies, and process grant closeout procedures;
- with input from the Coalition, establish ESG and CoC written policies and procedures;
- ensure compliance with consultation requirements in support of the development of the County's Consolidated Plan.
- monitor and evaluate HUD funded programs based on performance targets and outcomes ensure compliance with the environmental review process under the provisions of 24 CFR Part 58; and
- provide staff support for the Coalition.

## **POLICIES AND PROCEDURES**

The Coalition shall establish and approve policies and procedures for the operation of Anne Arundel County and City of Annapolis' Continuum of Care, to be set forth in separate Policy and Procedure manual (Appendix A) incorporated herein by reference and made a part of this Governance Charter. Such policies and procedures may include but are not limited to HMIS Policies, Procedures for the operating of the CoC's Coordinated Assessment, and permanent housing prioritization policies as well as other policies required by HUD.

## **REPORTING**

The Coalition shall prepare minutes of Coalition membership and Board meetings; circulate approved minutes at the subsequent meetings; and make minutes available to the public via Coalition's website or upon request.

## **CONFLICT OF INTEREST**

No member of the Coalition Board shall vote upon any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, contracting, awarding, and implementing corrective actions.

## **AMENDMENTS**

These procedures may be altered, amended, repealed or added to by an affirmative vote of the members.

## **REVIEW OF GOVERNANCE CHARTER**

The Board of Directors will review this charter annually to ensure it remains consistent with the CoC's objectives and responsibilities.

Adopted by the Anne Arundel and Annapolis Coalition to End Homelessness on: January 24, 2014

Revised and Approved: February 7, 2020