

# Montgomery County Continuum of Care Governance Charter



*CoC Full Membership Meeting  
February 25, 2015  
Technical Assistance Collaborative*

# What Are We Discussing

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- Introduction of HEARTH and the Continuum of Care (CoC)
- CoC Program regulatory governance charter requirements
- Montgomery County CoC governance charter discussion
  - Including discussion on committee and sub-committee structure

# HEARTH AND THE CONTINUUM OF CARE PROGRAM



# HEARTH Act

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- Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 amended the McKinney-Vento Homeless Assistance Act
- CoC Program interim rule implements the HEARTH Act:
  - Published in July 2012, effective August 2012
  - Establishes regulations for the CoC Program, including the CoC as a whole

# Continuum of Care

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- CoC Program interim rule requires communities to establish a CoC in order to receive CoC Program funding (includes HUD funded PSH, TH, SSO programs)
- The CoC must meet minimum requirements for CoC structure, governance, and responsibilities

# A CoC is...

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At its simplest, a Continuum of Care is established by ***representatives of relevant organizations*** within a ***geographic area*** to ***carry out the responsibilities*** set forth in the CoC Program interim rule

# CoC Organizational Structure and Entities

## Continuum of Care

Board

HMIS Lead

Collaborative  
Applicant

Committees

Subcommittees

# REGULATORY REQUIREMENTS OF COC GOVERNANCE CHARTER



# CoC Governance Charter (578.5)

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- The CoC must develop and follow a governance charter that details the functions of:
  - the CoC board
  - the CoC's committee structure and roles
  - HMIS Lead
  - staff roles

# CoC Governance Charter (578.5)

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Governance charter must include:

- Policies and policies to carry out CoC responsibilities
- Code of conduct
- Recusal process for board, board chair(s), etc.

Governance charter must be:

- Reviewed and updated annually
- Developed in consultation with the Collaborative Applicant and HMIS lead

# CoC Membership (578.5)

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- Membership should ensure
  - Communitywide commitment to ending and preventing homelessness
  - Representation of the relevant organizations within the entire CoC

# Examples of CoC Membership (587.5)

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- Nonprofit homeless assistance providers
- Victim services 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
- Organizations that serve homeless and formerly homeless veterans
- Homeless and formerly homeless persons

# CoC Requirements (578.7)

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Charter describes role the CoC has with each of these responsibilities

- Hold semiannual meetings, with published agendas, of the full membership
- Invite new members at least annually
- Appoint additional committees
- Adopt and follow a written board selection process
- Develop a governance charter

# CoC Requirements Cont. (578.7)

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- Establish performance targets, monitor performance, evaluate outcomes, and take action against poor performers
- Evaluate ESG and CoC project outcomes and report to HUD
- Establish and operate a centralized or coordinated assessment system
- Establish written standards for providing assistance

# MONTGOMERY COUNTY COC CHARTER



# Background and Purpose

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- Montgomery County CoC is the planning body for homeless service and housing system within Montgomery County
- The CoC board is the Interagency Commission on Homelessness; referred to as the Commission

# Montgomery County CoC Governance Charter

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- DRAFT charter approved by the Operations committee on January 28, 2015
- Governance charter aligns the Montgomery County CoC with the HEARTH Act and the CoC Program interim rule regulatory requirements
- Needs full CoC membership approval

# Responsibilities of the CoC: Operations of the CoC

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## Operations include:

- Developing and updating governance charter annually
- Operating a coordinated assessment system
- Following written standards
- Establishing CoC-wide performance targets
- Monitoring CoC program recipients and subrecipients
- Evaluating outcomes of projects
- Reporting to HUD as required

# Responsibilities of the CoC: Planning Activities of the CoC

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## Planning activities include:

- Coordinating of housing and service delivery system-outreach, prevention etc.
- Planning and conducting annual Point-In-Time (PIT) count
- Conducting annual gaps analysis
- Providing information to inform the local ConPlan

# Responsibilities of the CoC: Prepare application for the CoC

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## Prepare CoC application:

- Designing and operating a collaborative process to develop CoC application to HUD (typically annually)
- Establishing priorities that align with HUD goals
- Designating a collaborative applicant
- Approving submission of CoC application for HUD funding

# Full CoC Membership

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- Full CoC Membership must
  - Adopt, follow and update governance charter at least annually
- Meet at least semiannually
- General membership open to individuals or organizations residing in or doing business in Montgomery County
- General members may become voting members if also a member of the commission, committees, sub-committees or workgroups

# Full CoC Membership

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- To become a voting member an individual/organization must submit an application to the Operations Committee
- Decisions will be made by majority vote
- One vote per agency

# Interagency Commission on Homelessness (CoC board)

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- Commission will act on behalf of the CoC as the governing board
- Membership of Commission is required through county legislation; includes members of county and federal government, non-profit organizations and a homeless/formerly homeless person(s)
- Each commission member is a voting member of the CoC
- DHHS will provide support to the Commission

# Interagency Commission on Homelessness

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- The commission will comply with regulatory conflict of interest requirements
- Commission members will recuse themselves if a conflict arises

# CoC Committees

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- Operations Committee
  - Responsible for the day-to-day operations of the CoC
  - Coordinates full CoC semiannual meetings
  - Meets monthly
- Strategic Planning Committee
  - Develops, monitors and updates the CoC's 10-Year Plan to end homelessness
  - Oversees the implementation of the 10-Year Plan

# CoC Committees

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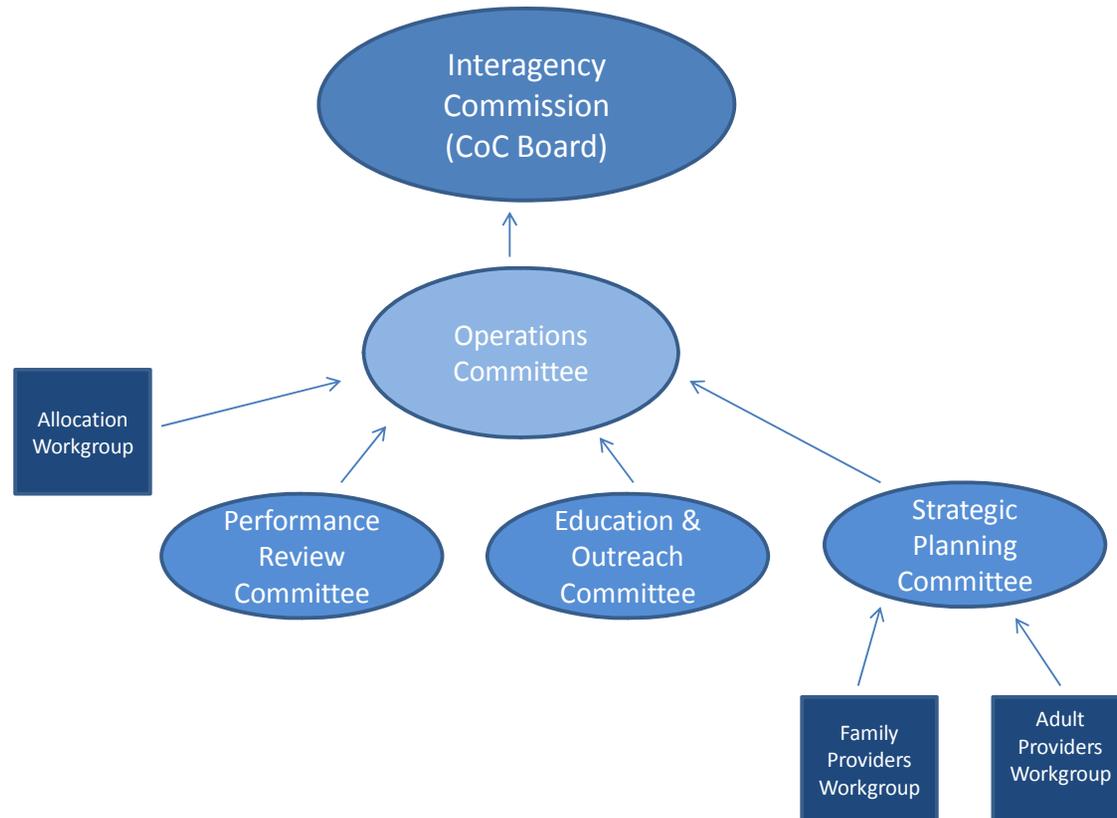
- Performance Review Committee
  - Responsible for system implementation of monitoring all recipients and subrecipients
  - Reviews and monitors aggregate CoC-wide performance for scoring and ranking of projects
- Community Outreach and Education Committee
  - Provides education and outreach to the community on homeless issues
- Additional Committees, Subcommittees and Workgroups may be established as needed

# CoC Committee Chairs

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- All committees will operate with 2 co-chairs
- The Operations Committee will have one County representative as a co-chair
- Current chairs of each committee will remain in their position until January 2016, when committee chair elections will be held
- Subsequent elections for committee chairs will be held each January
- No prohibition exists against the same co-chairs being elected again

# CoC Committee Structure



# CoC Designations

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- Collaborative Applicant
  - Montgomery County Department of Health and Human Services
- Homeless Management Information Systems (HMIS) Lead
  - Montgomery County Department of Health and Human Services

**QUESTIONS?**

