

GOVERNANCE CHARTER FOR THE LOUISVILLE METRO CONTINUUM OF CARE

This charter lays out the agreed terms, roles and responsibilities of the various entities that make up the Louisville Metro Continuum of Care (hereinafter referred to as the “Louisville Metro CoC”).

This charter is based on six core values agreed to by all parties:

1. We value programs with outcomes that demonstrate progress toward reducing and ending homelessness as quickly as possible with an ultimate goal of no more than 30 days.
2. We value innovative and diverse programming that addresses gaps in community services.
3. We value quality programming that is accountable to the community through outcomes measurement.
4. We value the effort to access the maximum amount of funding available to the Louisville Metro area.
5. We value the commitment to serve all people who are in need of assistance regardless of race, gender, age, national origin, sexual orientation, gender identity and class and to be in compliance with all applicable laws regarding program accessibility for all people.
6. We value and respect the decisions and choices of those who find themselves homeless and seek to optimize self sufficiency.

LOUISVILLE METRO COC FULL MEMBERSHIP:

The Continuum of Care Full Membership is the ultimate decision making body for the Louisville Metro CoC. The Full Membership is defined as those interested community partners who represent the interests of the homeless and attend monthly meetings of the Louisville Metro CoC held on the first Monday of each month. The community itself holds the responsibility of deciding the needs of the community, how the process is to be administered, endorsing the projects to be submitted for funding consideration and the community priority rankings although some of these responsibilities are delegated to other partners as outlined in this charter.

Role:

The Louisville Metro Full Membership is made up of agencies who serve the homeless population, agencies who serve those who are at risk of homelessness, governmental departments charged with addressing homelessness and individuals who are interested in addressing the issue of homelessness in the Louisville Metro community. The full membership body is responsible for:

1. Electing four of its members to represent the full membership on the CoC Board and approving the remaining CoC Board membership annually;
2. Providing information and advice to the CoC Board regarding best practices in homeless services;
3. Establishing and providing oversight of the HMIS system and designating an HMIS administrator;
4. Designating an entity to write the application for funding in response to HUD’s annual CoC Program NOFA for homeless assistance resources;
5. Striving to provide the best services to each of the community’s specific homeless populations;
6. Establishing and providing oversight of the Quality Assurance Standards (QAS) for agencies providing services and designating a QAS administrator;
7. Working within the CoC homeless provider system to provide comprehensive and appropriate services to move homeless persons as quickly and appropriately as possible;
8. Participating on CoC Committees and in monthly full membership meetings;
9. Reviewing, endorsing and establishing policies and procedures including the process of CoC Board selection;
10. Approving and ranking projects to be included in the community CoC application and designating a collaborative applicant;
11. Developing and following a governance charter detailing the responsibilities of all parties;
12. Consulting with recipients and subrecipients to establish performance targets appropriate for population and program type, monitoring the performance of recipients and subrecipients, evaluating outcomes, and taking action against poor performers;
13. Evaluating and reporting to HUD outcomes of ESG and CoC projects and consulting with ESG and CoC applicants regarding allocations;

14. Establishing and providing oversight of a coordinated assessment system and single point of entry and designating a lead for each;
15. Conducting a Point-in-Time count of homeless persons, at least biennially;
16. Conducting an annual gaps analysis; and
17. Providing information required to complete the Louisville Metro Government Consolidated Plan.

Voting Rights:

It is the policy of the Louisville Metro Continuum of Care that each Continuum of Care member/agency:

1. Holds one vote;
2. Designates a delegate and an alternate who are authorized to cast the agency vote when such action is needed;
3. Is allowed to send more than these designated people to the community meetings but when a vote is taken, only the delegate or alternate is eligible to cast a vote;
4. Is required to send a representative to at least 10 out of the last 12 community meetings prior to the vote in order to be eligible to cast a vote; and
5. If an agency is unable to send either the delegate or alternate, that agency may send a representative to the meeting and receive credit for attendance. However, only a delegate or alternate has the right to vote on any issue.
6. If an agency has not been a member of the Continuum of Care for a full twelve months at the time of a vote, the number of absences allowed that agency will be proportional to the number of months they have been a member of the CoC.
7. An agency is not eligible to vote on any issue regarding a project where that agency/member has a financial interest or serves the project's agency in any capacity; and
8. Has the right to submit new and renewal proposals within the guidelines and specifications of the U.S. Dept. of Housing and Urban Development. (The full membership then has the right and responsibility to decide which projects are to be included in the CoC application.)

Voting Methods:

The CoC community voting procedure for funding decisions and representation on the Advisory Group may be carried out within a CoC meeting of the members or through other means (email, U.S. Postal Service, FAX) as long as each completed ballot is:

- Designated for an eligible voting member (agency), and
- The ballot contains the signature of the CoC delegate or alternate.

LOUISVILLE METRO COC BOARD:

Each year, the Louisville Metro CoC elects a board of representatives to make strategic decisions for the Louisville Metro CoC throughout the year.

Role:

1. Design, operate and follow a collaborative process for developing the application and approving its submission;
2. Establish priorities for funding projects in the CoC geographic area;
3. Review the monitoring of all providers and determine appropriate action when benchmarks are not met;
4. Provide a vision, priorities and goals for the CoC community;
5. Establish a process for funding recommendations through HUD and other funding streams available in the community; and
6. Oversee progress of HMIS entry, common assessment and single point of entry and make recommendations for improvement.

Louisville Metro CoC Board Membership:

The Louisville Metro CoC Board is elected from the full membership at a CoC full membership meeting or through other means (email, U.S. Postal Service, FAX) and must:

1. Include at least one homeless or formerly homeless individual and
2. Represent the relevant organizations and projects serving the homeless including:
 - i. Persons with substance use disorders,
 - ii. Persons with HIV/AIDs,
 - iii. Veterans,
 - iv. The chronically homeless,
 - v. Families with children,
 - vi. Unaccompanied youth,
 - vii. The seriously mentally ill, and
 - viii. Victims of domestic violence, dating violence, sexual assault and stalking.

Election and Terms:

The Louisville Metro Continuum of Care Board is made up of no less than 9 and no more than 15 members. It should always have an odd number of members including:

1. Four representatives of the Membership Body;
2. A homeless or formerly homeless person;
3. A representative of the ESG recipient (Louisville Metro Government); and
4. Community representatives and leaders.

Members are elected by the membership body for two year staggered terms, and these representatives can serve two consecutive 2 year terms but must be off the board for one year before being elected by the membership body again.

Vacancies:

Vacancies are filled by a vote of the Full Membership at the following monthly meeting.

Quorum:

In order to do binding business, there must be a quorum of at least 51% present for a Board vote.

Officers:

The Board will elect its own Chairperson, CoC Coordinator and any other roles as seen fit by the Board.

Limitations:

Only one person per agency may serve on the Board at any given time and provider agencies represented on the Board can have a proposal on the table although they should not vote on these issues.

Grievances:

All members of the Metro Louisville CoC full membership are encouraged to report any grievances with the Metro Louisville CoC or CoC Board through this procedure without fear of reprisal. Grievances should be submitted as soon as possible to ensure proper responses.

First, the CoC member should submit their grievance in writing or in person to the Louisville Metro CoC and try to work the problem out at that level. The COC Board should respond in writing with their response or decision within 7 working days of receiving the grievance.

If the member is dissatisfied with the outcome or decision, they should submit a written request to present their grievance at the following CoC full membership meeting. The membership will vote and give a decision at that meeting.

All members also have the right to file a complaint against the Louisville Metro CoC to the U.S. Department of Housing and Urban Development (HUD). However, we encourage members to use the grievance process above first as filing a grievance with HUD can affect the score of all CoC applicants.

LOUISVILLE METRO COC COLLABORATIVE APPLICANT:

Because the Louisville Metro CoC Board is made up of volunteers, they will need to select a Collaborative Applicant to submit the CoC application to HUD each year.

Role:

It is the responsibility of the Louisville Metro Continuum of Care full membership to designate a collaborative applicant best able to insure a successful submission of the CoC proposal and complete the following:

1. Complete the electronic application in response to HUD's annual CoC Program NOFA for homeless assistance resources,
2. Present a timeline and deadlines to all project applicants for individual project plans,
3. Collect all data and submit a chart to HUD of all projects planning to reapply,
4. Create the housing inventory chart,
5. Create the grant inventory worksheet
6. Establish priorities for funding projects in the CoC geographic area,
7. Create process for ranking applications with full participation of CoC full membership,
8. Oversee committees and volunteers,
9. Update and monitor progress on the Blueprint the End Homelessness,
10. Create agendas for CoC full membership and Board meetings in collaboration with the Board Chair,
11. Notify others that they can join the CoC full membership annually,
12. Monitor who is eligible to vote on the full membership

HMIS LEAD AGENCY:

An entity must be selected by the Louisville Metro CoC to oversee HMIS management for the Louisville Metro CoC. They are responsible for:

1. Accurately calculating the size and needs of the homeless population,
2. Tracking service and demand for homeless programs and understanding where improvements need to be made,
3. Overseeing the reporting process for the CoC,
4. Training agencies on accurate HMIS entry,
5. Reviewing the licenses of member agencies each year to determine which have been unused and recapture a needed, and
6. Coordinating a single point of entry to insure new clients are eligible for services and entered correctly.
7. Reporting as necessary to various entities such as Louisville Metro Government, the Kentucky Housing Corporation, the U.S. Department of Housing and Urban Development, etc.

Signatures: