



# Northlake Homeless Coalition Governance Charter

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## I. Governance Structure

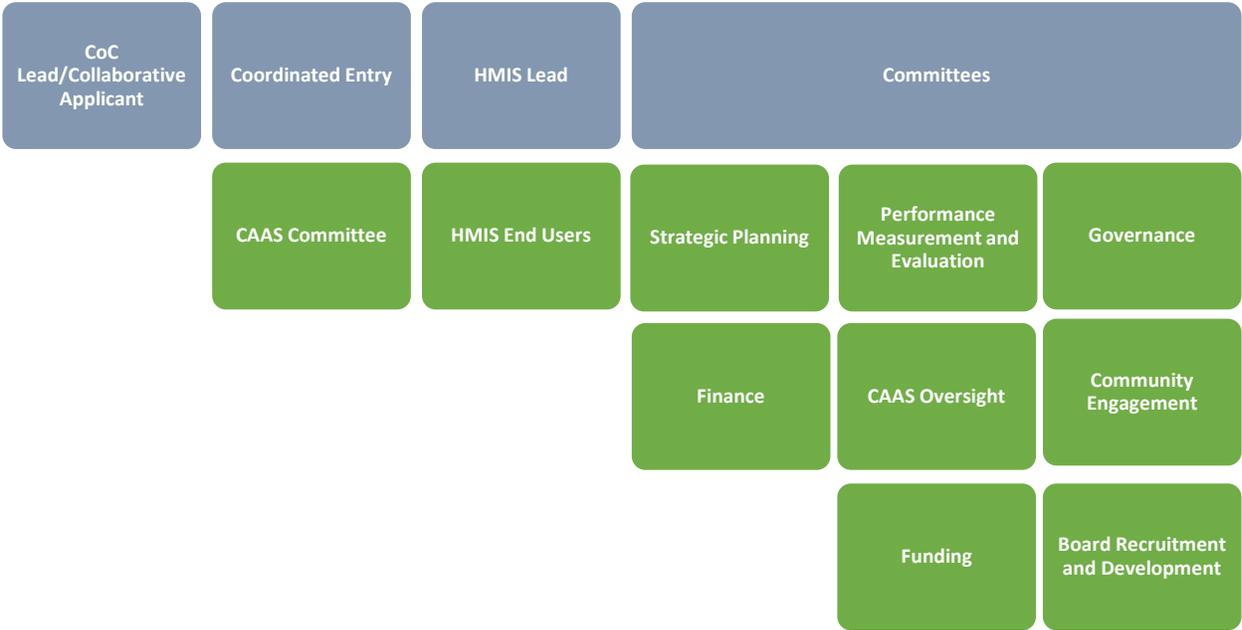
A. The Continuum of Care for the Florida Parishes Region, known as the Northlake Homeless Coalition, has established a board to act on its behalf. The NHC Board is reflective of and elected by the full CoC membership, hereafter referred to as the NHC Providers and Stakeholders Association. The NHC Board is the lead decision-making body responsible for managing community planning, coordination and evaluation to ensure that the system of homeless services and housing rapidly ends people's homelessness permanently. This includes planning for the use of U.S. Department of Housing and Urban Development CoC resources and coordinating these funds with other relevant resources in the region. Specific responsibilities include:

- Development of a plan for a coordinated housing and service system that meets the needs of individuals, unaccompanied youth and families experiencing homelessness. At minimum, the system will consist of outreach, engagement, assessment, shelter, housing, supportive services and prevention strategies.
- Plan and conduct an annual point-in-time count of sheltered and unsheltered homeless persons and conduct an annual gaps analysis of homeless needs and services.
- Participate in Consolidated Plans.
- Consult with Emergency Solutions Grant (ESG) grant recipients to plan for allocation of ESG funds and report and evaluate performance of ESG grant recipients/subrecipients.
- Evaluate performance of HUD-funded programs:
  - Establish performance targets in consultation with recipients/subrecipients that are appropriate to the program type and population served. Performance targets will be aligned with performance measures outlined in the HEARTH Act.
  - Monitor recipient/subrecipient performance.
  - Evaluate outcomes and report to HUD.
  - Take action against poor performers, including but not limited to: technical assistance, improvement plans and reallocation of funding.
- Establish and operate a coordinated access and assessment system that will:
  - Provide an initial and comprehensive assessment of the needs of individuals/families requesting assistance.
  - Cover the full CoC geographic area.
  - Be accessible and well-advertised to individuals/families seeking assistance.
- Establish and consistently follow written standards for providing CoC assistance, in consultation with the recipients of ESG program funds. These standards must determine:
  - Eligibility and prioritization criteria (beyond minimum HUD regulatory requirements) for transitional housing, rapid rehousing and permanent supportive housing resources.
  - Levels of rapid rehousing assistance and participant rent contribution across projects.
- Designate and operate a Homeless Management Information System (HMIS) and manage the following HMIS functions (further outlined in the Northlake Homeless Coalition HMIS Governance Charter):

- Designate a single HMIS for the CoC geographic area.
  - Designate a HMIS regional lead and a statewide HMIS lead to manage the HMIS.
  - Ensure that HMIS is administered in compliance with requirements prescribed by HUD.
  - Review, revise and approve HMIS privacy, security and data quality plans on an annual basis.
  - Ensure the consistent participation of recipients and subrecipients in the HMIS.
  - The Coalition will review, update and approve the HMIS Governance Charter annually during the Coalition’s annual meeting.
- B. Further information regarding NHC Board responsibilities, membership terms, code of conduct, and conflict of interest disclosure and resolution are defined in the NHC Bylaws. The NHC Providers and Stakeholders Association annually reviews and votes on any changes to the NHC Bylaws and the Governance Charter.

# NHC Providers and Stakeholders Association

## NHC Board



<b>Group</b>	<b>Details</b>
Providers and Stakeholders Association	<p>The Providers and Stakeholders Association (PSA) represents persons experiencing or at risk of homelessness, providers of homeless services, and other relevant organizations and community stakeholders to establish a Continuum of Care and a CoC Board, and to fulfill the CoC's responsibilities, as required by HUD.</p> <p>PSA members are those organizations and persons participating in local homeless planning efforts in the geographic area; persons participating in the work of the NHC CoC Board, and/or committees; and persons included in the CoC e-mail communication list, which is open and available to the public via the website and maintained by CoC staff. The NHC PSA is the primary community input and planning forum for the CoC.</p> <p>Voting members of the NHC PSA are those persons who have completed the NHC PSA Membership Agreement. Only one person per organization may be designated with voting member status. Voting members of the NHC PSA are responsible for voting on any changes to the NHC Bylaws or Governance Charter as well as electing persons to serve on the NHC Board.</p>
NHC Board	<p>The NHC Board is the primary decision-making body of the CoC. Additionally, the NHC Board fulfills the nonprofit board duties and responsibilities for the entity the Northlake Homeless Coalition. The Northlake Homeless Coalition was instituted as an entity to carry out the responsibilities of the CoC Lead/Collaborative Applicant, including but not limited to, planning, coordinated entry, monitoring and evaluation and completion of the annual funding application.</p>
CoC Collaborative Applicant Coordinated Entry	<p>The Northlake Homeless Coalition is the collaborative applicant designated to apply for HUD CoC funding and other grants on behalf of the CoC. The NHC is the CoC lead agency with designated staff to carry out the duties of the CoC, including coordinated entry.</p>
HMIS Lead	<p>The Northlake HMIS Data Project at Northlake Homeless Coalition is designated as the HMIS</p>

	<p>lead for the CoC. The Capital Area Alliance for the Homeless provides HMIS staffing for the project via a contract with the Northlake Homeless Coalition. The NHC Board is responsible for designating the HMIS lead. The NHC participates in a statewide HMIS implementation, Louisiana Services Network Data Consortium (LSNDC).</p>
CoC Committees	<p>While decisions for the CoC will be made by the Board, the work of the CoC will generally be carried out by committees (standing committees listed above). Committees shall not make any policy or funding-related decisions. Committees may make recommendations and those recommendations are submitted for voting approval by the NHC Board. The Board will establish standing committees as necessary to ensure all CoC responsibilities are fulfilled according to HUD regulations. Each standing committee will be led by a Chair. Committee members may be members of the Board, Providers and Stakeholders Association and/or other stakeholders. Each standing committee will also have a staff liaison from the Northlake Homeless Coalition.</p>
CoC Lead Agency and Staff Support	<p>The Northlake Homeless Coalition was incorporated as an entity to fulfill the role of the CoC Lead Agency and provide staff support to the Board and committees that constitute the CoC. The lead agency performs a variety of necessary functions such as performance monitoring, engagement and education of stakeholders, and submission of the annual collaborative CoC program funding application. NHC manages all aspects of the CoC, including ensuring all federal CoC Program requirements are met.</p>

II. Code of Conduct, Conflict of Interest and Recusal Process

To maintain high ethical standards, HUD requires the NHC Board, the Board Chair(s), and any person acting on behalf of the Board to comply with a code of conduct and conflict of interest and recusal requirements. All Board members will annually complete and sign a Code of Conduct and a Conflict of Interest Form that identifies any conflicts of interest that a member has, including association with organizations that may have a financial interest in business items coming before the NHC Board.

Board members with actual or perceived conflicts of interest must also identify them as they arise. Board members shall report such conflicts of interest to the Board and recuse themselves from discussions or resulting decisions on issues where a conflict of interest exists. A board Member may participate in the discussion if they fully disclose the nature of their conflict of interest and the majority present vote to allow their participation. No member of the Board shall participate in or influence decisions concerning the award of a grant or other financial benefits to the member or the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

### III. Compliance with CoC and HMIS Regulations

This Charter includes or references policies and procedures needed to comply with Subpart B of the Continuum of Care Interim Rule (24 CFR 578) associated with establishing and operating a CoC, and with Homeless Management Information Systems (HMIS) requirements prescribed by HUD. Detailed policies are outlined in the NHC CoC Policies and Procedures Manual, including:

- Protocols for full CoC meetings, including frequency of meetings and process for publication of agenda prior to the meeting;
- Minimum standards for inviting new members to join the CoC;
- The process for establishing committees, subcommittees, or workgroups to fulfill the CoC's responsibilities;
- Policies for monitoring CoC recipients' and subrecipients' performance and evaluating outcomes for the CoC and ESG recipients;
- A plan to coordinate the implementation of a housing and service system within the Florida Parishes Region;
- The process for conducting point-in-time (PIT) counts and housing inventory counts (HIC) of homeless persons and bed capacity; and
- The process for the development of the annual HUD CoC Program application, including the process for CoC approval of the submission of an application, priorities for funding projects, a process for establishing or revising adopted priorities, and use of planning funds.

### IV. Approval, Annual Review, and Updates

In consultation with the Collaborative Applicant/CoC Lead Agency and the HMIS Lead Agency, this Charter shall be adopted by voting members of the NHC Providers and Stakeholders Association, following a special meeting to gather input and feedback from the full CoC membership, by a simple majority (at least 51%) affirmative vote of eligible members participating in the vote. The Charter will thereafter be reviewed annually and updated as necessary during the NHC Annual Meeting and may be amended by a simple majority (at least 51%) affirmative vote of the members present and determined eligible to vote. The Governance Charter may be fully revised to include agreed-upon changes, or an Amended Article may be added for insertion into the existing document.