



# Fredericksburg Regional Continuum of Care

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## Bylaws

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## **I. Name**

The name of this organization is Fredericksburg Regional Continuum of Care, hereafter referred to as the FRCoC.

## **II. Organization**

### **Governance**

The FRCoC is organized according to these bylaws, which constitute the Governance Charter for the FRCoC. The FRCoC serves the City of Fredericksburg and the Counties of Caroline, King George, Spotsylvania, and Stafford.

### **Organizational Structure**

The FRCoC shall conduct its business through the combined efforts of the following:

- FRCoC Membership
- CoC Board
- Committees & Working Groups

### **Fiscal Year**

The FRCoC functions according to a fiscal year beginning July 1 and ending June 30.

## **III. Purpose**

### **Mission**

The mission of the Fredericksburg Regional Continuum of Care is to develop, promote, and support a continuum of human services and housing opportunities that reduce and prevent homelessness in our community.

### **Goals**

The goals of the FRCoC are to:

- Promote community-wide commitment in the FRCoC service area to the goal of ending homelessness.
- Coordinate funding for efforts to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused by homelessness.
- Promote and advocate for new opportunities for Housing First approaches.

- Promote access to and effective utilization of mainstream services by homeless individuals and families.
- Optimize self-sufficiency among individuals and families experiencing homelessness.

## **Responsibilities**

- The FRCoC shall fulfill the Responsibilities of the Continuum of Care outlined in 24 CFR 578.7 in a transparent, equitable, and inclusive way.
- The FRCoC shall engage in activities that further the goals of the FRCoC 10-Year Strategic Plan to End Homelessness, which should be reviewed at least every 3 years.
- The FRCoC shall monitor Continuum of Care Program and Virginia Homeless Solutions Program recipient/sub-recipient performance and outcomes, and report to HUD and DHCD and members of the CoC.
- The FRCoC shall establish and operate a coordinated entry system.
- The FRCoC shall establish and follow written standards for operating the homelessness response system.
- The FRCoC shall undertake the annual point-in-time count to enumerate the homeless population of the region.
- The FRCoC shall designate an HMIS Lead Agency and support and encourage participation in the HMIS.
- The FRCoC shall submit collaborative grant applications on behalf of the region.
- The FRCoC shall educate and inform membership and the community on performance, outcomes and trends.

## **IV.Membership**

### **Composition**

The FRCoC Membership shall be composed of nonprofit homeless providers, victim service providers, faith-based organizations, governmental agencies, 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, and individuals who wish to support the activities of the FRCoC. Local elected officials from localities in the FRCoC service area will act as ex-officio, non-voting members.

In accordance with 24 CFR §578.95(a), the FRCoC shall make a public invitation for new organizations and individuals to become members at least annually. Organizations and individuals can register for membership at any time through the process listed on the FRCoC website.

The CoC Lead Agency shall maintain a membership database and ensure that membership attendance records are maintained for general membership and committee/working group meetings.

## **Duties**

The general membership shall be responsible for the following:

- Attending general membership meetings on a regular basis.
- Approving minutes of general membership meetings.
- Voting in general elections and at such other times as required.
- Providing a summary of the issues and actions of the FRCoC to the organizations they represent and their affiliates.
- Providing a summary of the issues and actions, annual budgets (including revenues, by source, and expenses, by type) and performance/outcome data of their organizations to the FRCoC to assist with trend data.
- Participating in standing committees, working groups, and/or special initiatives as appropriate.
- Adhering to the FRCoC's Code of Conduct, Recusal Process, and Conflict of Interest Policy contained herein.

## **Membership Status**

To retain voting rights and any other benefits that may accrue to an FRCoC member, the member must maintain their membership status as a member "in good standing".

A member organization or individual may lose its "in good standing" status if the member has had no official representation at three consecutive general membership or committee meetings.

A member organization or individual will reestablish its "in good standing" membership status by having official representation at two consecutive general membership or committee meetings.

## **Code of Conduct & Recusal Process**

Code of Conduct: The FRCoC recognizes that each participating member representative, in most instances, is employed by a responsible public, non-profit or private sector agency or firm that has an adopted Code of Conduct or Employee Manual that controls the behavior of the employee in the conduct of business on behalf of his/her employer. In the event that any member's behavior in the

conduct of FRCoC business is deemed by another FRCoC member or citizen to be inappropriate or illegal, the case will be referred to the CoC Board for investigation and possible referral to the member's employing supervisor for any personnel or legal action that may be warranted.

Recusal Process: The FRCoC recognizes that, from time to time, a voting member may have a need to recuse him/herself from voting or otherwise participating in some action of the FRCoC due to some conflict of interest that may preclude the member from taking an objective, unbiased action (e.g. casting a vote). FRCoC members are required to recuse themselves from voting or other actions based on the conflict of interest guidelines enumerated herein or the guidelines of their own employing agency's Code of Conduct (if stricter than those adopted here).

## **Conflict of Interest**

All members of the FRCoC must comply with federal conflict of interest requirements as defined under 24 CFR §578.95(b). In summary, these conflict of interest considerations apply to:

- *Procurement:* For the procurement of property (goods, supplies, or equipment) and services, the recipient and its sub-recipients must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).
- *Funding Decisions:* No FRCoC member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- *Organizational Conflict:* An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance, or when a covered person's, as described in the next section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the FRCoC concerning the endorsement of or award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when and if an employee of a recipient or sub-recipient participates in making rent reasonableness determinations under §578.49(b)(2) and §578.51(g) and housing quality inspections of property under §578.75(b) that the recipient, sub-recipient, or related entity owns.
- *Other conflicts.* For all other transactions and activities, the following restrictions apply: No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its sub-recipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity,

either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

- *Exceptions.* Upon the written request of the FRCoC or member thereof, HUD may grant an exception to applicable federal requirements on a case-by-case basis, according to criteria and a process set forth further in federal regulations (see: 24 CFR § 578.95 Conflicts of interest).

## **Membership Dues**

The FRCoC, by a vote of the general membership, shall have the right to assess dues of its participating members should the majority of the general members deem this in the FRCoC's best interest. There currently is no dues requirement for FRCoC members.

## **V. CoC Board**

### **Purpose**

The CoC Board oversees the work of the FRCoC to ensure alignment with the FRCoC 10-Year Strategic Plan to End Homelessness and determines priority initiatives on behalf of the general membership. The Board is also responsible for ensuring that the mission, vision, and values of the FRCoC are upheld.

### **Composition**

The CoC Board must include at least one homeless or formerly homeless individual and be representative of the relevant organizations and of projects serving homeless subpopulations. Examples of relevant subpopulations include persons with substance use and/or mental health disorders; persons with HIV/AIDS; veterans; people who are chronically homeless; families with children; unaccompanied youth; and victims of domestic violence, dating violence, sexual assault, and stalking. The CoC Board shall be composed of not less than ten and not more than fifteen members. Any member in good standing is eligible to serve on the CoC Board.

No more than one-third of CoC Board members will be current recipients of funding through the CoC funding process.

### **Election Process**

CoC Board members shall be nominated by the Nominating Committee and elected by a majority of the votes cast by the general membership at a meeting at which a quorum is present. Each January, the Nominating Committee will present nominees for the CoC Board to the general membership to be voted on at the April general membership meeting if a quorum is present. A CoC Board member's term will begin July 1 of the year he/she is elected.

Members of the CoC Board shall serve two-year terms, and may serve up to three (3) consecutive terms.

The CoC Board shall annually elect a Chair and Vice-Chair by a majority of the votes cast by the CoC Board at the July Board meeting.

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Previous Version: FRCoC Bylaws, Adopted 12/7/2018

Members of the CoC Board shall be elected on a rotating basis, with half of the CoC Board's membership up for election each year.

Any member of the CoC Board will be able to resign from their position by providing written notification to the Chair of the Board.

Any member of the CoC Board may be removed by a majority of the votes cast by the general membership at any meeting at which a quorum is present. The reasons for removal must be documented. Grounds for removal include:

- Violation of the Code of Conduct
- Conflicts of Interest
- Chronic absences
- Violations of law, illegal activity

In the event of resignation or removal of any member of the CoC Board, the CoC Board shall make reasonable efforts to replace the removed member with another representative from the same organization represented by the removed member or, if no such voluntary representative is available, shall make an appointment from the general membership to fill the removed member's unexpired term. Any replacement member will be approved by the general membership. It is understood that service on the CoC Board is voluntary and no such appointment by the CoC Board shall take effect without the concurrence of the appointed representative.

## **Duties**

The CoC Board shall serve in the interest of the general membership. The Chair shall preside at all meetings of the general membership and CoC Board.

The Vice-Chair shall perform all duties of the Chair in the absence of the Chair. He or she may perform such other duties as assigned by the Chair or CoC Board.

The CoC Board shall be responsible for the following:

- Attending general membership and CoC Board meetings.
- Adhering to the FRCoC's Code of Conduct, Recusal Process, and Conflict of Interest Policy contained herein.
- Ensuring the FRCoC fulfills the Responsibilities of the Continuum of Care outlined in 24 CFR 578.7.
- Establishing and staffing committees and working groups as needed.
- Overseeing the work of the FRCoC committees and working groups to ensure alignment with the FRCoC 10-Year Strategic Plan to End Homelessness.



- Determining annual priority initiatives based on the FRCoC 10-Year Strategic Plan to End Homelessness and other needs of the FRCoC.
- Overseeing the homelessness response system and approving updates to the Coordinated Entry Policies & Procedures.
- Approving annual project performance standards recommended by the Funding & Performance Committee.
- Determining annual policy priorities for projects funded through collaborative applications, including those for Continuum of Care Program and Virginia Homeless Solutions Program funding.
- Annually reviewing and approving updates as necessary to the Funding Policies & Procedures.
- Approving all policies and procedures developed by any CoC committee or working group and ensuring that said policies and procedures are carried out and adhered to.
- Approving the local application forms and scoring sheets for each collaborative application.
- Approving the submission of collaborative applications.

## **VI. Committees & Working Groups**

### **General Responsibilities**

All committees and working groups shall consist of sufficient numbers to provide broad representation of the FRCoC as appropriate. Committees make recommendations to the CoC Board. Membership in committees must be approved by the CoC Board. Working groups serve to coordinate resources, projects, and direct services. Membership in working groups is determined based on the responsibilities of the working group and in consultation with the CoC Lead Agency and the relevant committees.

Each committee or working group will elect a Chair to set meeting agendas, coordinate activities, and provide updates at general membership and CoC Board meetings. Chairs will be elected by a majority of the votes cast by that committee or working group's membership at any meeting at which a quorum is present. Chairs shall serve two-year terms and may serve up to two (2) consecutive terms.

Each standing committee will develop an annual action plan in the first quarter of the year that will guide the work of the committee for the year. Annual action plans will be approved by the CoC Board to ensure alignment with the FRCoC 10-Year Strategic Plan to End Homelessness. Final work products, policies, decisions, and reports of each standing committee will be approved by the CoC Board.

### **Standing Committees**

The FRCoC will have four standing committees:

- Communications

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Previous Version: FRCoC Bylaws, Adopted 12/7/2018

- Funding & Performance
- System Planning
- Nominating Committee

## **Communications Committee**

### ***Purpose***

The Communications Committee streamlines FRCoC messaging for the purpose of educating and informing the community as well as system stakeholders, including FRCoC members and project participants.

### ***Composition***

The Communications Committee shall be composed of any FRCoC member interested in participating.

### ***Duties***

The Communications Committee shall be responsible for the following:

- Developing standard language to be used in all of the FRCoC's communications, including those through websites, social media, newsletters, and marketing and educational materials.
- Identifying the need for and designing public relations campaigns to support the mission and goals of the FRCoC and its member organizations.
- Providing technical assistance to FRCoC members with community relations needs to ensure alignment with agreed-upon messaging.
- Producing regular educational and marketing materials to inform the community of the work of the FRCoC and its member organizations.
- Marketing the coordinated entry system to the community and system stakeholders across the region.

## **Funding & Performance Committee**

### ***Purpose***

The Funding & Performance Committee performs regular project and system evaluation and reviews and recommends to the CoC Board all projects receiving funding through a CoC funding process.

### ***Composition***

The Funding & Performance Committee shall be composed of FRCoC members not applying for or receiving funding through a CoC funding process.

Anyone affiliated with an organization applying for or receiving funding through a collaborative application, including board members, staff, and volunteers, shall not serve on the Funding & Performance Committee.

### ***Election Process***

Funding & Performance Committee members shall be nominated by the CoC Board and elected by a majority of the votes cast by the general membership at any meeting at which a quorum is present.

Members of the Funding & Performance Committee shall serve two-year terms, and may serve up to three (3) consecutive terms.

Any member of the Funding & Performance Committee may be removed by a majority of the votes cast by the general membership at any meeting at which a quorum is present. The reasons for removal must be documented.

### ***Duties***

The Funding & Performance Committee shall be responsible for the following:

- Developing annual project performance standards for all homelessness response system projects, and submitting them to the CoC Board for approval.
- Regularly reviewing, with staff support, project and system performance to inform the review of project applications.
- Working with the System Planning Committee to identify and develop solutions to challenges and gaps in the homelessness response system.
- Developing local application forms and scoring sheets for each collaborative application, including those for Continuum of Care Program and Virginia Homeless Solutions Program funding, and submitting them to the CoC Board for approval.
- Reviewing all project applications or proposals for collaborative applications, selecting and ranking projects for inclusion in collaborative applications, and submitting final collaborative applications to the CoC Board for approval in accordance with the Funding Policies & Procedures.

## **System Planning Committee**

### ***Purpose***

The System Planning Committee operates the homelessness response system and develops solutions to challenges and gaps within the system.

### ***Composition***

Adopted 1/9/2019

Previous Version: FRCoC Bylaws, Adopted 12/7/2018

The System Planning Committee shall be composed of providers that operate projects within the homelessness response system, including coordinated entry, outreach, diversion, prevention, emergency shelter, rapid re-housing, permanent supportive housing, and housing location services, as well as other interested FRCoC members.

### ***Duties***

The System Planning Committee shall be responsible for the following:

- Collaborating with partners to operate the community's homelessness response system.
- Ensuring projects meet standards established in the Coordinated Entry Policies & Procedures.
- Working with the Funding & Performance Committee to identify and develop solutions to challenges and gaps in the homelessness response system.
- Collaborating with CoC staff to provide needed trainings throughout the community.
- Participating in case conferencing and the community prioritization process.

## **Nominating Committee**

### ***Purpose***

The Nominating Committee is responsible for recruiting qualified, willing members of the FRCoC to serve as CoC Board members.

### ***Composition***

The Nominating Committee will be composed of three to five members, with at least one representative from the CoC Board.

### ***Duties***

The Nominating Committee shall be responsible for the following:

- Securing candidates for the CoC Board ballot.
- Presenting a slate of qualified, acceptable candidates to the general membership for approval and vote.

## **Creation/Dissolution of Committees & Working Groups**

The CoC Board may establish ad hoc committees and working groups as the need arises by a majority of the votes cast by the CoC Board at any meeting at which a quorum is present. The FRCoC must update these bylaws if it wishes to create or dissolve any standing committee.

## **VII. Meetings & Voting**

### **Meeting Times**

There shall be quarterly meetings of the general membership. These meetings shall be held at a time and place to be determined by the CoC Board.

The CoC Board will meet monthly.

Standing committees and working groups will meet at least quarterly and more often as needed.

### **Special Meetings**

Special meetings of the general membership or CoC Board may be called by the Chair as needed. Special meetings of the general membership may be called with seven (7) days' notice.

### **Quorum**

The FRCoC shall consider a minimum of one half of the number of current members in good standing to constitute a quorum for all general membership meetings.

Attendance of a minimum of one half of members shall constitute a quorum for CoC Board and committee/working group meetings.

### **Voting**

Organizational members may have more than one individual from their organization at a meeting. However, when votes are cast, an organization is entitled to one vote regardless of how many members of the particular organization attend the meeting.

CoC staff are not considered voting members of any committee or working group.

Once a quorum is established, all votes will pass by a majority of those members present. In event of a tie, the CoC Board Chair will have the determining vote.

## **VIII. CoC Lead Agency/Collaborative Applicant**

### **Designation**

The FRCoC hereby designates the George Washington Regional Commission (GWRC) as the CoC Lead Agency for the FRCoC service area.

The CoC Lead Agency shall be the Collaborative Applicant for preparing and submitting collaborative applications, including those for Continuum of Care Program and Virginia Homeless Solutions Program funding, on behalf of the FRCoC.

Adopted 1/9/2019

Previous Version: FRCoC Bylaws, Adopted 12/7/2018

Any CoC member can submit written notice to the CoC Board requesting a change in CoC Lead Agency. The CoC Board will decide within 30 days of the request whether or not to move forward with a solicitation process for a new CoC Lead Agency. If the CoC Board decides to move forward, they would solicit and evaluate proposals, and ultimately make a recommendation to the general membership for a final determination. The FRCoC must update these bylaws if it wishes to change the CoC Lead Agency designation.

## **Duties**

The CoC Lead Agency shall be responsible for the following:

- Providing day-to-day staffing for the FRCoC.
- Coordinating general membership, CoC Board, and committee/working group meetings.
- Maintaining FRCoC records, including meeting minutes.
- Maintaining a membership database and attendance records for all meetings.
- Informing the CoC Board and general membership of best practices and national or state-wide initiatives and goals.
- Educating potential and current grantees on the process for collaborative applications.
- Monitoring projects and providing technical assistance to grantees that are not meeting annual project performance standards to improve performance.
- Coordinating special initiatives approved by the CoC Board.
- Representing FRCoC in other community initiatives as appropriate.
- Planning and conducting an annual point-in-time count of homeless persons within the geographic area of the FRCoC.
- Developing the annual Planning grant funding request through the Continuum of Care Program.
- Preparing and submitting to HUD, on behalf of the FRCoC and in collaboration with FRCoC's member organizations, the following:
  - Point-in-Time (PIT) Count Submission
  - Housing Inventory Count (HIC) Submission
  - Continuum of Care Program Consolidated Application
- Preparing and submitting to DHCD, on behalf of the FRCoC and in collaboration with FRCoC's member organizations, the following:

- Virginia Homeless Solutions Program Application
- VHSP Proposed and Actual Match Forms
- Homeless Outcomes Community Report

## **IX. HMIS Lead Agency**

### **Designation**

The FRCoC hereby designates the George Washington Regional Commission (GWRC) as the HMIS Lead Agency for the FRCoC service area.

Any CoC member can submit written notice to the CoC Board requesting a change in HMIS Lead Agency. The CoC Board will decide within 30 days of the request whether or not to move forward with a solicitation process for a new HMIS Lead Agency. If the CoC Board decides to move forward, they would solicit and evaluate proposals, and ultimately make a recommendation to the general membership for a final determination. The FRCoC must update these bylaws if it wishes to change the HMIS Lead Agency designation.

### **Duties**

The HMIS Lead Agency shall be responsible for the following:

- Ensuring consistent participation of recipients and sub-recipients in the HMIS.
- Ensuring the HMIS is administered in compliance with requirements prescribed by HUD.
- Overseeing HMIS user agency adherence to the privacy, security, and data quality plans laid out in the HMIS Policies & Procedures.
- Representing the FRCoC on the Homeward Community Information System (HCIS) Policies Committee.
- Maintaining the HMIS service contract with Homeward.
- Ensuring all HMIS users receive at least initial and annual training.
- Securing signed HMIS Participation Agreements, requiring compliance with HMIS Policies & Procedures and payment of annual participation fees, from Contributing HMIS Organizations.
- Preparing the annual FRCoC HMIS budget and presenting the budget, including the amount of annual participation fees, to the CoC Board for approval. The HMIS Lead Agency shall collaborate with all Contributing HMIS Organizations to determine the appropriate number of licenses to purchase and the amount of annual participation fees.

- Developing the annual HMIS renewal grant funding request through the Continuum of Care Program and working with the CoC Lead Agency/Collaborative Applicant to support the preparation of the Collaborative Application.
- Preparing and submitting to HUD, on behalf of the FRCoC and in collaboration with FRCoC's HMIS user agencies, the following:
  - System Performance Measures (Sys PM) Submission
  - Longitudinal Systems Analysis (LSA) Submission
- Performing regular data quality monitoring.
- Compiling regular project and system performance data in a way that is easy to understand and distributing it to the CoC Board and general membership.
- Maintaining by-name lists.
- Performing HMIS system administrator tasks as needed.

## **X. HMIS Software**

The FRCoC hereby designates the ServicePoint system, provided by WellSky (formerly Mediuware Information Systems, Inc.) as the HMIS for use in the FRCoC service area.

## **XI. Policies & Procedures**

### **HMIS Policies & Procedures**

The FRCoC has joined the Homeward Community Information System (HCIS) implementation of ServicePoint and will adhere to the HCIS Policies & Procedures.

These policies shall be maintained by the HCIS Policies Committee. At least one member of the FRCoC shall serve on the HCIS Policies Committee at all times.

### **Coordinated Entry Policies & Procedures**

The FRCoC Coordinated Entry Policies & Procedures governs the administration of the FRCoC's homelessness response system, including coordinated entry, outreach, diversion, prevention, emergency shelter, rapid re-housing, permanent supportive housing, and housing location services. All projects of the FRCoC's homelessness response system are required to adhere to these guidelines.

Updates to this policy may be suggested by any FRCoC member or committee and shall be approved by the CoC Board.

### **Funding Policies & Procedures**

Adopted 1/9/2019

Previous Version: FRCoC Bylaws, Adopted 12/7/2018



The FRCoC Funding Policies & Procedures will govern the solicitation, review, selection, and ranking of projects for funding through collaborative applications, including those for Continuum of Care Program and Virginia Homeless Solutions Program funding.

The CoC Board will review this policy each January and make updates as necessary.

This document shall be posted on the FRCoC website.

## **XII. Amendment of Bylaws**

In accordance with 24 CFR §578.95(a), these policies and procedures shall be subject to annual review, update (as necessary), and approval by the general membership. During the last quarter of each calendar year, the FRCoC shall convene a Bylaws Working Group in order to update and approve revisions to these policies and procedures. In order to revise these policies, proposed revisions must be presented to the general membership at least 30 days in advance, to be voted on after this period.

In accordance with 24 CFR §578.95(a), the CoC Board selection process, outlined in Section V, must be reviewed, updated, and approved by the FRCoC at least once every 5 years.

§ 578.7 Responsibilities of the Continuum of Care.

(a) Operate the Continuum of Care. The Continuum of Care must:

- (1) Hold meetings of the full membership, with published agendas, at least semiannually;
- (2) Make an invitation for new members to join publicly available within the geographic at least annually;
- (3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;
- (6) Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;
- (8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.
- (9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
  - (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
  - (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;

(iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;

(iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;

(v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

(vi) Where the Continuum is designated a high-performing community, as described in subpart G of this part, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).

(b) Designating and operating an HMIS. The Continuum of Care must:

(1) Designate a single Homeless Management Information System (HMIS) for the geographic area;

(2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;

(3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.

(4) Ensure consistent participation of recipients and subrecipients in the HMIS; and

(5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

(c) Continuum of Care planning. The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

(i) Outreach, engagement, and assessment;

(ii) Shelter, housing, and supportive services;

(iii) Prevention strategies.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

(i) Homeless persons who are living in a place not designed or ordinarily used as regular sleeping accommodation for humans must be counted as unsheltered homeless persons.

(ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.

(iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and subrecipients.