# Fredericksburg Regional Continuum of Care

# Bylaws

## Version 3.1

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# I. Revision Log

| Version | Approval Date | Revisions Made |
|---|---|---|
| **1.0** | | Document created. |
| **2.0** | January 10, 2018 | • Reorganized Document<br>• Basic Terminology Changes<br>• Removed Preamble, Objectives, Continuum of Care Planning, and Definitions sections<br>• Fiscal Year changed from calendar year to state fiscal year<br>• Edited Goals section<br>• Edited Responsibilities section<br>• Simplified Membership Composition section<br>• Edited Membership Duties section<br>• Simplified definition of "in good standing"<br>• Revised CoC Board Purpose section<br>• Revised CoC Board Composition section<br>• Revised CoC Board Election Process section<br>• Revised CoC Board Duties section<br>• Added Nominating Committee<br>• Removed Point-in-Time Count Committee<br>• Removed HMIS Committee<br>• Removed Case Management Committee<br>• Removed Discharge Planning Committee<br>• Removed Housing Committee<br>• Revised Committees & Working Groups General Responsibilities section<br>• Revised Standing Committees section<br>• Revised Creation/Dissolution of Committees & Working Groups section<br>• Added specific duties for CoC Lead Agency<br>• Added mechanism for changing CoC Lead Agency designation<br>• Revised HMIS Lead Agency duties<br>• Added mechanism for changing HMIS Lead Agency designation<br>• Clarified Amendment of Bylaws section |
| **2.1** | January 9, 2019 | • Minor name changes<br>• Clarified "member in good standing"<br>• Clarified quorum<br>• Added annual review process for Funding Policies and Procedures |

| | | |
|---|---|---|
| | | • Revised Funding and Performance Committee Purpose |
| **2.2** | February 12, 2020 | • Minor name changes<br>• Clarified of CoC Board composition<br>• Clarified of CoC Board term limits<br>• Removed Communications Committee<br>• Revised meeting requirement of committees from quarterly to annually |
| **2.3** | January 13, 2021 | • Updated mission of CoC<br>• Clarified CoC Board term limits<br>• Added Discharge Planning Committee<br>• Clarified Election rotation for Funding and Performance Committee<br>• Clarified public distribution of CoC policies and procedures |
| **2.4** | January 12, 2022 | • Added Revision Log<br>• Additional CoC Membership Duties<br>• Added method for removing non-participatory members<br>• Added Lived Experience Committee |
| **3.0** | April 12, 2023 | • Eliminated the Discharge Committee<br>• Revised the number of members in the Funding and Performance Committee<br>• Added remarks about conflict of interest to Funding and Performance Committee's composition<br>• Revised the number of members in the Nominating Committee<br>• Revised the duties of the Nominating Committee<br>• Revised the composition of the System Planning Committee |
| **3.1** | July 10, 2024 | • Split the Funding and Performance Committee into the Funding Committee and the System Performance Committee<br>• Creation of the Governance Committee<br>• Absorption of duties of the Nominating Committee by the Governance Committee<br>• Remove Lived Experience Committee |

# II. Name

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

# III. Organization

## Governance

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

## Organizational Structure

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

- CoC Membership
- CoC Board
- Committees & Working Groups

## Fiscal Year

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

# IV. Purpose

## Mission

The mission of the Fredericksburg Regional Continuum of Care is to prevent and end homelessness by developing, supporting, and promoting a coordinated system of human services and housing opportunities in the Greater Fredericksburg Region.

## Goals

The goals of the CoC, as stated by the Department of Housing and Urban Development (HUD) are to:

- Promote community-wide commitment in the CoC service area to the goal of ending homelessness.

- Coordinate funding for efforts to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused by homelessness.

- 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 CoC shall fulfill the Responsibilities of the Continuum of Care outlined in 24 CFR 578.7 in a transparent, equitable, and inclusive way.

- The CoC shall engage in activities that further the goals of the CoC's strategic plan. The CoC Board will review the strategic plan and provide a progress report to the full membership at least annually.

- The CoC 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 CoC shall establish and operate a coordinated entry system.

- The CoC shall establish and follow written standards for operating the homelessness response system.

- The CoC shall undertake the annual point-in-time count to enumerate the homeless population of the region.

- The CoC shall designate an HMIS Lead Agency and support and encourage participation in the HMIS.

- The CoC shall submit collaborative grant applications on behalf of the region.

- The CoC shall educate and inform membership and the community on performance, outcomes, and trends.

# V. Membership

## Composition

The CoC 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 CoC. Local elected officials from localities in the CoC service area will act as ex-officio, non-voting members.

In accordance with 24 CFR §578.7(a), the CoC 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 CoC website.

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

## Duties

The full membership shall be responsible for the following:

- Maintaining up to date points of contact for CoC communications.
- Attending full membership meetings on a regular basis.
- Approving minutes of full membership meetings.
- Voting in general elections and at such other times as required.
- Providing a summary of the issues and actions of the CoC 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 CoC to assist with trend data.
- Participating in standing committees, working groups, and/or special initiatives as appropriate.
- Adhering to the CoC'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 a CoC 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 full membership or committee meetings.

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

CoC staff will review membership on an annual basis by seeking contact updates. Those that have not participated in any CoC meetings in the past year and do not respond for a request for contact updates will be removed as CoC members.

## Code of Conduct & Recusal Process

Code of Conduct: The CoC 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 their employer. In the event that any member's behavior in the conduct of CoC business is deemed by another CoC 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 CoC recognizes that, from time to time, a voting member may have a need to recuse themself from voting or otherwise participating in some action of the CoC due to some conflict of interest that may preclude the member from taking an objective, unbiased action (e.g. casting a vote). CoC 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 CoC 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 CoC 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 CoC 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 themself or for those with whom they have immediate family or business ties, during their tenure or during the one-year period following their tenure.

- *Exceptions.* Upon the written request of the CoC 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 CoC, by a vote of the full membership, shall have the right to assess the dues of its participating members should the majority of the full membership deem this in the CoC's best interest. There currently is no dues requirement for CoC members.

## VI.CoC Board

### Purpose

The CoC Board oversees the work of the CoC to ensure alignment with the CoC's strategic plan and determines priority initiatives on behalf of the full membership. The Board is also responsible for ensuring that the mission, vision, and values of the CoC are upheld.

### Composition

The CoC Board shall be composed of not less than ten and not more than fifteen members. Any CoC member in good standing is eligible to serve on the CoC Board. The CoC Board should provide a broad representation of community partners focused on addressing homelessness.

The CoC Board must include at least one homeless or formerly homeless individual.

The CoC will strive to have all five localities within its service area represented 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 Governance Committee and elected by a majority of the votes cast by the full membership at a meeting at which a quorum is present. Each January, the Governance Committee will present nominees for member of the CoC Board to the full membership to be voted on at the April full membership meeting if a quorum is present. A CoC Board member's term will begin July 1 of the year they are elected.

Members of the CoC Board shall serve two-year terms and may serve up to three (3) consecutive terms. After a break of one (1) term, past CoC Board members are eligible to serve again.

The CoC Board shall elect a Chair and Vice-Chair by a majority of the votes cast by the CoC Board. Chairs shall serve two-year terms and may serve up to two (2) consecutive terms.

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 full 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 full membership to fill the removed member's unexpired term. Filling the remainder of an unexpired term does not count against the member's term limit. Any replacement member will be approved by the full 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 full membership. The Chair shall preside at all meetings of the full membership and CoC Board. The Vice-Chair shall perform all duties of the Chair in the absence of the Chair. They may perform such other duties as assigned by the Chair or CoC Board.

The CoC Board shall be responsible for the following:

- Adhering to the responsibilities included in the CoC Board Member Job Description.

- Adhering to the CoC's Code of Conduct, Recusal Process, and Conflict of Interest Policy contained herein.

- Ensuring the CoC fulfills the Responsibilities of the Continuum of Care outlined in 24 CFR 578.7.

- Establishing and staffing committees and working groups as needed.

- Consult with Lived Experience Committee on CoC policies, programs, projects, and grant applications.

- Reviewing the CoC's strategic plan and providing a progress report to the full membership at least annually.

- Determining annual priority initiatives based on the CoC's strategic plan and other needs of the CoC.

- Overseeing the work of the CoC committees and working groups to ensure alignment with the CoC's strategic plan.

- 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.

# VII. Committees & Working Groups

## General Responsibilities

All committees and working groups shall consist of sufficient numbers to provide broad representation of the CoC 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 and working group shall have no less than five members minimum at a time.

Each committee or working group will elect a Chair to set meeting agendas, coordinate activities, and provide updates at full 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. Annual action plans will be approved by the CoC Board to ensure alignment with the CoC's strategic plan. Final work products, policies, decisions, and reports of each standing committee will be approved by the CoC Board.

## Standing Committees

The CoC will have five standing committees:

- Funding Committee
- Governance Committee
- System Performance Committee
- System Planning Committee

### Funding Committee

***Purpose***

The Funding Committee reviews and recommends to the CoC Board all projects receiving funding through a CoC funding process. This includes, but is not limited to, HUD CoC Program and Virginia Homeless Solutions Program funding.

***Composition***

The Funding Committee shall be composed of at least 5 CoC members not applying for or receiving funding through a CoC funding process, nor posing a conflict of interest by reviewing, evaluating, and allocating funds to community providers. 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 Committee.

***Election Process***

Funding Committee members shall be nominated by the Governance Committee and elected by a majority of the votes cast by the full membership at any meeting at which a quorum is present.

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

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

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

***Duties***

The Funding Committee shall be responsible for the following:

- Developing funding strategies and identifying potential funding sources needed to achieve the CoC's vision and mission.

- Developing, reviewing, and implementing the Funding Policies and Procedures.

- 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.

- Making final funding decisions on behalf of the CoC Board, if such authority is delegated by the Board.

- Partnering with members of the CoC to provide technical assistance to stay competitive for funding.

- Supporting other funders of the homelessness response system in the review and allocation of funds as requested.

## Governance Committee

***Purpose***

The Governance Committee evaluates and recommends changes to improve the CoC's structure and ensure it is meeting its mission. identifies, recruits, and outreaches to qualified, willing members of the CoC to serve as members of the CoC Board, committees, and working groups.

***Composition***

The Governance committee shall be composed of interested CoC members as well as at least one member of the CoC Board.

***Duties***

The Governance Committee shall be responsible for the following:

- Reviewing and editing key CoC documents such as: Strategic Plan, Bylaws, Funding policies and procedures, Coordinated Entry Policies and Procedures, Program Standards, HMIS Policies and Procedures, etc.

- Issue a public invitation annually for new members to join within a geographic area.

- Reviewing and vetting all CoC membership applications.

- Identifying, recruiting, and outreaching to qualified, willing members of the CoC to serve as members of the CoC Board, committees, and working groups.

- Developing an application process for the CoC Board and other elected committees.

- Holding meetings of the full membership at least semi-annually.

## System Performance Committee

***Purpose***
The System Performance Evaluation Committee monitors the effectiveness and efficiency of the Tucson/Pima homelessness response system's efforts to prevent and end homelessness in the region. The committee provides expertise and guidance to the CoC Board to improve system performance.

***Composition***
The Performance Committee shall be composed of interested CoC members as well as at least one member of the CoC Board.

***Duties***
- Conducting the CoC's Annual Gaps Analysis.

- Developing and reviewing performance monitoring and evaluation plan.

- Developing and implementing Coordinated Entry Evaluation process.

- Developing annual project performance standards for all homelessness response system projects, and submitting them to the CoC Board for approval.

- Ensuring projects meet standards established in the *Coordinated Entry Policies & Procedures* and the *Community Program Standards*.

- Partnering with HMIS Admin to assess system, program, and project level performance.

- Providing technical assistance to projects in need of performance improvement.

- Developing and evolving other necessary tools for the monitoring and evaluation of the homeless response system.

- Reviewing federal, state, and local submission of performance data to funders, community, and other stakeholders.

- Tracking and monitoring CoC progress toward population specific benchmarks.

- Providing the Funding Committee with grantee performance reports for funding determinations.

### System Planning Committee

***Purpose***

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

***Composition***

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 CoC members. The System Planning Committee will strive to include a member with lived experience.

***Duties***

The System Planning Committee shall be responsible for the following:

- Collaborating with partners to operate the community's homelessness response system.
- Marketing the coordinated entry system to the community and system stakeholders across the region.
- 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 training throughout the community.
- Participating in case conferencing and the community prioritization process.

## 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 CoC must update these bylaws if it wishes to create or dissolve any standing committee.

# VIII. Meetings & Voting

## Meeting Times

There shall be quarterly meetings of the full 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 annually and more often as needed.

## Special Meetings

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

## Quorum

The CoC shall consider a minimum of one third of the number of current members in good standing to constitute a quorum for all full 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 the event of a tie, the CoC Board Chair will have the determining vote.

# IX. CoC Lead Agency/Collaborative Applicant

## Designation

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

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 moves forward, they would solicit and evaluate proposals, and ultimately make a recommendation to the full membership for a final determination. The CoC 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 CoC.
- Coordinating full membership, CoC Board, and committee/working group meetings.
- Maintaining CoC records, including meeting minutes.
- Maintaining a membership database and attendance records for all meetings.
- Informing the CoC Board and full 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 CoC in other community initiatives as appropriate.
- Planning and conducting an annual point-in-time count of homeless persons within the geographic area of the CoC.
- Developing the annual Planning grant funding request through the Continuum of Care Program.
- Preparing and submitting to HUD, on behalf of the CoC and in collaboration with CoC'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 CoC and in collaboration with CoC's member organizations, the following:
    - Virginia Homeless Solutions Program Application
    - VHSP Proposed and Actual Match Forms
    - Homeless Outcomes Community Report

# X. HMIS Lead Agency

## Designation

The CoC hereby designates the George Washington Regional Commission (GWRC) as the HMIS Lead Agency for the CoC 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 moves forward, they would solicit and evaluate proposals, and ultimately make a recommendation to the full membership for a final determination. The CoC 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 CoC 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 CoC 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 CoC and in collaboration with CoC'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 full membership.
- Maintaining by-name lists.
- Performing HMIS system administrator tasks as needed.

# XI. Policies & Procedures

## HMIS Policies & Procedures

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

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

This document shall be posted on the CoC website.

## Coordinated Entry Policies & Procedures

The CoC Coordinated Entry Policies & Procedures governs the administration of the CoC'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 CoC's homelessness response system are required to adhere to these guidelines.

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

This document shall be posted on the CoC website.

## Funding Policies & Procedures

The CoC 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 CoC website.

# XII. Amendment of Bylaws

In accordance with 24 CFR §578.7(a), these policies and procedures shall be subject to annual review, update (as necessary), and approval by the full membership. During the last quarter of each calendar year, the CoC 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 full membership at least 30 days in advance, to be voted on after this period.

In accordance with 24 CFR §578.7(a), the CoC Board selection process, outlined in Section V, must be reviewed, updated, and approved by the CoC at least once every 5 years.

# Appendix A: 24 CFR § 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.

(d) VAWA emergency transfer plan. The Continuum of Care must develop the emergency transfer plan for the Continuum of Care that meets the requirements under § 578.99(j)(8).