

Virginia Balance of State Continuum of Care Charter

1. Purpose of the Charter

This Charter sets out the composition, roles, responsibilities and committee structure of the Virginia Balance of State Continuum of Care (CoC)

2. Purpose of Continuum of Care

The Virginia Balance of State Continuum of Care (CoC) is a collaborative and inclusive community-based process for planning and managing homeless assistance resources and services effectively and efficiently to end homelessness in the 51 localities that make up the Balance of State CoC.

The purpose of the CoC is to assist in the coordination, development, and evaluation of services and housing for homeless and at-risk of homeless persons with housing needs through planning, education and advocacy. To achieve this purpose the CoC will seek to:

- Increase access to permanent housing through rapid re-housing and permanent supportive housing
- Identify housing needs of those at risk of facing homelessness
- Evaluate performance of services within the Balance of State through data collection and analysis
- Increase access to other mainstream sources to promote housing stability

3. Organization of the Continuum of Care

The Continuum of Care is comprised of nine geographically dispersed local planning groups and four primary decision making committees that have various roles and responsibilities. Below is a list of the planning groups and committees.

Planning Groups

- Lenowisco
- Cumberland Plateau
- HOPE Interagency Council on Homelessness
- Housing Partnership for the New River Valley
- Foothills Housing Network
- Southside
- Heartland

- Northern Neck/Middle Peninsula Housing Partnership
- Community Partners of the Eastern Shore

Decision-Making Committees

- Steering Committee
- HMIS, Data, and Performance Committee
- Uniformed/Coordinated Assessment System Committee
- Services Coordinating Committee
- Monitoring and Selection Committee

4. Committee Roles, Responsibilities and Members

- a. *Balance of State Steering Committee* - The CoC Steering Committee is the lead decision-making body responsible for planning for the use of US Department of Housing and Urban Development (HUD) HEARTH CoC resources and coordinating these funds with other relevant resources in the jurisdiction.

Specific responsibilities include:

- Overall direction and leadership of the process
- Making all formal decisions of the CoC
- Strategic planning and goal setting
- Approves the selection of the Monitoring and Selection Committee
- Aligning and coordinating CoC and other homeless assistance and mainstream resources
- Establishing priorities for and making decisions about the allocation of COC resources
- Monitoring and evaluating both system wide and individual program performance on established goals
- Receiving reports and recommendations from sub-committees and ad-hoc task groups
- Guides the annual CoC Exhibit 1 Application
- Ensure that all necessary activities (eg. Point-time-count) are being implemented by local planning groups
- Disseminates information to all members of the local planning groups

Members of the CoC Steering Committee include:

- Two representatives designated by each planning group

- One representative from the lead agency/collaborative applicant, Department of Housing and Community Development (DHCD)
 - Two consumer representatives (homeless or formerly homeless)
- In total, there are 21 seats on the Steering Committee as outlined above
 - The representative from DHCD will serve as the Chairman of the Steering Committee
 - A Co-Chairman will be appointed from the one of the representative of the local planning groups.
 - Terms are two years (exception being representative from DHCD)
 - The Steering Committee can add new members by a majority vote of the existing members
 - Steering Committee meetings will be held by teleconference on a bi-monthly basis. There will be one meeting held annually at the Governor's Housing Conference.
 - The vote of a majority of members present and voting at a meeting at which quorum is present is enough to constitute an act of the Steering Committee
 - Members that fail to attend regularly scheduled meetings (without an alternative) shall be subject to removal from the Steering Committee by vote of the Committee if they attend less than 75% of meetings. The Steering Committee will require a planning group to appoint a substitute in the event of the removal of a member of the Steering Committee.

b. HMIS, Data, and Performance Committee-

Specific responsibilities include:

- Overall management and training of the HMIS system, including the reviewing and assessment of HMIS policies and procedures annually
- The development, assessment, and monitoring of performance measures by different program type and CoC as a system.
- Reviewing the quarterly data quality, point-in-time, and demographic reports
- The assessment of the roles and responsibilities of the HMIS system, as well as reviewing how the system is working and functioning on a provider level.
- The organization of the annual Point-in-Time count/Housing Inventory and ensuring data is collected and submitted accurately

c. Uniformed/Coordinated Assessment System Committee

Specific responsibilities include:

- The development of the uniformed/coordinated assessment form
- Quarterly assessment of the uniformed/coordinated assessment form
- The development of a system to track information collected for the assessment of needs in each community

d. Services Coordinating Committee

Specific responsibilities include:

- The development and annual assessment of the Balance of State Common Standards-policies and procedures
- The assessment of discharge planning including those discharged from corrections, mental health institutions, hospitals, or aging out of foster care
- The assessment of current gaps in services
- The engagement and accessing of other mainstream resources (veterans, dv, DSS, etc.)

e. Monitoring and Selection Committee

Specific responsibilities include:

- Annually evaluating the renewal projects
- The reviewing, scoring, and ranking of new CoC projects that will be submitted during the annual CoC competition
- The assessment, monitoring, and evaluating of compliance and performance of ESG and state funded balance of state projects

f. Ad hoc Work Groups-These committees will be formed on an ad-hoc basis as needed and decided by the Steering Committee

5. DHCD Role and Responsibilities

The Department of Housing and Community Development is the lead support agency (collaborative applicant) providing staff to the various committees and work groups that constitute the Balance of State CoC and performing a variety of necessary functions such as HMIS administration, performance monitoring, engagement and education of stakeholders and submission of the funding applications.

Specific responsibilities include:

- Staffing of committees
- Produce planning materials
- Coordinate Needs/Gaps Assessments
- Collect and report performance data
- Monitor program performance
- Coordinate resources, integrate activities and facilitate collaboration
- Prepare collaborative application for CoC funds (Exhibit 1)
- Build awareness of CoC related issues
- Recruit Stakeholders
- Manage the HMIS grant

6. Homeless Management Information System (HMIS)

DHCD is the primary lead for the Balance of State HMIS system. DHCD will collaborate with Homeward, HMIS sub-recipient, to ensure all HMIS activities are carried out in accordance with the HEARTH Act. All agencies within the Balance of State must comply with HMIS requirements for CoC funding as well as all state homeless service funds (HMIS is a requirement for all non-domestic violence providers accessing these funds.) HMIS policies and procedures will be reviewed and updated on an annual basis in accordance with HMIS data standards and HEARTH act. The policies and procedures can be accessed at : http://homewardva.org/sites/default/files/pdfs/HGIS/hcis-docs/HGIS_Policies_and_Procedures.pdf

7. Reporting

- Proceedings of all Steering Committee meetings are documented in minutes.
- Minutes of all meeting are circulated and approved at the subsequent meeting
- Resolutions are first put out in draft form (as a “Board Paper”) and, once passed, are recorded in the minutes of meetings or a Resolutions Register.

8. Conflicts of Interest

No member of the Primary Decision Making Group (Steering Committee) shall vote upon or participate in the discussion of any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

9. Review of Charter

The Steering Committee will review this charter annually to ensure it remains consistent with the CoC’s objectives and responsibilities.