December 12, 2019 Steering Committee

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Minutes

I. Call to Order – Mike Temple – call to order at 12:12 pm (Quorum)

II. Approval of November Minutes – Approved

III. Discussion & Approval of Charter – Mike Nichols

IV. Proposed Public Comment Rules
   - Approval at January 2020 CoC Steering Committee Meeting

V. Recommendation of Additional CoC Steering Representative: Youth Services Representative
   - To be decided at January CoC Steering Committee meeting
     - Leslie Bourne – Covenant House
     - Justin “Prince” Hayward – Harris County (Kelly Opot temporarily)
   - Future recommendations to be sent to Daphne Lemelle

V. Lead Agency Report – Coalition for the Homeless Staff
   - Presentation of Draft MOU – Mike Nichols
     - Updated terms and language
     - Discussion & Approval at January 2020 CoC Steering Committee
   - Rapid Re-Housing Update & Discussion – Ana Rausch
     - Recommendations to be presented at January 2020 CoC Steering Committee
     - Discussion & presentation on spending issues
   - Funding Gaps – Concetta Scerbo
     - Star of Hope – New Heights: Funding ending February 1, 2020
       - 126 units
     - 1115 Gap Funding - SEARCH and Health Care for the Homeless
       - Match funding for Harris Center Health collaborative grant – Scott Rule & Mike Nichols
   - Dashboards – Ana Rausch
   - H3 Update – Ana Rausch
     - Goal: 140 to be housed by end of February – on track
   - Five-Year Plan Update – Concetta Scerbo
     - Coming to February CoC Steering Committee Meeting

VI. Communications
   - Texas Homeless Network
     - Response to Gov. Greg Abbott
   - Discussion on change in USICH Leadership
Next Scheduled Meeting:
Thursday, January 9, 2020 at 3:00 pm
United Way of Greater Houston – 50 Waugh Dr, Houston, TX 77007
The meeting of the Continuum of Care (CoC) Steering Committee was held on November 14th, 2019, at 2000 Crawford St., Suite 700 and open to the public.

**Welcome and Introductions**
Temple called the meeting to order at 3:34 pm. Lindsey Grubbs conducted a roll call and there was a quorum.

**Approval of Minutes**
The minutes from the October 10th, 2019 CoC Steering Committee meeting were not presented due to the meeting being closed.

**Lead Agency Report**
Mike Nichols welcomed Caybryn Southern Planning & Public Affairs Coordinator, to the team and mentioned that the new Vice President of Strategic Planning & Public Affairs should be onboarded at the Coalition by January 2020.
Ana Rausch shared Dashboards and Website updates: system performance dashboards are available online now while the website upgrades are projected to be completed by January 2020. Dashboards will be more accessible and visually enhanced, with current updates to share a widespread of data and services.

- **1115 Funding Gap**
  - 2 agencies working to correct issues: SEARCH and Avenue 360
    - Avenue 360 drastically underspending by collaborating their programs
    - SEARCH working with HHC
  - $200k is the remaining gap, projected to be corrected

- **H3 Update**
  - 4-5 new landlords recruited with over 100 new units
  - 2 large outreach events were successful with over 200 individuals engaged
  - 444 new units + 40ish from turnover
  - 11-06-19 Navigation Event was a success
    - 220 invites with 100 attendees
    - 17 H3 housing approvals: 10 have already moved in, 1 declined, 6 in process
  - Upcoming Leasing Event: date to be determined

- **Five-Year Plan**
  - Moving forward with Housing Innovations as the consultant
  - Coalition will obtain its Board of Directors’ final approval with signatures for the contract
  - Received 6-Step scope of work
  - Timeline: Site visit in January, outcome data available in February, cost expectations by March, draft expected by April – to be discussed in the April Steering Committee, and final Report by May, with check-in calls every other Monday.

- **Public Funding Update**
  - NOFA feedback desired – attempts for public feedback in action
    - Returning money and engaging with agencies to adjust and focus on the reality of the needs for projects
    - Updating policies & procedures to ensure best results
    - 2 Transitional Housing Projects remaining
      - Problem: Not using the “Housing First” model
      - Corrective Action: Focusing on policy to bring them into compliance
    - Prep for NOFA 2020
      - Looking for feedback on the application while attempting to move towards making it “the people’s choice” and “the lead agency’s”
      - Many renewal applicants
  - **EFSP Update**
    - 60 agencies involved
    - $2million available. Jurisdiction is slightly different from The Way Home’s; EFSP covers Harris, Fort Bend, and Waller County (does not cover Montgomery County).
    - The Local EFSP Board approved to move the collaborative applicant responsibilities for local EFSP from the Coalition and to the Alliance of Community Assistance Ministries (ACAM); however, the Coalition will sit on the board as a voice

- **CoC Provider Rep Selection Process**
  - Provider Input Forum to be held Next Tuesday, November 19, 2019
  - Will accept nominations for the Permanent Housing Provider Representative to the Steering Committee for 2020-2021, all info available on website
Discussion: The Way Home and Other CoC’s
Dashboards available online now to share updated content and data. New and improved methods for the Count & Survey, to get a more accurate count of the homeless population residing in the area. Focusing on the narrative delivered to the public as it differs between that with agencies and the community.

Plan of Action
Plan a meeting to discuss the possibilities of obtaining data from outside systems as there needs to be a clear plan of action: what are targets and data points desired, what are we trying to achieve, what are we trying to show and share, and will this data show the success of how money is being spent? Ana and Erol will work to create a chart to show the gap in service dollars. And all agencies will work to focus on the proper narrative.

Next Meeting Topics
Discussion on approval of the CoC Charter, monitoring PSH providers, and additional Steering Committee Reps.

Upcoming Events
- Provider Input Forum – November 19, 2019

Public Comments
Erin Toberman: Agencies should get involved with Homeless Remembrance Day (December 21, 2019) for public messaging and possible fundraising opportunities.

Announcements
- December 12th, 2019 is the next scheduled CoC Steering Committee Meeting, at 12:00pm.

Adjournment
Upon approval, the meeting was adjourned at 4:59 pm by Nichols, on behalf of Temple.

Respectfully Submitted,

Marilynn Kindell, Secretary

Approved,

Mike Temple, Chairman

Date

Date
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A. Purpose of the Charter
This Charter sets out the composition, roles, responsibilities and committee structure of The Way Home Continuum of Care TX:700 (CoC) whose jurisdiction includes the Houston, Pasadena, Conroe; and Harris, Fort Bend, and Montgomery Counties.

B. Continuum of Care Governance Overview
The purpose of The Way Home CoC is to create a collaborative, inclusive, community-based process and approach to planning for and managing homeless assistance resources and programs effectively and efficiently to end homelessness in the jurisdiction as specified in the US Department of Housing and Urban Development (HUD), 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act: Continuum of Care Program.

The HEARTH Act, enacted into law on May 20, 2009, consolidated the homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program and revises the Emergency Shelter Grants program and renames it the Emergency Solutions Grant (ESG) program. The HEARTH Act also codifies into law the CoC planning process, a longstanding part of HUD’s application process to assist homeless persons by providing greater community-wide coordination, decision-making, and leadership.

The CoC Steering Committee is the group organized to carry out the responsibilities prescribed in the CoC Program Interim Rule. CoC governance responsibilities include:
  o Planning for and operating the CoC, operating the CoC;
  o ensuring compliance with HUD requirements and regulations;
  o coordinating the implementation of a housing and service system that needs the needs of the individuals and families who experience homelessness, including:
    o prevention and diversion strategies,
    o outreach and engagement,
    o coordinated assessment, entry, and exit,
    o crisis and emergency shelter and temporary housing, and
    o permanent housing and supportive services; and
  o Designing and implementing the process associated with applying for HUD CoC Program funds.

This Governance Charter outlines the roles and responsibilities of The Way Home CoC Steering Committee, the Lead Agency, the Collaborative Applicant, and the Homeless Management Information System (HMIS) Lead.
Roles and Responsibilities of the Steering Committee

The CoC Steering Committee is the lead decision making body responsible for managing community planning, coordination, and evaluation to ensure that the homeless response system rapidly ends people’s homelessness permanently. This includes planning for the use of HUD’s CoC resources and coordinating these funds with other relevant resources in the jurisdiction.

The CoC Steering Committee has specific responsibilities as outlined by HUD in the CoC Interim Rule. The responsibilities required by the CoC by HUD in the Interim Rule and assigned to The CoC Steering Committee are outlined below:

<table>
<thead>
<tr>
<th>Responsibility Category</th>
<th>Responsibility</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Establishing CoC</strong></td>
<td>Define membership of Continuum of Care</td>
<td>CoC Steering Committee</td>
</tr>
<tr>
<td><strong>Establishing CoC</strong></td>
<td>Invite new members annually</td>
<td>Continuum of Care/Lead Agency</td>
</tr>
<tr>
<td><strong>Operating CoC</strong></td>
<td>Hold meetings of full membership, with published agenda, at least quarterly</td>
<td>CoC Steering Committee/Lead Agency</td>
</tr>
<tr>
<td><strong>CoC Governance and Management</strong></td>
<td>Establish a Continuum of Care Steering Committee and designate its responsibilities</td>
<td>CoC Steering Committee</td>
</tr>
<tr>
<td><strong>CoC Governance and Management</strong></td>
<td>Reviewing the Written Selection Process for the Steering Committee</td>
<td>CoC Steering Committee</td>
</tr>
<tr>
<td><strong>CoC Governance and Management</strong></td>
<td>Develop the CoC Governance Charter</td>
<td>CoC Steering Committee</td>
</tr>
<tr>
<td><strong>CoC Governance and Management</strong></td>
<td>Review Governance Charter Annually</td>
<td>CoC Steering Committee</td>
</tr>
<tr>
<td><strong>CoC Governance and Management</strong></td>
<td>Review lead agency MOU and select lead agency</td>
<td>CoC Steering Committee</td>
</tr>
<tr>
<td><strong>Coordinated Assessment System</strong></td>
<td>Develop a policy for how Coordinated System and Housing and Service System will address needs of Domestic Violence</td>
<td>CoC Steering Committee/Coordinated Assessment (Centralized Intake) Workgroup</td>
</tr>
<tr>
<td><strong>Designate an HMIS</strong></td>
<td>Ensure consistent participation of recipients and sub-recipients in HMIS</td>
<td>CoC Steering Committee/HMIS Lead Agency</td>
</tr>
<tr>
<td><strong>Plan for the CoC</strong></td>
<td>Participate in the Consolidated Plan</td>
<td>CoC Steering Committee/Lead Agency</td>
</tr>
<tr>
<td><strong>Plan for the CoC</strong></td>
<td>Consult with ESG Recipients</td>
<td>Continuum of Care Steering Committee/Lead Agency</td>
</tr>
</tbody>
</table>
Plan for the CoC | Monitor data quality and system performance through the creation and evaluation of standardized dashboards | Continuum of Care Steering Committee/Lead Agency and CoC Providers

Additional responsibilities of The CoC Steering Committee include:
- receiving community and public policy updates relevant to homelessness issues,
- receiving updates on the plan to prevent and end homelessness,
- provide input on strategic priorities for the CoC,
- review and act on the annual funding allocations,
- reviewing and acting on additional HUD-required activities,
- reviewing and acting on any proposed funding reallocations as required,
- creating an appeal process for providers,
- reviewing and making final determination(s) on provider appeals as recommended by the CoC lead agency,
- designating the Lead Agency, Collaborative Applicant, and HMIS Administrator for the CoC through an Memorandum of Understanding (MOU) with roles to be reviewed annually,
- holding CoC Workgroups and Committees accountable for fulfilling their responsibilities and reviewing their work,
- providing overall direction and leadership of the process,
- making all formal decisions of the CoC,
- leading strategic planning and goal setting,
- aligning and coordinating the CoC and other homeless assistance and mainstream resources,
- ensuring the availability of data for planning,
- establishing priorities for and making recommendations to HUD about the allocation of CoC resources,
- establishing system and program outcomes for evaluation purposes,
- monitoring and evaluating both system-wide and individual program performance on established goals,
- establishing Workgroups, sub-committees, and task groups as needed to perform CoC functions,
- receiving reports and recommendations from sub-committees, Workgroups, and task groups,
- entering into contracts and MOUs on behalf of the CoC,
- monitoring performance under these contracts, and
- distributing official communications from the CoC.

b. Members of the Steering Committee
Membership in the CoC ensures community-wide commitment to preventing and homelessness and represent a diverse body of stakeholders throughout the entire geographic area of the CoC.
The intent is that the CoC be as inclusive as possible and include the opinions and insights of various parties. The membership of the Steering Committee consists of up to 19 designated seats as outlined below and each Steering Committee member must have the fiscal and program authority of the organization they represent:
City of Houston Housing & Community Development
Harris County Community Services Department
Houston Housing Authority
Harris County Housing Authority
Fort Bend Community Development Department
Pasadena Community Development Department
Montgomery County Community Development Department
Service or Housing Provider Representative (two (2) seats)
Consumer Representative (two (2) seats)
Private Funder Representative
Seven (7) At-Large Representatives from any of the following areas: public/government, education/academic organizations, healthcare, mental healthcare, Veterans Administration, Child Welfare System, Workforce Development Board, Criminal Justice, Business, Faith Community, Victim Service Providers, etc.

c. Selection of Steering Committee Members

Each Steering Committee member that is a named organization or jurisdiction selects or appoints its representative(s) to the committee. Provider representatives are selected by the CoC Provider Forum designated attendees. Private Funder representatives are nominated and confirmed by the Steering Committee. The Steering Committee can add new members by a majority vote of the existing members.

d. Terms

Members who represent a government department or organization may serve as long as they continue to hold that job/position. The term of office for those members who represent a segment of the population or named organization is two years. These members may serve up to three (3) consecutive terms. A member may be reelected to the Steering Committee after a period of twelve (12) months of non-service. A year is a calendar year (January – December). Members who fail to attend 75% of regularly scheduled CoC Steering Committee meetings may be subject to removal from the Steering Committee by vote of the Committee. The Steering Committee will require the appointing and electing agencies to appoint a substitute in the event of the removal of a member of the Steering Committee.
e. Meetings, Quorum, and Voting

The CoC Steering Committee will hold no less frequently than quarterly meetings of the full CoC Steering Committee membership. The agendas must be published in advance of the meeting date. The meetings are open to the public and non-members can attend. The CoC will open a time for public comment during each meeting.

Steering Committee members agree to meaningful participation in the governance process. The Chair shall ensure members have time to process information, ask questions, and ask for clarity. Steering Committee Agendas and supporting materials shall be distributed to members of the Steering Committee seven days in advance of a scheduled meeting. If new items are made known that require Steering Committee attention inside the seven day period, they may be presented for consideration if necessary.

A quorum will be one-half plus one of the filled seats on the Steering Committee at the time of the meeting. Attendance may be via virtual meeting technology or in-person. In-person attendance is encouraged. A majority of 51% of the voting membership constitute a quorum at all meetings of The CoC Steering Committee. The vote of a majority of members present as defined above and voting at a meeting at which quorum is reached is sufficient to constitute an act of the Steering Committee.

Steering Committee meetings shall be open to the public unless sensitive information requires executive session. A sign-in sheet will be made available for time-limited public comment. Steering Committee meeting dates, locations, and time will be published online and distributed by the Lead Agency in e-newsletters and on the CoC section of the website in advance of each meeting. Steering Committee meeting agendas and supporting materials shall be distributed seven (7) days in advance of a scheduled meeting unless special circumstances dictate otherwise.

f. Decision Making

Robert’s Rules of Order will be followed and a simple majority of the members present is necessary for any resolution or vote to pass. For purposes of time-sensitive and/or critical votes, an email vote may be used. On the direction of The CoC Steering Committee, e-votes may be initiated by the Lead Agency. More than 51% of the voting membership must respond to the e-vote for the vote to be accepted.

g. Code of Conduct/Conflict of Interest/Recusal Process
Steering Committee members with actual or perceived conflicts of interest must identify them as they arise. Individuals with a conflict of interest may participate in all discussion but should abstain from voting on any issue in which they may have a conflict. No member of the Steering Committee shall vote upon 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.

In accordance with HUD regulations, no 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. Therefore, any individual participating in, or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this Charter. An individual with a conflict of interest who is also The CoC Steering Committee chair shall yield that position during discussion and abstain from voting on the item.

Annual written conflict of interest disclosure statements will be provided by each member at the annual meeting. This form must be updated on a yearly basis. All members will not be permitted to participate in a discussion or vote until the statement is on file. All voting members shall have the right to recuse themselves from discussing or voting on a matter without providing excuse.

h. Compensation of Members

Steering Committee members will receive no compensation for their duties. They may receive direct expense reimbursement for any expenses incurred for activities directed by the Steering Committee. Consumer Representatives will be reimbursed for travel and meeting time.

i. Officers of the Steering Committee

There will be three (3) officers of the Steering Committee: Chair, Vice Chair, and Secretary. These positions will be recommended by the Nominating Committee and approved by the Steering Committee. Each officer will have a one (1) year term with an optional additional one (1) year renewal. Renewal options will be recommended by the Nominating Committee.

- **Chair:** The Chair will preside at all meetings of the Steering Committee. Subject to the direction of the Steering Committee, the chair shall give oversight to the development of policies and execution of the policies and programs of the CoC. The Chair will perform other duties prescribed by the Steering Committee and all duties incident to the office of Chair of the Steering Committee.
- **Vice Chair:** The Vice Chair will preside over meetings of the Steering Committee in absence of the Chair and assist the Chair and the Steering Committee on matters as may be requested from time to time.
Secretary: The Secretary will give (or will delegate to another) all notices of meeting dates, times, and locations; take minutes of the meetings; and keep the minutes as part of the corporate records. The Secretary will perform duties incident to the office of Secretary and such other duties as may be assigned by the Chair or the Steering Committee.

j. Standing CoC Steering Committee Sub-committees

The Chair may establish standing committees as may be necessary to conduct the business of the Steering Committee. The Chair shall appoint the members of each committee established. The current standing committee is the Nominations Committee. No standing committee has the authority to act on behalf of the Steering Committee beyond duties described below.

- Nominations Committee:
  - Recommend a slate of officers annually.
  - Recommend members to fill any/all seven (7) At-Large Representative Positions referenced in Section B.b.

k. Resignation

Unless otherwise provided by written agreement, any voting member may resign at any time by giving written notice to the Chair or Vice Chair. Any such resignations shall take effect at the time specified in the written notice or, if the time is not specified therein, upon acceptance of the written notice by the Steering Committee.

C. Advisory Seats

In addition to the above roles, Steering Committee members may designate non-voting representatives to attend and participate in meetings to provide advice and expertise on particular issues.

D. Workgroups and Committees

Workgroups and Committees will be established to conduct the functions necessary to support the CoC mission and meet funding obligations. The CoC Steering Committee may establish Workgroups, Committees, and/or Sub-Committees that are made up of the CoC members to act on behalf of the CoC on an ad-hoc basis.

The CoC Steering Committee gives authority to these groups for specific responsibilities. The responsibilities required by the CoC Interim Rule and designated to each committee are outlined below:
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<tr>
<th>Responsibility Category</th>
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<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall and Project-Level Performance</td>
<td>Establish performance targets in consultation with recipients/sub-recipients</td>
<td>Lead Agency</td>
</tr>
<tr>
<td>Overall and Project-Level Performance</td>
<td>Monitor recipient/sub-recipient performance</td>
<td>Lead Agency</td>
</tr>
<tr>
<td>Overall and Project-Level Performance</td>
<td>Evaluate outcomes for ESG and CoC Projects and report to HUD</td>
<td>Lead Agency</td>
</tr>
<tr>
<td>Overall and Project-Level Performance</td>
<td>Measure and communicate system performance</td>
<td>Lead Agency</td>
</tr>
<tr>
<td>Coordinated Access System</td>
<td>Ensure operation of a Coordinated Access System in consultation with ESG</td>
<td>Lead Agency</td>
</tr>
<tr>
<td>Coordinated Access System</td>
<td>Develop a policy for how Coordinated System and Housing and Service System will address needs of Domestic Violence</td>
<td>Harris County Domestic Violence Coordinating Council</td>
</tr>
<tr>
<td>Plan for the CoC</td>
<td>Plan and Conduct a Point-in-Time Study</td>
<td>Lead Agency</td>
</tr>
<tr>
<td>Plan for the CoC</td>
<td>Conduct an annual gaps analysis of homeless needs and services</td>
<td>Lead Agency</td>
</tr>
</tbody>
</table>

Additional responsibilities are also listed below:

**Point-In-Time Committee**
- In collaboration with the Lead Agency, organize and implement the annual Point-In-Time Count.
- Must include representation from HMIS Administrator
- Should include a person(s) with lived experience (current or former).

**System Performance and Outcomes**
- In collaboration with the HMIS Administrator, ensure the completion of the annual gaps analysis.
- In collaboration with the Lead Agency, evaluate how well the CoC is meeting HUD’s system-wide performance measures.
- Provide recommendations to the full CoC membership on how system-wide performance can be improved.
- Work with the Lead Agency to complete project performance evaluation and monitoring.
- Must include representation from the Lead Agency.

**System Funding**
Research strategic funding opportunities to support the CoC.

- Outreach to non-traditional funders (business community, etc.) to procure funding for the CoC.
- Provide recommendations to the CoC Steering Committee and full CoC membership on potential opportunities for increased funding.
- Analyze current federal, state, and local funding dedicated to the CoC and provide recommendations to the CoC Steering Committee and full CoC membership on potential reallocation of resources based on CoC strategic priorities, gaps, and system performance.

Coordinated Access

- Provide macro-level CoC oversight of the Coordinated Access (Coordinated Entry) System.
- In coordination with the Lead Agency (The Way Home CoC's Coordinated Access administering agency), troubleshoot any issues.
- Make recommendations to the CoC Steering Committee and the full CoC membership on any macro-level changes for system improvement.
- Must include representation from the Lead Agency.
- Should include a person(s) with lived experience (current or former).

CoC Project Scoring and Ranking

- Score and rank projects and provide the ranking recommendation to the CoC Steering Committee.
- Homeless service agencies that receive CoC funding are prohibited from participating on this committee.
- Members are appointed by the CoC Lead Agency.

Nominations and Membership

- Engage in recruitment activities to engage as many diverse stakeholders in the CoC as possible, including recruitment for participating and membership on the CoC Steering Committee and CoC Workgroups, Committees, and Sub-Committees.
- Work in collaboration with the CoC Steering Committee to develop any qualifications for membership in the CoC as deemed necessary.

  a. Current Workgroups

Workgroups are the action planning components of the CoC. Workgroup activities may be facilitated by the Lead Agency or other key stakeholder(s) as appointed by the Steering Committee. Workgroups may make recommendations for Resolutions to the Steering Committee regarding CoC policies and procedures, and/or report outcomes and data analytics, performance measures, and activities to the Steering Committee. The Lead Agency shall be
responsible for reporting Workgroup activities to the Steering Committee. The Steering Committee may retire a task workgroup no longer required by majority vote.

Current Workgroups include but are not limited to the following:

**CoC Provider Forum**
- The CoC Provider Forum is the primary policy, input and planning group for the CoC provider community. Members of the CoC Provider Forum includes all homeless service provider agencies (see CoC Membership Policy in The Way Home Guidebook and Policies & Procedures). Participation in the CoC Provider Forum is vital to the CoC planning process.
- The CoC Provider Forum shall elect two provider representatives to the Steering Committee. These elected representatives will be the intermediary between the Steering Committee and the provider community. One provider representative is selected from the Crisis Response System and one is selected from Permanent Housing Providers.
- The CoC Provider Forum will convene no less than quarterly and may convene for special meetings when needed.
- The CoC Provider Forum will review the annual update to the CoC Charter.
- The CoC Provider Forum is governed by The Way Home Guidebook and Policies & Procedures.

**Consumer Input Forum**
- The Consumer Input Forum is the primary vehicle through which the CoC gathers input from the consumer population. Participants of the Consumer Input Forum will include those currently experiencing homelessness and those who have formerly experienced homelessness.
- The two consumer representatives to the CoC Steering Committee will be selected from participants in the Consumer Input Forums and/or nominations from partner agencies employing/working with persons with lived experience. These representatives, in cooperation with the Lead Agency, will convene forums no less than twice a year to gather input to inform the CoC Steering Committee in their decision making.

**HMIS Forum**
- The CoC HMIS Lead Agency will conduct quarterly HMIS Forums open to the public and specifically participating agency HMIS users and managers. The Forum will offer community reports on performance measures and provide user training opportunities when necessary. Notice of the Forum will be sent in advance to the HMIS e-mail distribution list and by public notice through the CoC Connection newsletter and placement on the Lead Agency’s website.

**Provider Affinity Groups**
- Provider Affinity Groups include existing and to be formed work groups focused on planning around specific program types or system components such as
prevention/diversion, permanent supportive housing rapid rehousing, outreach, etc. These groups include staff from provider and government organizations, consumers, funders, etc.

**Population Specific Work Groups**

- Population Specific Work Groups include both existing and to be formed groups focused on planning for the needs of specific sub-populations such as, Veterans, Domestic Violence Survivors and Youth/Young Adults. These groups include staff from provider and government organizations, consumers, funders, etc.

**Task Specific Work Groups**

- Task Specific Work Groups include both existing and to be formed groups focused on planning for a task specific activity or function under the guidance of the CoC strategic plan such as the Homeless Count, Coordinated Access, Income Now, Housing Navigation, Supportive Housing Development Workgroup, etc. These groups include staff from provider and government organizations, consumers, funders, etc.
- The lead agency will maintain an active list of CoC workgroups on the CoC section of its website.

### E. Lead Agency

The CoC Steering Committee will appoint a Lead Agency that will provide meeting support for the CoC Steering Committee and all other Workgroups, Committees, and Sub-Committees. The CoC Steering Committee will maintain an MOU agreement with the lead agency that is reviewed and updated at annually or at intervals mutually agreeable by the CoC Steering Committee and the Lead Agency.

The Lead Agency is responsible for scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to the CoC website. The Lead Agency will also conduct performance monitoring, provider training and technical assistance activities, advocacy and engagement, CoC coordination, and submission of the annual collaborative CoC grant application. All responsibilities are documented in the CoC Lead Agency MOU.

The designation of Lead Agency is valid for a maximum of five (5) years before the designation must be reviewed and renewed by the CoC Steering Committee. In response to negligence or poor performance by the Lead Agency, the CoC Steering Committee reserves the right to open a Request For Proposal (RFP) process at any time and designate a new Lead Agency. No requirement for a Request for Proposal (RFP) will be made at the end of each five (5) year term unless the CoC Steering Committee deems it necessary.

At the time of publishing of this Charter, the designated Lead Agency for The Way Home CoC is the Coalition for the Homeless of Houston/Harris County.
F. Collaborative Applicant

The Continuum of Care must designate a legal entity who is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. In response to negligence, poor performance, or loss of eligibility, the CoC Steering Committee reserves the right to open an RFP process and designate a new Collaborative Applicant.

Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant must submit a final draft of the application to the CoC Steering Committee for approval. Depending on the timing of the submission to HUD, the CoC Steering Committee and Collaborative Applicant will create a timeline for submission to the Continuum of Care.

At this time, the designated Collaborative Applicant is the Lead Agency, Coalition for the Homeless of Houston/Harris County.

G. HMIS Administrator

The CoC must designate a legal entity who is also a CoC Program-eligible applicant to serve as the HMIS Administrator. The HMIS Administrator will maintain the community’s HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance, and the provision of technical assistance to contributing organizations. Responsibilities required by the CoC Interim Rule are documented in the CoC HMIS Administrator MOU.

The designation of HMIS Administrator is valid for a maximum of five (5) years before the designation must be reviewed and renewed by the CoC Steering Committee. In response to negligence or poor performance by the HMIS Administrator, the CoC Steering Committee reserves the right to open a Request For Proposal (RFP) process at any time and designate a new HMIS Administrator. No requirement for a Request for Proposal (RFP) will be made at the end of each five (5) year term unless the CoC Steering Committee deems it necessary.

At the time of publishing of this Charter, the designated HMIS Administrator for The Way Home CoC is the Lead Agency, Coalition for the Homeless of Houston/Harris County.
H. Reporting

Proceedings of all Steering Committee meetings are documented in minutes. Minutes of all meetings are circulated and approved at the subsequent meeting. Once approved, minutes are made available to the public on the Lead Agency’s website.

I. Charter Amendments

Once every year, the CoC Steering Committee must review this Charter. Members of the CoC Steering Committee, the Lead Agency, or the HMIS Administrator may make suggestions for updating. It is the Lead Agency’s responsibility to review HUD rules, regulations, and guidance and to suggest updates to the Charter as required by HUD. The updates must be presented to the full CoC Steering Committee prior to the annual meeting. Updates to the Charter require two (2) meetings: the first to review changes, and the second to vote.

A simple majority is required by the CoC Steering Committee at the annual meeting. This Charter may be amended by voice or ballot at the will of the majority of those in attendance at the annual meeting with a quorum represented.

J. Definitions

1. Centralized Intake: Refers to the Continuum of Care’s Coordinated Assessment system.

2. CoC Steering Committee: The primary decision-making group for the continuum of Care, voted into their positions by the CoC Steering Committee.

3. CoC Committees: Groups of system stakeholders who work throughout the year to accomplish specified tasks for the Continuum of Care. There are six standing committees, and the CoC Steering Committee can create ad-hoc committees as needed to support the CoC.

4. CoC Lead Agency: Agency that is designated by the CoC Steering Committee to carry out the activities of the CoC including fiscal and compliance activities and CoC administrative duties.

5. Collaborative Applicant: Agency or organization designated by the CoC Steering Committee to be the entity that submits the CoC funding application to HUD.

6. Continuum of Care (CoC): A collaborative and strategic funding source from HUD that helps communities make progress towards preventing and ending homelessness in their communities. HUD also refers to the group of community stakeholders involved in homelessness as the “Continuum of Care.”
7. Continuum of Care Interim Rule: Published by HUD in 2012, the CoC Interim Rule focuses on regulatory implementation of the Continuum of Care (CoC) Program, including the Continuum of Care planning process.

8. Coordinated Assessment: A centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. This definition establishes basic minimum HUD requirements for the Continuum’s centralized or coordinated assessment system.

9. Governance Charter: A document that outlines the roles and responsibilities of the CoC Steering Committee, the Continuum of Care Steering Committee, Continuum of Care Committee(s), the Lead Agency, the Collaborative Applicant and the Homeless Management Information System (HMIS) Lead with the intent to creating an inclusive, transparent process by which makes strategic decisions in order to meet the goals of preventing and ending homelessness.

10. The HEARTH (Homeless Emergency Assistance and Rapid Transition to Housing) Act: The HEARTH Act of 2009 was signed into law on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including a change in HUD's definition of homelessness and chronic homelessness.

11. HMIS/Homeless Management Information System: A computerized data collection application designed to capture client-level information over time on the characteristics of service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community’s system of homeless services.

12. HMIS Lead Agency: Agency, organization or government department designated by CoC to administer and manage the Homeless Management Information System.

13. HUD: Acronym used to refer to the United States Department of Housing and Urban Development that administers the Continuum of Care funding and program.

14. NOFA: Notice of Funding Availability. As it relates to The Way Home, the NOFA refers to the annual Continuum of Care collaborative application for McKinney-Vento Homeless Assistance funds as amended by the HEARTH (Homeless Emergency Assistance and Rapid Transition to Housing) Act. The competition is facilitated by the Lead Agency with direction by the CoC Steering Committee. The collaborative application is submitted by the Lead Agency on behalf of The Way Home.
15. **PSH:** Permanent Supportive Housing is a Housing First Intervention that combines indefinite leasing or rental assistance with supportive services to help people and families experiencing chronic homelessness achieve housing stability.

16. **RRH:** Rapid Re-housing is a housing first intervention that emphasizes housing search and location services and short to medium-term rental assistance to move individuals and families experiencing homelessness (with or without a disability) as rapidly as possible into permanent housing. Intense but short-term case management is provided to help families stabilize and prepare to live independently.

17. **RFP or RFQ:** Request for Proposals or Request for Qualifications are used in procurement bidding for vendors and provides specific scope of work and requirements.

18. **Workgroups:** Workgroups are the action planning components of the CoC. Workgroup activities may be facilitated by the Lead Agency or other key stakeholder(s) as appointed by the Steering Committee. Workgroups may make recommendations for Resolutions to the Steering Committee regarding CoC policies and procedures, and/or report outcomes and data analytics, performance measures, and activities to the Steering Committee. The Lead Agency shall be responsible for reporting Workgroup activities to the Steering Committee. The Steering Committee may retire a task workgroup no longer required by majority vote.
The Way Home Continuum of Care Steering Committee Public Comment Guidelines

Members of the public are invited to address The Way Home Continuum of Care (CoC) Steering Committee whenever the Steering Committee meets in open session.

Public Comment Session Guidelines:

The following guidelines pertain to all speakers who will be addressing the Steering Committee during the Public Comment portion of The Way Home CoC Steering Committee meetings. Please note that certain members of the Steering Committee and other parties attend Steering Committee meetings virtually. The identity of speakers and their comments are recorded in the official minutes of The Way Home CoC Steering Committee and are retained online and are publicly available in perpetuity.

- Speakers are requested to address items on the Steering Committee’s agenda or topics relevant to The Way Home CoC.
- Individuals who wish to address the Steering Committee should sign up on the meeting sign in sheet located outside the entrance to the meeting prior to the beginning of each meeting and place a checkmark in the “Public Comment” column in the same row as their name.
- If you were not able to sign in prior to the meeting, the Steering Committee Chair will ask at the end of the public forum if there are any other speakers. Please raise your hand and the Chair will recognize you.
- Efforts will be made to accommodate each individual who has signed up to speak; however, given time constraints, there is no guarantee that all who have signed up will be able to address the Steering Committee.
- Speakers are not necessarily called in the order in which they signed up.
- Individual speakers will be invited to speak for up to three (3) minutes, depending on the number of individuals who have signed up to speak.
- Please respect the time limit allotted to each speaker (announced at the convening of each public comment period when individuals have signed up to speak). The secretary will indicate when your time has expired, and the next speaker will be invited to begin. **You may not yield any remaining time to another speaker.**
- The Steering Committee is not required to respond to your remarks during the course of their meeting.
- Written comments and materials brought for the Steering Committee by speakers will be accepted during the Public Comment period and will be available to the Steering Committee for the duration of the meeting.
- Seats for the public are limited and we advise those who wish to speak to arrive early.
MEMORANDUM OF UNDERSTANDING

The Way Home Continuum of Care (TX-700: Cities of Houston, Conroe, Pasadena/Harris, Fort Bend & Montgomery Counties CoC) and Coalition for the Homeless of Houston/Harris County (the Coalition)

PURPOSE AND BACKGROUND

The purpose of this Memorandum of Understanding ("MOU") is to confirm agreements between The Way Home Continuum of Care (TX-700: Cities of Houston, Conroe, Pasadena/Harris, Fort Bend & Montgomery Counties CoC) ("CoC") as represented by its governing body, the CoC Steering Committee and the Coalition for the Homeless of Houston/Harris County (the "Coalition"), related to the role of the Coalition as the Lead Agency and HMIS Lead Agency for the CoC. This MOU establishes the Coalition as the Lead Agency and the HMIS Lead Agency for the CoC, defines general understandings, and defines the roles and specific responsibilities of each party relating to key aspects of the operation of the Continuum of Care.

This MOU is an effort to ensure a mutual understanding and strengthening of our joint partnership to end homelessness in The Way Home CoC. An annual work plan will be drafted which will detail specific lead agency annual goals, outcomes, and work products with the corresponding sources and uses of funding provided by the CoC Planning Grant. This work plan will be approved by both entities engaged in this Memorandum of Understanding.

DURATION and RENEWAL

Except as provided in Section VII Termination, the duration of this MOU shall be from January 1, 2020 through December 31, 2020. This agreement shall renew automatically unless either party gives notice pursuant to Section VIII Termination.
GOVERNANCE AND PARTICIPATION

CoC Authority

The CoC program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). The program is designed to:

- Promote communitywide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States, and local governments to quickly rehouse homeless individuals (including unaccompanied youth) and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- Promote access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

_Continuum of Care and Continuum_ means the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, 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, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate. The geographic jurisdiction of _The Way Home CoC_ as defined by HUD includes the Cities of Houston, Conroe, Pasadena/Harris, Fort Bend & Montgomery Counties.

Lead Agency Designation

The _Way Home CoC_ designates the Coalition _for the Homeless of Houston/Harris County_ as the Lead Agency to manage the required HUD processes on its behalf to ensure the maximum amount of funds are received by the jurisdiction and that the CoC is in compliance with all applicable HUD rules and regulations. The Coalition performs these tasks at the direction of the CoC, through its Steering Committee.
HMIS Lead Agency Designation

The CoC designates the Coalition as the HMIS Lead Agency to operate the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC Program projects in the The Way Home CoC. The Coalition performs these tasks at the direction of the CoC, through its Steering Committee.

GENERAL UNDERSTANDINGS

Housing and Urban Development (HUD) Continuum of Care (CoC) Grant

The Way Home CoC designates the lead agency, The Coalition for the Homeless of Houston/Harris County, as the collaborative applicant. Collaborative applicant means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum.

Homeless Management Information System (HMIS)

The Way Home CoC designates the Lead Agency, The Coalition for the Homeless of Houston/Harris County, to manage the HMIS system consistent with all HUD requirements. Homeless Management Information System (HMIS) means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD. HMIS Lead means the entity designated by the Continuum of Care in accordance with this part to operate the Continuum’s HMIS on its behalf.

Compliance with HUD Requirements

It is the responsibility of The Way Home Continuum of Care and The Way Home Continuum of Care Steering Committee to ensure that the Lead Agency and the HMIS Lead Agency is operating in compliance with HUD regulations, notices, standards and other applicable laws. The parties agree to update this MOU as provided in Section VII Amendment/Notices, and other operational documents, and practices and procedures in order to comply with any updates to these standards established in notices or other guidance, within the HUD-specified timeframe for such changes.

CoC Planning Grant

The Coalition for the Homeless, previously identified as the Collaborative Applicant is the only entity that may apply to HUD for CoC planning costs and for UFA Costs, if the Collaborative Applicant is designated to apply as an UFA applicant. The HMIS Lead should continue to consider any unique needs...
that the HMIS might be required to address to accommodate emergency shelter, street outreach, homelessness prevention, and other federal programs.

HMIS Financial Support

The Coalition for the Homeless, previously identified as the HMIS Lead, is the only entity that may apply to HUD and other funders for an HMIS designated project. While many applicants may have HMIS budget line items, an application consisting of solely HMIS eligible budget line items will only be allowed to be submitted by the HMIS Lead.

SPECIFIC RESPONSIBILITIES OF THE PARTIES

Continuum of Care Responsibilities

CoC Steering Committee

The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the conflict-of-interest requirements at § 578.95(b). The Way Home Continuum of Care identifies the Board as The Way Home CoC Steering Committee.

The CoC Steering Committee serves as the lead governance body, providing oversight, direction, policy setting, and guidance regarding homeless planning and resources in the jurisdiction. Its structure, members’ roles and responsibilities can be found in the "The Way Home Continuum of Care Steering Committee Charter" and "The Way Home Continuum of Care Steering Committee By-Laws".

The The Way Home Continuum of Care is a collaborative inclusive community-based process and approach to planning for and managing homeless assistance resources and programs effectively and efficiently to end homelessness in the jurisdiction. It is governed by the CoC Steering Committee which is comprised of 17 members representing various stakeholders within the Continuum.

In this agreement, the CoC agrees to:

- Ensure that the funds and resources needed by the Coalition for its work outlined in the Lead Support Agency Annual Work Plan (including the sources and uses document) are adequate and available.
- Act as the Primary Decision-Making Group, through the CoC Steering Committee, for the The Way Home CoC;
• Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness;
• Increase public awareness of homelessness and other related issues;
• Maintain operations of the CoC through calling/holding meetings, creating and providing meeting agendas and minutes, establishing and implementing a strategic plan and planning process, creating and monitoring of committees, and other activities with the support of the Lead Support Agency as specified in this agreement and the Lead Support Agency Annual Work Plan;
• Support the Coalition, City, and County with the annual HUD CoC Homeless Assistance application, the Annual Point-in-Time Count of the Homeless, the Housing Inventory Chart of Homeless Beds, HUD regulation compliance, and other mutually agreed upon goals to maximize the application score and overall performance of the CoC;
• Overseen required planning processes and establish priorities for funding;
• Set priorities and system performance expectations and monitor system progress on HEARTH objectives and take actions as necessary to improve performance;
• Ensure data is provided by all HUD CoC programs through participation in a Homeless Information Management System (HMIS) selected by the CoC and encourage participation of critical non-HUD funded agencies in the HMIS selected by the CoC;
• Ensure Continuum of Care members and Steering Committee representatives are kept apprised, and noticed, of activities occurring on their behalf through a process of open and fair communications;
• Ensure fair, objective, and transparent processes are in place for priority-setting and funding decisions;
• Ensure that any potential and/or perceived conflicts of interest are addressed in an effective, open and timely manner; and
• Hold meetings of the full membership, with published agendas, at least semi-annually;
• Make an invitation for new members to join publicly available within the geographic at least annually;
• 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;
• Appoint additional committees, subcommittees, or workgroups;
• 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;
• Consult with recipients and sub recipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;
• Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;

• 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.

• 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:
  • Policies and procedures for evaluating individuals’ and families’ eligibility for assistance under this part;
  • Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance (these policies must include the emergency transfer priority required under § 578.99(j)(8));
  • Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance (these policies must include the emergency transfer priority required under § 578.99(j)(8));
  • Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
  • Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance (these policies must include the emergency transfer priority required under § 578.99(j)(8)); and
  • 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).

• Continuum of Care planning. The Continuum must develop a plan that includes:
  • 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:
    • Outreach, engagement, and assessment;
    • Shelter, housing, and supportive services;
    • Prevention strategies;

• Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:
Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.

- Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
- Other requirements established by HUD by Notice.

- Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
- Providing information required to complete the Consolidated Plan(s) within the Continuum’s geographic area;
- 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 sub recipients.
- 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(i)(8).

Coalition for the Homeless of Houston/Harris County Responsibilities

In this agreement, the Coalition agrees to:

- Serve as the CoC HMIS Lead Agency with responsibility for the following areas:
  - Serve as the HMIS Lead Agency, operating the HMIS to ensure high data quality and other HUD HMIS compliance of all HUD CoC Program projects in the Houston/Harris County CoC;
  - Provide overall staffing for the HMIS project;
  - Operate HMIS effectively and efficiently based on the available funding sources as approved;
  - Convene community forums in order to share and receive recommendations
  - Comply with all HUD HMIS standards and other applicable laws; and
  - Provide reports on HEARTH Indicators regularly;
- Serve as the CoC Lead Support Agency with responsibility for the following areas:

CoC Planning

- Coordinate and facilitate collaboration among agencies to ensure successful planning and partnership in the CoC;
- Coordinate planning with the City, County, and key stakeholders;
- Ensure that planning and priority setting processes are in place and occur as planned and per requirements;
MOU – CoC and Coalition – Page 8

• Analyze NOFA Score from HUD and identify ways to improve score in order to achieve the maximization of CoC application score to the greatest extent possible;
• Recruit stakeholders to participate in planning and work groups to ensure broad awareness and participation;
• Advertise planning committee and other work group meetings;
• Coordinate and staff planning committees and other work groups upon request and when staff resources are available;
• Research and produce planning materials including best practices; and
• Publish planning committee minutes and materials on the CoC page of the Coalition website in a timely manner.
• Designing and carrying out a collaborative process for the development of an application to HUD;
• Evaluating the outcomes of projects for which funds are awarded in the geographic area under the Continuum of Care and the Emergency Solutions Grants programs; and
• Participating in the consolidated plan(s) for the geographic area(s);
• Continuum of Care planning activities. Eligible planning costs include the costs of:
  • Developing a communitywide or regionwide process involving the coordination of nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals;
  • Determining the geographic area that the Continuum of Care will serve;
  • Developing a Continuum of Care system;
  • Evaluating the outcomes of projects for which funds are awarded in the geographic area, including the Emergency Solutions Grants program;
  • Participating in the consolidated plan(s) of the jurisdiction(s) in the geographic area; and
  • Preparing and submitting an application to HUD on behalf of the entire Continuum of Care membership, including conducting a sheltered and unsheltered point-in-time count and other data collection as required by HUD.
• Monitoring costs. The costs of monitoring recipients and sub recipients and enforcing compliance with program requirements are eligible.

HUD McKinney Vento (HEARTH) funds
Work with HUD and providers to ensure accurate accounting of grants and that all renewal funds are received by preparing the Grant Inventory Worksheet (GIW);
Prepare and submit the annual collaborative application for HUD McKinney Vento (HEARTH) funds also known as the HUD CoC Application for Homeless Assistance/Project Exhibits;

Develop and manage application and scoring processes for funding applications for new and renewal projects;

Staff and support application review committees; and

Post CoC Exhibit 1 application and related materials online.

**HUD Mandated Point in Time (PIT), Annual Housing Inventory Chart (AHAR) of Homeless Beds and Needs Assessment**

Coordinate with the Steering Committee to conduct the Point-in-Time Count of the Homeless;

Provide the corresponding Housing Inventory Chart of Homeless Beds; and

Conduct and prepare the Gaps/Needs Assessment Report.

**CoC Program Performance Evaluation**

Collect and report on HUD program performance data through analysis of HMIS and AHAR data;

Provide staff for on-site performance evaluation of CoC funded programs;

Compile and prepare results to report no less than bi-annually to the Steering Committee on data results;

Ensure open and fair methods of communication and processes in the monitoring of grants; and

Provide and/or arrange for training and TA on topics of relevance to the CoC and for agencies not meeting CoC performance standards.

**HUD Regulations**

Keep up to date and educate the CoC members on relevant changes in HUD rules and regulations.

**Miscellaneous**

Perform other activities as defined by the Lead Support Agency Annual Work Plan.
AMENDMENT/NOTICES

This MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, emailed or delivered to

Chair of the The Way Home Continuum of Care, and

President/CEO of the Coalition for the Homeless of Houston/Harris County

TERMINATION

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving 120 days written notice to the other party. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

The Coalition for the Homeless of Houston/Harris County

The Way Home CoC Steering Committee

Name

Name

President & CEO

The Way Home CoC Steering Committee

Title

Board Chair

Title

Date

Date

Deleted: Houston/Harris County Continuum of Care
Memorandum

Date: 12/3/2019
To: Steering Committee
From: Coalition for the Homeless

This memo serves as a rapid rehousing (RRH) update to The Way Home Steering Committee. In the most recent NOFA, The Coalition for the Homeless (CFTH) recommended that $600K be reallocated from RRH due to the non-expenditure of a portion of RRH dollars that were being used for the Adult RRH program. This reallocation was then used to fund potential new permanent supportive housing (PSH) slots. That decision, along with ongoing complications with the collaboration and lower than expected outcomes, sparked the need for a system evaluation on how RRH could better serve The Way Home. This evaluation will include the types of clients served as well as how unspent funds can support new projects.

Since the Spring, CFTH has been collecting and evaluating data on the RRH collaborative. After an initial review of the data, CFTH met with local RRH funders and RRH providers about potential changes to make to the collaborative. Both groups provided recommendations and expressed concerns.

The final step in this evaluation process will be to pull together the original intent of RRH, data, and feedback which will then be used to make system recommendations to the Steering Committee. These recommendations will be centered on how our system can better utilize RRH in an impactful way and shift funds to the greater need. Meetings will continue this month with local RRH funders and providers to get final feedback so that decisions can be made with these partners.

CFTH will be presenting these recommendations to the Steering Committee beginning in January. At this time Steering Committee members will be able to ask questions, provide feedback, & engage in a dialogue on how to best move forward. The hope is for a final decision to be rolled out by the first quarter of 2020. We have encouraged the RRH providers to attend any Steering Committee meetings where these changes are discussed so they can provide input on the process during public comments.
Memo
To: The Way Home Steering Committee

From: The Lead Agency, The Coalition for the Homeless

Date: December 12, 2019

Re: The Way Home (TX-700) CoC Underspending Analysis

On July 23, 2019, The Coalition for the Homeless as the Lead Agency received a document from the HUD Local Office regarding every CoC Funded Project within our CoC since January 1, 2015 through July 1, 2019. While there are some inconsistencies/issues with this report compared to what the Lead Agency is aware of, the below is an analysis of that document:

- Total HUD CoC Funding from Funding: $95,486,408
- Total Number of Projects: 177 (includes annual renewal projects)
- Grants ending after March 30, 2019 were excluded due to still being active projects
- Grants in their first year of operations were excluded due to program startup

**Overall:**

TX-700 has returned a total of $8,586,278.33 in HUD CoC Funds for programs awarded in the 2014, 2015 and 2016 Competitions.
FY2014 CoC Competition:

- Consolidations began and caused some return of funds to align program years
  - Largest return of PH funds came from one project - $1.3M due to consolidation
  - Average return of PH funds (removing outliers) – 15% of overall grant award
- TH Returns of Funds were most likely due to the sunset of the CoC Funding of TH Programs

FY2015 Competition:

- CFTH ran two Planning Grants concurrently in 2016-2017 as the first year the Lead Agency was allotted more than $250,00
- Consolidations continued and caused some return of funds to align program years
  - Largest return of PH funds came from one project - $826K due to consolidation
  - Average return of PH funds (removing outliers) – 14% of overall grant award
FY2016 Competition:

- Consolidations continued and caused some return of funds to align program years
  - Largest return of PH funds came from one project - $450K due to consolidation
  - Due to construction issues, one project returned 60% of the award
  - Average return of PH funds (removing outliers) – 16% of overall grant award

Overview:

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Actions Taken by Lead Agency:

- In FY2015 CoC Competition, The Lead Agency recommended and was approved to use spenddown data as a part of the Scoring Criteria for the Competition
  - Process issues and standardization caused this not to be as effective
  - Corrected issues in FY2016 Competition and forward
- In FY2016 CoC Competition, The Lead Agency required anyone who was not meeting the threshold for returning less than 10% of their overall award to submit a corrective action policy
  - Lead Agency worked with those agencies via Technical Assistance to right size projects via reallocation and/or project amendments
- In FY2018/FY2019 CoC Competition, The Lead Agency recommended and was approved to rank projects based off their overall scores rather than protecting by component type putting poor performing (including spenddown issues) for those clients at the bottom of the ranking

Future Actions Required by Lead Agency:

- Right sizing programs
- Coaching and providing technical assistance to providers to work through amendments
- Hold programs and agencies accountable to their Corrective Action Plans
- Enhance communication with agencies to ensure options are available to aide in spending down grant awards
- Open to further recommendations from the CoC Steering Committee on how to manage
The Way Home CoC Monthly Report

Households assessed at one of the Coordinated Access Hubs

Individuals housed in permanent supportive housing

Individuals housed in rapid rehousing

Number of days until permanent housing move-in

Number of days households are waiting for a housing referral

Number of households waiting for permanent housing
**Where individuals were living prior to project enrollment**

**Bed Utilization on November 30, 2019**

- **Perm. Supportive Housing (No VASH)**: 84%
- **Transitional Housing**: 67%
- **Emergency Shelter**: 84%

**Percentage of beds occupied during the month**

**Leavers with Increased Income, November 2019**

- **Perm. Supportive Housing; n=60**
  - Avg. Increase, $524
  - 45%

- **Rapid Re-Housing; n=56**
  - Avg. Increase, $1,246
  - 16%

**Percentage of adults that exited during the month & increased their income from any source between entry & exit**
12/04/2019

Our collective response to the State of Texas/Governor’s interventions regarding homelessness in Austin:

The State of Texas has recognized that homelessness is a problem and the Governor’s office has vowed to address the issue. There are two paths leadership can take when facing down this problem.

Establishing a sanctioned encampment gives the appearance that the State is taking a path that addresses homelessness. In reality, it only pushes the problem down the road. Uprooting people to isolated areas subjects Texans to further trauma and a continued likelihood of violence. This strategy runs counter to the coordinated response to homelessness underway in communities throughout Texas and will result in the squandering of state and federal resources dedicated to those locally controlled plans.

We invite the Governor’s office to join us on a different path - one that focuses on solving homelessness rather than attempting to hide it. This path uses the Housing First model of housing people as quickly as possible to end their homelessness and then offering wraparound supportive services to help them maintain their housing. This path requires strong leadership, a willingness to make hard choices, and collaboration with unique communities across the state.

Texas has the opportunity to become a model for other states by investing in solutions like affordable housing, supportive services, mental healthcare, and more that enhance the hard work of local communities. We invite Governor Abbott to join us and highlight Texas as the state others follow on the goal of making homelessness rare, brief, and a one-time event.

Texas Homeless Network is joined by Coalition for the Homeless Houston, Metro Dallas Homeless Alliance, Ending Community Homelessness Coalition, Tarrant County Homeless Coalition, Heart of Texas CoC, and the El Paso Coalition for the Homeless.