CoC GOVERNANCE CHARTER OF THE BROWARD HOMELESS CONTINUUM OF CARE FL- 601

Broward County, Florida
Overview

The name of this Continuum of Care (CoC) shall be the *Broward County Continuum of Care* and the name of the CoC Board shall be the *Broward County Homeless Continuum of Care Advisory Board*, hereinafter referred to, respectively, as “the BCCoC” and “CoC Board.”

In accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, the CoC Board was reconstituted in March 2014 and its duties and responsibilities are set forth in Chapter 12, Part XV of the Broward County Administrative Code. In Broward County, the responsibilities of the CoC roles are fulfilled by the Broward County Board of County Commissioners, the CoC Board, and the Community Partnership Division’s Homeless Initiative Partnership (HIP) section of Broward County, Florida as Collaborative Applicant and designated HMIS Lead Agency.

HIP is the state of Florida designated Lead Agency for the BCCoC, the Homeless Management Information System Lead Agency, the HUD CoC Program collaborative applicant, the CoC Board Coordinator, and performs the administrative functions of the state-designated Local Homeless Coalition. HIP coordinates an array of funding to implement innovative, effective, outcome-based approaches to alleviate homelessness and its causes in Broward County through the CoC and the HEARTH Act.

This charter outlines the structure and work of the BCCoC and is outlined as follows:

1. Background
2. Values
3. HIP Collaborative Applicant CoC Purpose
4. BCCoC Responsibilities
5. BCCoC Membership/Structure
6. CoC Board
7. Committees/Sub-Committees
8. HMIS
9. Terms and definitions
Table of Contents

Purpose of the Charter .................................................................................................................................. 3
Continuum of Care Purpose .......................................................................................................................... 3
Background .................................................................................................................................................. 3
Values .......................................................................................................................................................... 4
BCCoC Responsibilities ............................................................................................................................... 5
Creation of CoC Board .................................................................................................................................. 5
CoC Board .................................................................................................................................................... 5
  Voting Members ........................................................................................................................................ 5
  Term of Appointee ................................................................................................................................... 7
Conflict of Interest and Recusal Policy .......................................................................................................... 8
The Responsibilities of the CoC Board shall be as follows: ........................................................................... 9
The Review Process ..................................................................................................................................... 9
Decision Making .......................................................................................................................................... 9
Committees/Sub-committees ....................................................................................................................... 10
  Performance, Outcomes, Needs and Gaps (PONG): .................................................................................. 10
  HMIS Data Committee: .............................................................................................................................. 10
  Housing Action Committee: ....................................................................................................................... 11
  Homeless Youth and Families Provider Committee: .............................................................................. 11
  Consumer Advocacy Committee: ............................................................................................................ 11
  Coordinated Assessment and Assessment Workgroup: ........................................................................... 11
  Point-in-Time (PIT) Count Ad Hoc Committee: ..................................................................................... 12
Collaborative Applicant ................................................................................................................................. 12
  The Responsibilities of the Collaborative Applicant shall be as follows: ...................................................... 12
Homeless Management Information System (HMIS) Lead Agency (HMIS Lead) .................................... 13
  BCCoC Membership – Local Homeless Provider and Stakeholders’ Council ........................................... 13
    General Membership: ............................................................................................................................. 13
    Voting Membership for LHPSC: .............................................................................................................. 14
Terms and Definitions ..................................................................................................................................... 15
1) **Purpose of the Charter**

This Charter sets out the composition, roles, responsibilities, and committee structures of the FL-601-Continuum of Care, the CoC Board, the Collaborative Applicant, and the HMIS Lead Agency.

2) **Continuum of Care Purpose**

The purpose of the 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 specified by the Department of Housing and Urban Development as FL-601-CoC, in accordance with 24 C.F.R. § Part 578, Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act).

The BCCoC shall align its mission, *A Way Home: Broward County, Florida’s Plan to End Homelessness* ("Action Plan"), and goals to end homelessness with the HEARTH Act of 2009, the Federal Strategic Plan to End Homelessness, and the United States Interagency Council on Homelessness “Opening Doors” plan to prevent and end homelessness. BCCoC shall set a path to ending homelessness in Broward County by focusing its resource needs on the provision of quality, best practice housing-focused programs and services located in strong sustainable communities.

- Additionally, the BCCoC will: Promote community-wide commitment to the goal of ending homelessness;
- Advocate for funding to support efforts by nonprofit providers and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness;
- Promote access to, and effective utilization of, mainstream programs; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

3) **Background**

The BCCoC is a formal body which includes organizations, advocates, persons experiencing or who have experienced homelessness, non-profit organizations, faith-based organizations, universities, governmental entities, hospitals, community residents, and businesses. Broward’s designated CoC is the Local Homeless Provider and Stakeholders’ Council. Membership includes representatives from relevant organizations and individuals located within Broward County tasked with the duties of a CoC as outlined in 24 C.F.R. Part 578.

The CoC Board is Broward County’s planning group designated in Section 12.152, Broward County Administrative Code, to provide oversight and governance on behalf of the BCCoC membership. HIP is the CoC Lead Agency, Collaborative Applicant, and HMIS Lead for the
BCCoC. Broward County’s Action Plan is implemented through BCCoC programs, with the primary goal of ending homelessness in all areas of Broward County.

4) **Values**

The BCCoC carries out its mission through a set of core values that guide its governance:

- **Clear and logical** governance processes, structures, and lines of accountability;
- **Transparent** decision-making that makes the greatest possible use of data;
- **Open, accessible, inclusive** CoC that includes all stakeholders and allies needed to achieve the goals of the Action Plan to end homelessness;
- **Compliance** with federal requirements for CoCs;
- **Communication** between all members, committees, and bodies that make up the CoC; and
- **Flexibility** to respond to emerging ideas and challenges.

The core values are incorporated into the goals of the BCCoC and the CoC Board. The goals include:

- Advocate for resources and funding for efforts by nonprofit, for-profit, faith-based providers, as well as state and local governments to prevent homelessness when possible and quickly end homelessness by quickly rehousing homeless individuals 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 and resources by homeless individuals and families;
- Optimize self-sufficiency among individuals and families experiencing homelessness; and
- Incorporate a Housing First programmatic and systems approach that centers on housing clients quickly and then provide services as needed using a low barrier approach that emphasized community integration, stable tenancy, recovery, and individual choice.

BCCoC’s goals are achieved through the implementation of proven and best-practice programs funded by private, philanthropic, foundation, and government sources. Programs are operated by a dedicated group of service providers that include, but is not limited to, persons who are or have experienced homelessness, nonprofit homeless assistance providers, employment providers, domestic violence and sexual assault providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, substance use treatment providers, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, small non-profit and faith-based providers including many that do not receive HUD Emergency Solutions Grant (ESG) or CoC funding, and individual community members.
5) **BCCoC Responsibilities**

The BCCoC shall perform the following functions:

1) **Operation of the CoC**
   i. Convene meetings of the full membership, with published agendas, at least quarterly;
   ii. Make an invitation for new members to join publicly available within the geographic area at least annually;
   iii. 24 C.F.R. § 578.5 requires the CoC to establish a board to act on its behalf and in accordance with 24 C.F.R. § 578.7(a)(3), and the board must comply with the conflict-of-interest requirements of 24 C.F.R. § 578.95(b);
   iv. The BCCoC members can sit on all CoC Board Committees except the Performance, Outcomes, Needs and Gaps Committee which is limited to CoC Board members who do not serve in any capacity on the board of directors of a funded organization or do not receive funding from Broward County for Homeless Services.

6) **Creation of CoC Board**


7) **CoC Board**

The CoC Board provides leadership for the BCCoC and provides information and/or recommendations to the Broward County Board of County Commissioners (BCBCC). The CoC Board also monitors the overall effectiveness of the CoC planning processes and activities. The membership of the CoC Board is intended to represent the geographic, programmatic, and racial diversity of the CoC. Getting the CoC Board and Committees’ membership to more closely reflect the racial make-up of those experiencing homelessness is a priority for recruitment and filling vacancies.

**A. Voting Members**

Members of the CoC Board are either nominated by the required Nominating Organization (NO) and then applications are sent to Intergovernmental Affairs for appointment by the BCBCC or are directly appointed by the BCBCC (see table below). The CoC Board is composed of thirty (30) members, of which twenty-eight (28) are voting members and two (2) are non-voting ex-officio members. The membership of the CoC Board is as follows:
<table>
<thead>
<tr>
<th>Number of Voting Seats</th>
<th>Representative</th>
<th>Member selected to CoC Board (Nominated by Organization “NO”) or (Appointed by BCBCC “BCBCC”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Advocates for the homeless in each of the following areas: youth, family, and veterans affairs</td>
<td>BCBCC</td>
</tr>
<tr>
<td>1</td>
<td>Broward Behavioral Health Coalition representative</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>Broward County Commissioner</td>
<td>Mayor</td>
</tr>
<tr>
<td>1</td>
<td>Broward County Housing Council representative</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>CareerSource Broward or successor entity representative</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>Greater Fort Lauderdale Chamber of Commerce representative</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>Broward Workshop, Inc. representative</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>Greater Fort Lauderdale Alliance Foundation, Inc. representative</td>
<td>NO</td>
</tr>
<tr>
<td>3</td>
<td>Corrections or law enforcement representatives: one (1) from Broward Sheriff’s Office, one (1) from the City of Ft. Lauderdale Police Department, and one (1) from the City of Hollywood Police Department</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>Domestic violence services representative</td>
<td>BCBCC</td>
</tr>
<tr>
<td>3</td>
<td>Three (3) elected municipal officials or designees as follows: one (1) from the City of Fort Lauderdale, one (1) from the City of Hollywood, and one (1) from the City of Pompano Beach.</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>Faith-based organization representative</td>
<td>BCBCC</td>
</tr>
<tr>
<td>2</td>
<td>Hospital District Representative. One (1) from the North Broward Hospital District and one from the South Broward Hospital District</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>HUD Emergency Solutions Grant Recipient</td>
<td>BCBCC</td>
</tr>
<tr>
<td>1</td>
<td>Chairperson from the Homeless Provider and Stakeholders' Council</td>
<td>NO</td>
</tr>
<tr>
<td>2</td>
<td>Persons who are currently homeless or who have formerly experienced homelessness</td>
<td>BCBCC</td>
</tr>
</tbody>
</table>
### Number of Voting Seats

<table>
<thead>
<tr>
<th>Number of Voting Seats</th>
<th>Representative</th>
<th>Member selected to CoC Board (Nominated by Organization “NO”) or (Appointed by BCBCC “BCBCC”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Housing Authority representative from one of the following: Broward County Housing Authority, Housing Authority of the City of Ft. Lauderdale, or Hollywood Housing Authority. This seat shall rotate between the three (3) housing authorities biennially to ensure full representation</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>School Board of Broward County representative</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>United Way of Broward County representative</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>Affordable Housing developer representative</td>
<td>BCBCC</td>
</tr>
<tr>
<td>1</td>
<td>One (1) non-voting ex-officio member from the Central Homeless Assistance Center</td>
<td>NO</td>
</tr>
<tr>
<td>1</td>
<td>One (1) non-voting ex-officio member from the North or South Homeless Assistance Centers. This ex-officio seat shall rotate between the two (2) centers biennially to ensure full participation</td>
<td>NO</td>
</tr>
</tbody>
</table>

The non-voting members: two (2) representatives from the operators of the Homeless Assistance Centers: one (1) from the Central Homeless Assistance Center, and one (1) from either the North or the South Homeless Assistance Centers.

Individuals from the community who are not appointed to the CoC Board may serve on work groups and sub-committees as established by the CoC Board. Appointments to fill workgroups and sub-committees shall be at the discretion of the CoC Board.

**B. Term of Appointee**

Members of the CoC Board whose seats rotate on a recurring basis shall serve in such rotating category for two (2) years or until his or her successor is appointed, in accordance with Section 12.154, Broward County Administrative Code. All other members of the CoC Board shall serve in accordance with Section 1-233, Broward County Code of Ordinances, and are specifically exempt from the requirements set forth in Section 1-233(b)(2), which provides that members may only serve on one (1) County board.

Any appointed member of the CoC Board may be removed by the BCBBC for misconduct, incompetency, or neglect of duty on its own motion. Any member selected by the BCCoC...
membership may be removed by the BCCoC for misconduct, incompetency, or neglect of duty on its own motion.

The CoC Board shall elect a chair and vice-chair for purposes of managing its activities and bringing direction and leadership to the CoC Board, each of whom shall serve for one (1) year or until his or her successor is chosen. All CoC Board committee and sub-committee chairs shall serve a term of two years or until his or her successor is chosen. The slate of officers for CoC Board Chair, Co-Chair, committee and sub-committee chairs will be put forth by the members of the CoC Board during the September meeting and shall begin their term at the October meeting.

The CoC Board shall, by majority vote of the entire membership, adopt rules of procedure for the transaction of business, keep a written record of meetings, resolutions, findings, and determinations.

Members of the CoC Board are public officers and are therefore subject to the applicable standards of conduct and voting conflicts requirements of the Florida Code of Ethics for Public Officers and Employees found in Section 112.3143, Florida Statutes, and Section 578.95 of the HEARTH Act.

C. **Conflict of Interest and Recusal Policy**

Any individual participating in or influencing decisions must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of all applicable laws, regulations, and this policy. In accordance with 24 C.F.R. § 578.95(c), no CoC Board member may participate in or influence discussion or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Appointed CoC Board members are public officers and are subject to the applicable standards of conduct and voting conflict requirements of the Florida Code of Ethics for Public Officers and Employees, Section 112.3143, Florida Statutes. A conflict of interest exists if the matter being voted on inures to the member’s special private gain or loss or to the special private gain or loss of any principal by whom the member has been retained or to the parent organization or subsidiary of a corporate principal by which the member is retained, or to the special private gain or loss of a relative or business associate to a relative or business associate. Disclosure of a conflict of interest should occur at the earliest possible time and prior to the discussion of any such issues. Individuals with a conflict of interest shall abstain from both discussion and voting on any issues in which they may have a conflict and shall file the appropriate conflict of interest form with the CoC Board staff.

An individual with a conflict of interest who is the CoC Board Chair, Co-Chair, or CoC Board Committee Chair shall yield that position during discussion and abstain from voting on the item. Decisions by the CoC Board must be justifiable as being in the best interests of the BCCoC. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.
D. **The Responsibilities of the CoC Board shall be as follows:**

i. Serve in an advisory capacity to the BCBCC on matters relating to the homeless issue in Broward County.

ii. Recommend funding category priorities to the BCBCC through the HIP section for homeless services in the BCCoC, including federal and state grants and County, municipal, and private funds.

iii. Review the Action Plan at least annually to ensure the Action Plan continues to meet the needs of the homeless and the community at large in Broward County.

iv. On an annual basis, submit to the BCBCC and the BCCoC membership a final report summarizing and evaluating all programs and activities undertaken by the COC Board.

v. Recommend processes to the BCBCC and BCCoC necessary to implement the Action Plan, including soliciting municipal, private, and non-profit participation in the CoC; raising funds from the private sector and other funding streams; and encouraging additional financial support from entitlement communities.

vi. 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 requirements as prescribed by HUD; and a code of conduct and recusal process for the CoC Board, its chair(s), and any person acting on behalf of the CoC board.

vii. Approve the BCCoC HMIS data privacy plan, data security plan, and data quality plan.

viii. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

ix. Approve the final application for BCCoC funding prior to submission to HUD.

x. Create ad hoc committees, sub-committees, or workgroups.

xi. Recommend any additional actions deemed necessary by the CoC Board to advance the Action Plan and otherwise assist the homeless in Broward County.

E. **The Review Process**

The CoC Board will undergo a Sunset Review every four (4) years by the BCBCC to ensure that the CoC Board is meeting the objectives set out in the Action Plan.

F. **Decision Making**

A majority of the total appointed CoC Board members who are physically present shall constitute a quorum. CoC Board meetings can continue without quorum, however, in the event that a quorum has not been established, the CoC Board may not take any official action. Robert’s Rules of Order will be followed, and a majority vote is necessary for any motion or resolution of the committee to be passed. Attendance at a meeting is defined as in-person or via telephone/video when available. Votes may also be held and confirmed by the same
quorum via email, for time-sensitive situations as determined by the Chair and Co-Chair of the CoC Board.

8) Committees/Sub-committees

While the business and votes of the BCCoC occur at meetings of the full CoC Board, the work of the CoC Board will generally be carried out by committees and sub-committees. All recommendations of the CoC Board are communicated to the BCBCC through the HIP CoC Board liaison.

Appointees to the CoC Board are expected to actively participate in BCCoC planning activities through membership on various CoC Board committees, sub-committees, and ad hoc committees. Consistent with federal regulations, the CoC Board includes representation of major homeless stakeholders and advocates for the purpose of implementing Broward’s Action Plan’s goals and objectives through collective impact.

All CoC Board committees shall have a CoC Board member as its chair and membership is open to non-CoC Board members, except for the Performance, Outcomes, Needs and Gaps (PONG) Committee, which committee membership is limited to CoC Board members. Members of CoC Board committees are public officers subject to the applicable standards of conduct and voting conflict requirements of the Florida Code of Ethics for Public Officers and Employees, Section 112.3143, Florida Statutes, and 24 C.F.R. § 578.95.

CoC Board Committees:

A. **Performance, Outcomes, Needs and Gaps (PONG):**

is comprised of CoC Board members who do not have a conflict of interest (members that do not serve in any capacity on the board of directors of a funded organization or do not receive funding from Broward County for Homeless Services), a representative from HIP (non-voting), and the HMIS Project Manager (non-voting). The PONG committee reviews the BCCoC’s funded contractual performance/outcome measures (PMs) by service category. The PONG committee also reviews BCCoC data regarding performance and needs for the CoC and make recommendations to the CoC Board. Additionally, the PONG committee will review the Point In Time (PIT)/Housing Inventory Chart (HIC), BCCoC program data, and ESG and County homeless priority setting and budget recommendations. This committee meets monthly.

B. **HMIS Data Committee:**

is tasked with communicating HMIS Data Standards, Common Data Element definitions, Data Quality Report Cards, Longitudinal System Analysis (LSA), Annual Performance Report (APR), and PIT Count / HIC results to the CoC Board and the BCCoC Committees. Additionally, the committee works with the County
and State, Department of Veteran Affairs, Housing and Urban Development CoC
Performance Measurement Reports, Emergency Solutions Grant, and Housing
Opportunities for Persons With Aids (HOPWA) funded agencies and other
report(s) as required by funder(s) or regulation(s). This committee is comprised
of the HMIS Lead Agency and Covered Homeless Organization’s HMIS Agency
Administrators. Responsibilities include: increasing HMIS
utilization/participation/data quality in LSA; monitoring the Coordinated Entry
and Assessment (CEA) system; monitoring the PIT Count; monitoring Zero:2016
VI-SPDAT referrals; monitoring the number of HMIS covered beds in the HIC; and
assisting with communicating HMIS Data to decision-makers. This committee
meets as needed.

C. **Housing Action Committee:**
is tasked with building capacity throughout the BCCoC for housing units and
landlords. They are also responsible for leading the mission of landlord
recruitment, landlord education, and public education in an effort to engage the
community to help end homelessness in Broward County. This committee meets
monthly.

D. **Homeless Youth and Families Provider Committee**
is tasked with aligning local agencies and government entities to eliminate
homelessness among youth and families in Broward County by utilizing and
maximizing the effectiveness of existing initiatives, spotlighting gaps in services,
exploring ways to fill those gaps within the current framework of services offered
by agencies in Broward County, and recommending funding to specific areas of
need. This committee meets monthly.

E. **Consumer Advocacy Committee:**

is tasked with the mission of advocacy for those individuals experiencing
homelessness and ensure gaps in services and needs are brought to the attention
of the CoC Board. This committee meets monthly.

F. **Coordinated Assessment and Assessment Workgroup:**
is tasked with assisting in the deployment, implementation, and further
development of the BCCoC’s Coordinated Assessment and Entry Written
Standards. This workgroup’s mandate includes an assessment of adherence to the
BCCoC’s CEA system, identification of deficiencies and challenges, recommendation of updates, review of HEARTH Act regulations, homeless
literature, and strategies employed by High Performing CoC’s, review of
recommended BCCoC process modifications, and coordination with the HMIS Data
Committee to establish benchmarks to measure efficacy of the process. This
workgroup meets as needed.
G. **Point-in-Time (PIT) Count Ad Hoc Committee:**

The PIT count is an annual count of sheltered and unsheltered homeless persons on a single night conducted on the last ten (10) days in January. This ad hoc committee is appointed by the CoC Board Chair and oversees the planning, coordination, and implementation of the count. This committee is also responsible for reporting findings and recommendations to the CoC Board and Collaborative Applicant.

9) **Collaborative Applicant**

The Collaborative Applicant is a designation by the US Department of Housing and Urban Development (HUD) to recognize the agency in charge of submitting the application for funding each year, among other duties.

A. **The Responsibilities of the Collaborative Applicant shall be as follows:**

a. Convene meetings of the full membership, with published agendas, at least semi-annually;

b. Make an invitation for new members to join publicly available within the geographic area at least annually;

c. In consultation with the CoC Board and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with requirements as prescribed by HUD; and a code of conduct and recusal process for the CoC Board, its chair(s), and any person acting on behalf of the CoC Board;

d. Consult with recipients and sub-recipients to establish targets (such as outcomes and numbers served and HMIS data thresholds);

e. Evaluate outcomes and projects funded under the Emergency Solutions Grant (ESG) program and CoC programs and report to HUD;

f. In consultation with the recipients of ESG grant program funds, establish and operate either a centralized or coordinated assessment system. The CoC 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 non-victim service providers;

g. In consultation with the recipients of ESG program funds establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:

   1. Policies and procedures for evaluating individuals’ and families’ eligibility for assistance under this part;
   2. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
   3. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent housing assistance;
   4. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
h. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area;

i. Provide information required to complete the consolidated plan(s) within the CoC’s geographic area;

j. Consult with state and local government ESG program recipients within the CoC’s geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients; and

k. Develop a Violence Against Women Act emergency transfer plan. The CoC must develop the emergency transfer plan for the CoC that meets the requirements under 24 C.F.R. § 578.99.

10) **Homeless Management Information System (HMIS) Lead Agency (HMIS Lead)**

The HMIS Lead provides management and oversight of the HMIS system used to collect client level data. Broward County’s HMIS has been implemented county-wide. The HMIS Lead ensures consistent agreements through contractual agreements with the community and service providers.

**Operations:**

(1) Oversight of end user licensures

(2) Review security, data quality, and data timeliness

(3) Ensure HMIS compliance per HUD requirements

(4) Provide technical support and end user training

(5) Production of local data for Covered Homeless Organizations funding requests

(6) Program performance evaluation

(7) Run annual mandated reports

   a. Longitudinal System Analysis (LSA)

   b. Annual Performance Report (APR)

   c. System Performance Measures (Sys PM)

   d. Consolidated Annual Performance and Evaluation Report (CAPER)

(8) Manage the collection of Point In Time (PIT) related data collection

(9) Coordinate all Housing Inventory Count (HIC) data

A. **BCCoC Membership – Local Homeless Provider and Stakeholders’ Council**

In accordance with the HEARTH Act, the membership of the CoC shall consist of interested individuals and organizations participating in the work of the CoC who are committed to activities and efforts aimed at ending homelessness.

**General Membership:**

Ongoing efforts will be made to solicit open membership from relevant 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 Local Homeless Provider and Stakeholders’ Council (LHPSC) provides input and guidance to the CoC Board in its decision-making process concerning all homeless issues and priorities. The Local Homeless Provider and Stakeholders’ Council represents the CoC membership. Per HUD regulation 24 C.F.R. § 578.7, the CoC must have a provider membership group that provides guidance and direction regarding issues of homelessness. For Broward County, this is the LHPSC.

Any interested stakeholder within Broward County may request of the Chair of the LHPSC to become a member of the LHPSC. The LHPSC membership meets at least monthly and all meetings are open to any interested person. The LHPSC meetings shall occur at a location and time determined by the collaborative applicant that is accessible to potential homeless participants and is ADA compliant. Meeting times and agendas will be published in accordance with Sunshine Laws and disseminated in advance of each meeting.

**Voting Membership for LHPSC:**

To maintain membership in good standing, voting members of the LHPSC are required to participate in at least four of the last six monthly meetings, including the current meeting of the LHPSC. The Chair of the LHPSC has a seat on the BCCoC Board, is a voting member of the CoC Board, and is subject to the conflict of interest policies stated in section 7(B) of this governance charter.

Each agency is allowed one vote if it meets the voting membership criteria noted above. All employees, volunteers, and individuals experiencing homelessness of a member agency are considered affiliated to their agency.

Each unaffiliated individual experiencing homelessness is allowed one vote if he or she meets the voting membership criteria.
Exhibit 1

Terms and Definitions

**Broward County Board of County Commissioners (BCBCC):** The Board of County Commissioners of Broward County, Florida

**Coordinated Entry System (CES):** A centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals.

**Collaborative Applicant:** The Homeless Initiative Partnership (HIP) section has been designated by the BCBCC and CoC to apply for a grant for CoC planning funds.

**Continuum of Care (CoC):** The formal body organized to carry out the responsibilities required by the HUD CoC program and that is comprised of representatives of organizations, including non-profit 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.

**Continuum of Care Advisory Board (CoC Board):** The advisory board is broadly based with representation from all sectors of the community, including but not limited to individuals experiencing homelessness, homeless service providers, business community, funders, and representatives of government. The CoC Board membership is representative of the relevant organizations and projects serving homeless subpopulations and is representative of the geographic area served by the CoC. Broward County’s CoC Board is created in Section 12.152, Broward County Administrative Code.

**Homeless Management Information System (HMIS):** The information system designated by the BCCoC to comply with the HMIS requirements prescribed by United States Department of Housing and Urban Development (HUD).

**HMIS Lead Agency:** Broward County Office of Evaluation and Planning (OEP) has been designated by the BCCoC to operate the HMIS on behalf of the BCCoC.

**Housing Inventory Count (HIC):** A snapshot of the number of beds and units on one night that are dedicated to persons currently and formerly experiencing homelessness. This is completed each year during the last week in January, coinciding with the Point-in-Time Count.

**Permanent Supportive Housing (PSH):** Permanent housing in which supportive services are provided to assist homeless persons with a disability so they can live independently.
Point-in-Time Count (PIT): A count of sheltered and unsheltered homeless persons carried out on one day in the last 10 calendar days of January or at such other time as required by HUD.

Rapid Re-Housing (RRH): An intervention designed to help individuals and families quickly exit homelessness, return to housing in the community, and not become homeless again. Rapid re-housing is defined as an intervention providing short-term or medium-term (up to 24 months) financial assistance and services to help those experiencing homelessness to be quickly re-housed and stabilized. This is considered permanent housing.

Transitional Housing (TH): Housing where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary.