

KENTUCKY BALANCE OF STATE CONTINUUM OF CARE GOVERNANCE CHARTER

This charter lays out the agreed terms, roles and responsibilities of the various entities that make up the Kentucky Balance of State Continuum of Care KY-500 (hereinafter referred to as the "KY BOS CoC"). The KY BOS CoC covers the 118 counties in Kentucky, excluding Jefferson and Fayette (hereinafter referred to as the "geographic area"). The KY BOS CoC is organized for the purpose of (1) coordinating the delivery of services and housing to homeless or near-homeless persons; (2) providing consistent reporting, outcomes and performance measurements for the various homeless service delivery systems; and (3) identifying gaps in services and maximizing resources for the populations most in need in the geographic area.

KY BOS CoC FULL MEMBERSHIP:

The Continuum of Care Full Membership is the ultimate decision making body for the KY BOS CoC. The Full Membership is defined as those interested partners who represent the interests of the homeless and attend regular meetings of the KY BOS CoC. The KY BOS CoC holds the responsibility of deciding the needs of the state, how the process is to be administered, endorsing the projects to be submitted for funding consideration and the state priority rankings, although some of these responsibilities are delegated to other partners as outlined in this charter.

Role:

The KY BOS CoC Full Membership is made up of organizations, including nonprofit homeless providers, victim services 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 either operating in or serving clients within the geographic area. The full membership body is responsible for:

1. Electing members to represent the full membership on the CoC Board and approving the structure of the CoC Board membership as prescribed by HUD;
2. Providing information and advice to the CoC Board regarding best practices in homeless services;
3. Designating a Collaborative Applicant to write the annual application for CoC funding and operate the CoC;
4. Working within the CoC homeless provider system to provide comprehensive and appropriate services to move homeless persons as quickly and appropriately as possible;
5. Participating on CoC Committees and in full membership meetings;
6. Reviewing and endorsing the process of CoC Board selection;
7. Adopting and following a governance charter detailing the responsibilities of all parties;
8. Evaluating and reporting to HUD outcomes of ESG and CoC projects;
9. Participating in the coordinated assessment system;
10. Conducting a Point-in-Time count of homeless persons; and
11. Conducting an annual gaps analysis.

KY BOS CoC BOARD:

The KY BOS CoC elects a board of representatives to make strategic decisions for the CoC throughout the year as necessary.

Role:

1. Establish and adopt by-laws for the CoC, which will become a part of this Governance Charter;
2. Review the monitoring of all providers and determine appropriate action when benchmarks are not met;
3. Provide a vision, priorities and goals for the CoC community;
4. Establish a process for funding recommendations through the CoC;
5. Consult with ESG Recipient(s) on funding priorities/processes for both the CoC and ESG programs;
6. Establish policies on performance outcomes for ESG and CoC programs;
7. Designating an HMIS administrator;
8. Review and approve the HMIS Policies and Procedures Manual;
9. Providing guidance to the Collaborative Applicant to establish a coordinated assessment system;

10. Oversee progress of HMIS implementation and the CoC-wide coordinated assessment system and make recommendations for improvement; and
11. Consulting with ESG and CoC recipients and subrecipients to establish performance targets appropriate for population and program component type;

KY BOS COC COLLABORATIVE APPLICANT:

Because the KY BOS CoC Board is made up of volunteers, they will need to select a Collaborative Applicant to submit the CoC application to HUD each year.

Role:

It is the responsibility of the KY BOS CoC full membership to designate a collaborative applicant best able to ensure a successful submission of the CoC proposal and complete the following:

1. Develop a governance charter detailing the responsibilities of all parties;
2. Design, operate and follow a collaborative process for developing the application and approving its submission
3. Complete the electronic application and all related parts (Housing Inventory Chart, Grant Inventory Worksheet, etc.) in response to HUD's annual CoC Program NOFA for homeless assistance resources,
4. Present a timeline and deadlines to all project applicants for individual project plans,
5. Establish priorities for funding projects in the CoC geographic area;
6. Create process for ranking CoC applications;
7. Establish a coordinated assessment system in consultation with the CoC Board;
8. Reviewing and approving projects to be included in the KY BOS CoC application;
9. Oversee committees and volunteers,
10. Coordinate annual Point-in-Time Count of homeless persons;
11. Coordinate annual gaps analysis;
12. Create agendas for CoC full membership and Board meetings in collaboration with the Board Chair,
13. Make annual invitation for new members to the CoC,
14. Monitor the performance of ESG and CoC recipients and subrecipients, evaluating outcomes, and taking corrective action with poor performers;
15. Monitor who is eligible to vote on the full membership

HMIS LEAD AGENCY:

An entity must be selected by the KY BOS CoC to oversee HMIS management for the CoC. They are responsible for:

1. Accurately calculating the size and needs of the homeless population,
2. Tracking service and demand for homeless programs and understanding where improvements need to be made,
3. Overseeing the reporting process for the CoC,
4. Training agencies on accurate HMIS entry,
5. Developing and implementing a data quality plan that holds system users accountable for timely, complete and accurate data.
6. Reviewing the licenses of member agencies each year to determine which have been unused and recapture as needed,
7. Reporting as necessary to various entities such as federal and state government agencies, state advocacy organizations and public officials;
8. Provide data as needed for the annual Point-in-Time Count of homeless persons and for gaps analysis; and
9. Creating an HMIS Policies and Procedures manual detailing thresholds for data entry timeliness and quality; staff roles and responsibilities; and participation fee schedules and uses. The plan must be submitted to and approved by the CoC Board.

Adopted January 14, 2013

Updated April 30, 2013

Attest (Authorized Board Representative):

 4/30/13