



**Alliance for Housing**  
**MI-504 Pontiac/Royal Oak/Oakland County Continuum of Care**  
**Governance Charter**

**Purpose**

The Alliance for Housing, Oakland County Continuum of Care (CoC) was created in 2012 to establish in alignment with the HEARTH ACT and CFR 578.5 and serves as the CoC board and the Collaborative Applicant. The purpose of the Alliance for Housing is a collective response that addresses homelessness and affordable housing in our community; develop a local system that identifies gaps in homeless services and creates solutions to overcome those barriers; to end homelessness in our community by linking people in need with the services they require.

**Membership**

**Refer to the Alliance’s Bylaws-Attachment “A” ARTICLE II (2.0)**

Any organization or individual that aligns with the purpose of the Alliance, Oakland County CoC is eligible to become a member. The Alliance will publish an open invitation at least annually for organizations within the County of Oakland to join as new CoC members. Specifically, outreach will be conducted to obtain membership from the following group categories:

- Non-Profit Homeless Assistance Providers
- Victim Service Providers
- Faith-Based Organizations
- Government Departments
- Businesses
- Advocates
- Public Housing Agencies
- School Districts
- Social Service Providers
- Mental Health Agencies
- Hospitals
- Universities
- Affordable Housing Developers
- Law Enforcement
- Veteran Service Organizations / SSVF Providers
- For-Profit Companies

- Service Funders
- Homeless and Formerly Homeless Individuals
- Elected and Public Officials
- Representatives of the Judicial System
- Landlords and Landlord Associations
- Tenant Associations
- HIV/AIDS Service Providers

## **Member Responsibilities**

- Elect the Alliance for Housing CoC Board of Directors
- Review, update, and approve board selection process every five (5) years
- Assure committees are established in accordance with the bylaws
- Assure creation of additional committees, subcommittees, or workgroups as necessary
- In consultation with the Collaborative Applicant and HMIS Lead, develop, follow, and update annually this governance charter - any amendments must be approved by the CoC Membership

## **Meetings-**

### **Refer to Attachment “A” Alliance for Housing’s Bylaws- Article II (2.3)**

The agendas will be published as early as possible on the Alliance for Housing website, and on the Alliance listserve. For any additional full membership meetings or special meetings called by a board member, members will be given a minimum of a ten (10) day notice.

### Voting

Each member shall have one vote at the membership meetings. Only one (1) representative of a member organization may cast a vote. The vote of a majority of members present constitutes an act of the Oakland County CoC. Proxies can step in to represent organizations. Attendance at meetings will be open to any interested person to observe.

## **Board of Directors-**

### **Refer to Attachment “A” Bylaws Article III (3.0)**

### Duties

The duties of the Oakland County CoC Board include, but are not limited to:

- Provide overall direction and leadership of the CoC
- Appoint chairs or co-chairs of the CoC committees
- Board members will serve on at least one CoC committee
- Regularly attend CoC Membership Meetings
- Monitor activities of CoC committees, receive reports

- Review annual performance reports for all recipients and sub-recipients and provide general updates and/or strategic recommendations regarding project performance and compliance to the CoC membership. Take action against poor performing recipients.
- Monitor and evaluate the performance of the CoC Housing and Service System, known as the Plan to End Homelessness, providing an annual report to the CoC membership
- Evaluate outcomes of projects funded under the Emergency Solution Grants (ESG) program and the CoC program, and report to HUD
- Review ranking criteria for the ESG program application and CoC Program Competition NOFA for member approval
- Approve the CoC Program Competition NOFA application, CoC Planning application, and ESG program application
- Authority to sign off on or endorse proposals for other non-CoC program funding and providers
- Approve written standards for providing CoC assistance
- Designate an HMIS Lead to operate an HMIS
- Review and approve a privacy plan, security plan, and data quality plan for the HMIS
- Approve plans, policies, and procedures governing the HMIS
- Set priorities and confirm eligibility to submit for CoC Program Competition funds and ESG Program funds
- As the Collaborative Applicant the Alliance is responsible to design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD including applying for CoC Planning Activities
- Approve a coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services
  - ✓ Developing and coordinating the implementation of a Housing and Service System Strategic Plan to End Homelessness
  - ✓ Planning for and conducting an annual point- in- time count of homeless persons in Oakland County
  - ✓ Conducting an annual gaps analysis of the homeless needs and services available in Oakland County
  - ✓ Providing information required to complete the Consolidated Plan
  - ✓ Consulting with the HARA and other ESG program recipients in Oakland County on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients
- Designate a Housing Assessment Resource Agency (HARA) which is the Coordinated and Assessment agency with the approval of MSHDA.
- Act as Fiduciary for ESG Program funds from MSHDA
- Approve the Oakland County’s Strategic Plan to End Homelessness and any amendments

**Board Officers-**

**Refer to Attachment “A” Alliance Bylaw’s- Article X (5.2)**

## **Standing Committees**

**Strategic Plan Implementation, Funding & Partnership Committee-**This committee will serve to set goals and actions steps to move the adopted strategic plan forward. To create and complete planning documents; research and apply for funding opportunities; and to attract and create new partnerships to advance Oakland County's goal of ending homelessness in conjunction with the Executive Director.

**Systems Coordination and Implementation Committee-** the Systems Coordination and Implementation Committee shall develop resources to implement community strategies, provide member agencies with access to technical assistance/training, and establish best practices, referrals and other tools to increase the Organization's effectiveness in the community.

**Finance and Audit Committee-** The Finance and Audit Committee shall create the annual budget and oversee monthly and annual financial receipts and disbursements in accordance with the budget, and enact annual audits on the books and accounts of the Organization.

**Advocacy and Public Awareness Committee-** the Advocacy and Public Awareness Committee shall inform the community of issues regarding homelessness, provide a platform for advocacy and public awareness of current political and legislative issues, and promote the Organization as a resource for the effective engagement of public and political entities.

**Project Monitoring and Performance Outcomes-** Promotes quality HUD and MSHDA funded projects by evaluating project proposals, making funding recommendations, and monitoring progress. HMIS implementation and monitoring. HARA performance measures and outcomes. Coordinates data collection, analysis and reporting; recommends policy direction to the Board; and creates ways to better serve people experiencing homelessness. Point in time, HMIS, Housing Inventory Chart

**Conflict of Interest and Code of Conduct-** All voting members shall have the right to recuse themselves from voting on the matter without providing excuse.

**Please refer to Attachment "B" Alliance for Housing Conflict of Interest and Alliance for Housing Code of Conduct Attachment "C"**

## **Collaborative Applicant**

The Alliance for Housing is a 501 (c) (3) legal entity created to be the CoC Board and serve as the Collaborative Applicant to design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA

published by HUD, including applying for CoC Planning Dollars (Activities). The Collaborative Applicant has the following responsibilities:

- Collect and combine information, complete, and submit the consolidated plan for the CoC Program Competition NOFA, which includes HUD and MSHDA
- Apply for CoC Planning Dollars (Activities) under the direction of the CoC Board
- In consultation with the board members and HMIS Lead, develop, follow, and update annually this governance charter - any amendments must be approved by the CoC Membership
- Create and maintain the Alliance website and post the meeting dates and times, agendas and minutes
- Custodian of all Oakland County CoC records and documents.
- In coordination with the OC CoC Membership and under the direction of the Board, responsible for CoC Planning that includes:
  - ✓ Developing and coordinating the implementation of the Plan to End Homelessness
  - ✓ Planning for and conduction at least biennially, a point- in- time count of homeless persons in Oakland County
  - ✓ Conducting an annual gaps analysis of the homeless needs and services available in Oakland County
  - ✓ Consult with ESG program recipients in Oakland County for the plan for allocating MSHDA/ESG program funds and reporting on and evaluating the performance of MSHDA/ESG program recipients and sub-recipients
  - ✓ Additional responsibilities as needed.

### **HMIS Lead**

The Oakland County CoC board will designate a HMIS Lead to manage the Oakland County CoC Homeless Management Information System (HMIS). The HMIS Lead has the following responsibilities:

- Develop and revise a privacy plan, security plan, and data quality plan for the HMIS
- Develop plans, policies, and procedures for review and approval by the CoC
- Execute participation and user agreements with every contributing HMIS organization
- Ensure consistent participation of recipients and sub-recipients in the HMIS
- Ensure the HMIS is administered in compliance with requirements prescribed by HUD
- Conduct and coordinate training for all recipients and sub-recipients in the HMIS
- Provide technical assistance for all recipients and sub-recipients in the HMIS
- In consultation with the Oakland County CoC and Collaborative Applicant, develop, follow, and update annually this governance charter. Any amendments must be approved by the CoC Membership
- Coordinate and support operations related to HARA implementation

Each year, the HMIS Lead will submit an Annual Performance Report covering the specific functions of the HMIS Lead. The Alliance Performance and Outcomes committee works with

HMIS to produce annual community outcomes as well monitoring standards and performance measures.

## **Housing Assessment Resource Agency (HARA)- See attachment “D” COC**

### **Coordinated assessment Policies**

The Oakland County CoC board will designate member organizations that are 501 (c) (3) legal entities or government entities as the HARA to establish and operate a coordinated assessment system that provides an initial, comprehensive, standard assessment of the needs of individuals and families for housing and services that meets current HUD requirements. The system will map out the resources and delivery processes used to prevent homelessness and rapidly re-house individuals and families that are homeless. Outcome goals of the system include:

- Diverting entry into a shelter by finding alternative housing or sustaining existing housing
- Decreasing the average length of a homeless episode
- Aligning scarce community resources through the use of the Vulnerability Index/Service Prioritization Decision Assistance Tool (VI-SPDAT & SPDAT)

The coordinated assessment system must cover and be accessible to all of Oakland County. The system must have a specific policy that addresses the needs of victims of domestic violence, dating violence, sexual assault, or stalking, but who are seeking assistance from non-victim service providers.

The HARA organization will provide and coordinate homeless prevention and rapid-rehousing services for the ESG program. They will also be responsible for the coordination of the successful implementation of the coordinated assessment system, coordinate the development of written standards for all ESG and CoC programs, and oversee the Housing Choice Voucher Preference waiting list. The HARA Lead also must assure, through a yearly public awareness campaign, that the Oakland County community and especially individuals and families that need assistance know how to access resources through the coordinated assessment system.

The HARA will develop written standards in coordination with the Alliance for Housing, Oakland County COC board for all CoC and ESG programs. The HARA will receive from the Oakland County CoC board approval of the written standards for providing Oakland County CoC assistance. At minimum, these written standards must include:

- Policies and procedures for evaluating individuals and families eligibility for assistance
- Policies and procedures for determining and prioritizing eligible individuals and families for transitional housing, rapid re-housing, and permanent supportive housing assistance
- Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance

These and any additional responsibilities are documented in the Oakland County CoC Memorandum of Understanding (MOU).

Each year, the HARA Lead will submit an Annual Performance Report covering the specific functions of the HARA Lead. The Alliance Performance and Outcomes committee works with the HARA for monitoring standards and performance measures.

### **Fiduciary for MSHDA/ ESG Program Funds**

The Alliance for Housing, Oakland County's CoC is the organization that is a 501 (c) (3) legal entity and is the Grant Fiduciary for MSHDA/ESG program funds. This organization is responsible for the following:

- Collecting, combining, completing, and submitting the MSHDA/ESG Program Application.
- Execution of grant documents for the communities allocation
- Assure use of funds in accordance with the grant agreement
- Monitor and evaluate the quality of services and provide oversight of the recipients based upon documented outcomes
  
- Collect and submit quarterly progress reports that address specific performance outcomes supported by HMIS data
- Monitor 10% of all tenant files, as well as financial records of recipients
- Maintain financial and client level records to support billings
- Claims billing and distribution of funds

### **OC CoC Homeless Student Policy**

- All funded CoC grantees, including ESG and CoC program-funded agencies, are required to inform families and unaccompanied youth of their educational rights and to collaborate with their local school homeless liaison as a matter of policy when a new child or youth enters the program. In addition all funded CoC and ESG recipient and or sub-recipients are required to identify at least one staff member responsible for coordinating education activities, services and referrals. Oakland Schools will provide at least one training annually of how to access McKinney-Vento education service

### **Non-Discrimination**

The members, officers, committee members, and contractors of the Alliance for Housing, Oakland County's CoC will be selected entirely on a nondiscriminatory basis with respect to race, color, national origin, age, disability, religion, gender, sexual orientation, or other federal, state or locally protected group.