

Home for Everyone
CONTINUUM OF CARE
GOVERNANCE CHARTER

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BACKGROUND

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. HUD designates the CoC serving the geographic area of Lucas County, OH, as OH-501 Toledo Lucas County Continuum of Care. The local CoC has chosen the name Home for Everyone CoC. In Lucas County, representatives are generally individuals, either by their employment or experience, focused on ending homelessness in the Toledo / Lucas County area of Ohio.

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 revised the Emergency Shelter Grants program, renaming it the Emergency Solutions Grant (ESG) program. The HEARTH Act

process to assist homeless persons by providing greater community-wide coordination, decision-making, and leadership into the Federal Registration under 24 CFR 578.

DEFINITIONS

AFFINITY GROUPS

Collections of stakeholders, with an established meeting frequency, whose self-determined purpose furthers and supports the strategic work of the homelessness response system, yet whose operations are not designated by the Home for Everyone. It is recommended that all Affinity Groups have a nominated co-chair structure and be willing to liaise with Home for Everyone as requested.

COORDINATED ENTRY SYSTEM

A centralized or coordinated process designed to coordinate program participants to ensure standardized, equitable access, and prioritization. A centralized or coordinated entry system must seek to ensure that there is coverage of the geographic area, resources are easily accessible by individuals and families seeking housing or services, the coordinated entry system is well advertised, and includes a comprehensive and standardized assessment tool. Also referred to as Coordinated Access.

COLLABORATIVE APPLICANT

The Collaborative Applicant is the eligible applicant designated by the CoC to collect and submit all the required CoC application information for all projects selected for CoC funding and apply for planning funds on behalf of the CoC. The Collaborative Applicant is also responsible for developing procedures to implement the policies established by the CoC Board. The Toledo Lucas County Homelessness Board serves as the Collaborative Applicant for the Home for Everyone CoC.

COC COMMITTEE

A standing group of CoC stakeholders, similar in composition and procedural action to the Home

for Everyone, responsible for the oversight and progress of a domain of the homelessness response system as recognized and delegated by the Home for Everyone CoC Board.

COC STAKEHOLDER

Any individual or representative of an entity who lives or works within the Home for Everyone Continuum of Care geographic area with a vested interest in ending homelessness.

COC SUBCOMMITTEE

A group of CoC stakeholders, reporting to a CoC Committee, charged with the development of community policies and practices relating to a defined scope of practice or specialization. Subcommittees may be created or disbanded as the needs of the Committees change.

COC PROGRAM

The HUD Continuum of Care program is designed to promote community-wide commitment to the goal of ending homelessness; provide funding for _____ to quickly rehouse homeless individuals and families; promote access to and affect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families. The Continuum of Care program is the principal focus of this Charter.

COC PROGRAM NOTICE OF FUNDING OPPORTUNITY COMPETITION

The competitive grant provided under 24 CFR 578 for which only the Collaborative Applicant of a CoC may apply. Eligible Components include Permanent Supportive Housing, Rapid Re-Housing, Transitional Housing, Joint Transitional and Rapid Re-Housing, Supportive Services Only, HMIS, CoC Planning, and Administration.

COC AND CONTINUUM

The group organized to carry out the responsibilities required under 24 CFR 578 and that is composed of representatives of organizations, including nonprofit homeless service 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 COC treats homelessness as an emergency to be responded to quickly and effectively. It consists of the local strategies and use of dedicated interventions, resources, services, facilities, and processes which ensures homelessness in Toledo is rare, brief, and nonrecurring.

EMERGENCY SOLUTIONS GRANTS (ESG)

The entitlement grant is provided under 24 CFR part 576 to metropolitan areas and counties to provide assistance to those experiencing homelessness. Eligible components include Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, HMIS, and Administration.

HOME FOR EVERYONE (CoC Membership)

The Home for Everyone CoC shall serve as the Continuum of Care membership and shall maintain all responsibilities as set forth in 24 CFR 578. Home for Everyone membership may

delegate certain CoC responsibilities to the CoC Board and/or TLCHB. Responsibilities include providing input, expertise, and recommendations to the CoC Board, TLCHB, and the TLCHB Executive Director regarding all matters relating to CoC responsibilities, policies, and procedures. CoC Membership meetings will be held at least quarterly.

HOME FOR EVERYONE BOARD (CoC Board)

The Home for Everyone membership shall elect from within its own membership a Board. The CoC Board may be delegated the responsibilities of the CoC by the CoC Membership and shall serve as a source of expertise and policy guidance for the CoC. Responsibilities include providing input, expertise, and recommendations to TLCHB and the TLCHB Executive Director regarding all matters relating to CoC responsibilities, policies, and procedures. CoC Board meetings will be held at least bimonthly.

HOMELESS CRISIS RESPONSE SYSTEM

The Homeless Crisis Response System consists of a wide continuum of services designed to identify individuals and families experiencing homelessness, meet their immediate needs for shelter and services, and ultimately re-house each household. These services and entities may be part of the formal continuum of care or consist of agencies and organizations which do not typically center around homelessness but may engage and impact the lives of those experiencing homelessness in Lucas County.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

The electronic database designated by the CoC to comply with the HMIS requirements prescribed by HUD. Data entered into the local database is used to report system-wide performance outcomes.

HOMELESS MANAGEMENT INFORMATION SYSTEM LEAD (HMIS LEAD)

The entity designated by the CoC to operate and facilitate the Continuum's HMIS database on its behalf. TLCHB serves as the HMIS Lead for OH-501 Toledo Lucas County CoC.

MISSION, PURPOSE, & AUTHORITY

VISION

A Lucas County where everyone has a safe, healthy, accessible, and affordable place that they are proud to call home.

MISSION

The Home for Everyone CoC is a stakeholder-led organization whose mission is to further collaboration and accelerate solutions to end homelessness in Lucas County, Ohio. This goal is achieved by fostering shared responsibility, collaborative planning, and aligning the stakeholders and resources essential to implementing the strategic priorities of our community plan to prevent and end homelessness.

VALUES

Dignity- Recognition of the worth and rights of all human persons is foundational to building a society rooted in the common good.

Inclusion- We maintain that no one is excluded from our mission and hold our community accountable for developing more accessible and welcoming initiatives for people experiencing homelessness.

Connection- We believe in the power and necessity of strong collaborations to achieve solutions both systemically and immediate.

Efficiency- We strive to remain proficient, effective, and innovative in our pursuit to serve our vision and mission through evidence-based practices.

PURPOSE

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. This Governance Charter (Charter) document summarizes the responsibilities and authorities for operation and governance of the Home for Everyone CoC under the HEARTH Act or any successor legislation. *24 CFR 578.1(a).*

COMMUNITY WIDE COMMITMENT

The Home for Everyone CoC is responsible for the activities and outcomes of the Homelessness Crisis Response System throughout Lucas County, Ohio. As the primary decision-making body for the CoC, the Home for Everyone Board is responsible for the progress of the mission through the coordinated delegation of tasks and efforts to appropriate CoC Committees and Subcommittees. *24 CFR 578.1(b)(1).*

LEAD AGENCY

The Home for Everyone CoC designates the Toledo Lucas County Homelessness Board (TLCHB) as the CoC Lead Agency, Collaborative Applicant, and HMIS Lead Agency for the Continuum. As such, TLCHB is charged by the CoC with coordinating, supporting, and facilitating the activities of the CoC. TLCHB shall enter into a Memorandum of Understanding with the CoC Board which details the specific duties and responsibilities of the CoC Lead Agency.

GEOGRAPHIC REPRESENTATION

The Home for Everyone Continuum of Care is composed of representatives from relevant organizations within its geographic area to carry out the duties and responsibilities of the CoC. Relevant organizations include nonprofit homeless assistance 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, and organizations that serve veterans and homeless and individuals with lived expertise of homelessness.

COVERAGE AREA

The CoC reaffirms its geographic area of responsibility and coverage annually during the Continuum of Care NOFO competition and the CoC Registration Process. Home for Everyone includes the entire geographic area of Lucas County, Ohio.

IMPACT AREAS: PARTNERSHIPS, COORDINATED ENTRY, & DATA

HUD developed the concept of the CoC in 1995 through its annual competition for homelessness assistance grants. The CoC was envisioned as a local network that plans and coordinates funding for services and housing to assist homeless individuals and families. Per *24 CFR 578.1(b)*, the CoC is designed to:

- Promote a community-wide commitment to the goal of ending homelessness.
- Provide funding for efforts for rapidly re-housing homeless individuals and families.
- Promote access to and effective use of mainstream programs.
- Optimize self-sufficiency among individuals and families experiencing homelessness.

I. Coordinated Entry System

The Home for Everyone CoC establishes a coordinated entry system that ensures equitable and standardized access, assessment, prioritization, and referrals to available resources.

II. Homeless Management Information System (HMIS)

The centralized database of homelessness activities, resources, and recordkeeping enables the community to identify system needs and gaps as well as most strategically invest limited resources and efforts.

III. Written Standards for Service Delivery

The established definitions and expectations for evidence-based homelessness interventions and services to ensure comparable services adhere to national best practices.

IV. Outcome Goals

Ensures that projects, regardless of funding sources, meet the community expectation for high performance and equitable outcomes.

V. Governance Structure

The CoC established framework for the identification, delegation, design, and implementation of activities, policies, processes, and collaboration to address system issues as identified in the strategic plan to end homelessness or as they arise

OVERVIEW OF RESPONSIBILITIES

The Home for Everyone CoC will complete the following activities to ensure the resources, activities, and coordination of the Homelessness Crisis Response System is organized and structured to achieve its goal of fulfilling the mission of the CoC to end homelessness in Toledo.

I. OPERATING A COC

The Home for Everyone CoC must maintain certain responsibilities as outlined in *24 CFR 578.7*.

1. Regular Meetings

Regular and consistent meetings between Home for Everyone CoC Members, providers, funders, stakeholders, and other representatives is critical to the function of the Homelessness Crisis Response System. To this end, the CoC will hold an all-stakeholder meeting, with published agendas, at least semiannually. CoC Membership may meet more frequently as needed. Other CoC Committees and Subcommittees will establish meeting schedules necessary to carry out their purpose and scope of work. *24 CFR 578.7(a)(1)*.

2. Invitation for New Members

Diverse representation and inclusion of additional and new stakeholders furthers the CoC goals the Home for Everyone CoC will issue a public invitation for new stakeholders from within partners with resources dedicated to those experiencing homelessness. The CoC Board shall review applications and recommend applicants for approval or disapproval to the Home for Everyone CoC. A total of 40 members plus the number required to attain three Lived Expertise seats are annually approved for participation.

On behalf of the CoC, TLCHB shall post on the TLCHB website by March 1 of each year that nominations for CoC Membership are open and send an email communicating the Home For Everyone CoC Membership Application and soliciting nominations to a wide array of community stakeholders. The nomination period shall remain open until the CoC Board meeting to be held in May/June annually. The CoC Board will consider nominations at the May/June meeting. The CoC Board must reach 2/3 majority when recommending new/replacement members for the CoC.

The CoC membership will then vote on the CoC Board recommendations at the Spring meeting

including all CoC members and stakeholders. The CoC must achieve consensus when adding new/replacement members as outlined above. *24 CFR 578.7(a)(2)*.

3. Board Selection

Home For Everyone CoC shall adopt the Board Selection Policy to ensure the Home for Everyone Board is composed of representatives of diverse backgrounds, lived expertise of homelessness, and expertise across the Homelessness Crisis Response System. The Board is formed with representatives from the CoC membership. The CoC Board shall serve as the Executive Committee. The Chair of both the CoC and CoC Board is elected from the membership of the CoC Board by a majority of the CoC Board members at the June meeting, taking effect July 1 for the following two fiscal years. The CoC will review, update, and approve the selection process at least once every five years. The CoC board must meet all requirements as specified in 24 CFR part 578.5(b). *24 CFR 578.7(a)(3)*.

4. Additional Committees

The Home for Everyone CoC Board appoints CoC members to serve on additional committees, subcommittees, or subcommittees composed of CoC stakeholders and experts to complete the work of Home for Everyone. These groups must operate in accordance with the CoC Rules of Governance. *24 CFR 578.7(a)(4)*.

5. Governance Charter

In consultation with the collaborative applicant and the HMIS Lead, the Home for Everyone CoC will adopt and follow, and update annually this Governance Charter to include all procedures and policies needed to comply with 24 CFR part 578.5(b) and with HMIS requirements as prescribed by HUD. The Home for Everyone CoC will also develop, follow, and update annually a Conflict of Interest and recusal process for the board, its chair(s), and any person acting on behalf of the board. *24 CFR 578.7(a)(5)*.

6. Monitoring

For CoC Program and ESG Program recipients, the CoC Board, Lead Agency, and relevant committees shall establish performance targets appropriate for the population and program type. The CoC Board, Lead Agency, and relevant committees shall also establish a consistent and transparent process to monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers. In consultation with the Collaborative Applicant, the CoC Board will identify recipient projects that require remedial action and will make recommendations to the CoC Membership for approval. Program recipients or subrecipients are responsible for conducting regular self-monitoring for project operations and financial operations, preparing for HUD Field Office monitoring visits and/or desk audits, participate in HUD Field Office monitoring visits and/or desk audits, and communicate with the HUD Field Office and Collaborative Applicant regarding follow up. The Collaborative Applicant shall be available to provide basic technical assistance to CoC and ESG-funded projects, as well as monitor performance outcomes of CoC and ESG-funded projects. The HUD Field Office is responsible for conducting risk assessments to determine monitoring priority, prepare for monitoring visits, communicate with recipients and Collaborative Applicant regarding upcoming monitoring visits, and prepare the monitoring report and conducting follow-up on corrective action. *24 CFR 578.7(a)(6)*.

7. Evaluation

To ensure that the homelessness interventions utilized by the Homelessness Crisis Response System are tailored to the unique influences and conditions of the community, the Home for Everyone CoC will establish performance targets as appropriate for subpopulations and homelessness intervention program types in consultation with recipients and subrecipients. The establishment of consistent definitions for homelessness intervention program types enable consistency in service delivery and system outcomes. CoC and ESG recipients are required to report outcomes through SAGE and the Collaborative Applicant is responsible for monitoring uploads for reporting outcomes. *24 CFR 578.7(a)(7)*.

8. Coordinated Entry System

The Home for Everyone CoC will establish and operate a coordinated entry system, in consultation with Emergency Solutions Grant and other program recipients, in compliance with the Coordinated Entry System Written Policies and Procedures. The coordinated entry system must ensure equitable access, assessment, prioritization, and referrals for individuals experiencing homelessness and seeking resources. *24 CFR 578.7(a)(8)*.

9. Written Standards for Service Delivery

The Home for Everyone CoC will establish and consistently follow written standards for service delivery by project type, in consultation with the recipients of Emergency Solutions Grants program funds. The Home for Everyone CoC has developed and adopted Written Standards for Service Delivery. *24 CFR 578.7(a)(9)*.

II. COC PROGRAM AND PLANNING OBLIGATIONS

The CoC is responsible for coordinating the implementation of a housing and service system to prevent and end homelessness within its geographic area. This responsibility includes:

1. System Coordination

In consultation with the Lead Agency, the CoC Board shall develop and maintain a strategic plan that includes coordinating the implementation of the Homelessness Crisis Response System providing housing and service systems within its geographic area that meets the needs of the homeless individuals and families. At a minimum, such a system encompasses the following: outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies. *24 CFR 578.7(c)(1)*.

2. Point in Time (PIT) Count

Home for Everyone CoC will annually conduct a Point-In-Time (PIT) Count of persons experiencing homelessness within the geographic area. This count will include all persons living in a place not designed or ordinarily used as regular sleeping accommodation for humans, as well as persons living in emergency shelter and transitional housing projects. *24 CFR 578.7(c)(2)*.

3. Annual Gaps Analysis

In conjunction with the annual update to the strategic plan to end homelessness, TLCHB will conduct a gaps analysis of the homeless needs and services available within the geographic area. This annual Needs and Gaps report will include various analyses of system performance and outcomes in the preceding year to highlight how well the system is doing in

...serving people’s needs and to make recommendations about system improvement. The report will also be used to inform funding priorities. *24 CFR 578.7(c)(3)*.

4. Consolidated Planning

The coordination, planning, and alignment of efforts to end homelessness across the geographic area is critical to achieving the goal of ending homelessness for the community. To this end, the Collaborative Applicant, on behalf of the CoC Board, actively participates in the development and ensuring accuracy of regional Consolidated Plans and Action Plans for the City of Toledo and Lucas County, Ohio. *24 CFR 578.7(c)(4)*.

5. ESG Consultation

Recognizing that the Emergency Solution Grant provided funding for critical activities and crisis services for those experiencing homelessness, the Collaborative Applicant, on behalf of Home for Everyone CoC, consults with the state and local ESG recipients within the CoC geographic area for the planning and allocation of funds. The Home for Everyone CoC also establishes and supports the shared performance outcomes and monitoring of ESG program recipients and subrecipients. *24 CFR 578.7(c)(5)*.

III. DESIGNATING AND OPERATING HMIS

The Home for Everyone CoC Board will designate a single Homelessness Management Information System (HMIS) for the CoC and identify an eligible recipient to fulfill the requirement of the HMIS, including the selection of an HMIS vendor, providing HMIS technical assistance and training, ensuring all HUD required reports are submitted, and maintaining the integrity of data quality. The HMIS Lead Agency ensures all requirements are met to fulfill its responsibilities as outlined in the HMIS Policy and Procedures, the HMIS Governance Charter, and other local policies adopted and approved by the Home for Everyone CoC. The Toledo Lucas County Homelessness Board (TLCHB) has been designated to fulfill the responsibilities of the HMIS Lead for the community. *24 CFR 578.7(b)*.

IV. DESIGNATING THE COLLABORATIVE APPLICANT AND COC PROGRAM PLANNING FUNDS

The Continuum of Care Program NOFO requires the selection of an eligible recipient to complete the requirements of the CoC Program NOFO, including the completion of the Consolidated Application detailing the communities’ accomplishments and efforts to end homelessness in the community, the Priority Listing detailing funding recommendations for CoC Program funds, and the completion of the CoC Planning Grant.

The Toledo Lucas County Homelessness Board (TLCHB) is the designated Collaborative Applicant for CoC. The Home for Everyone CoC Board maintains its responsibility to approve content and submission of the Consolidated Application, Priority Listing, and CoC Planning Grant. *24 CFR 578.9*.

GOVERNANCE STRUCTURE

Home For Everyone CoC designates the Home for Everyone CoC Board as the CoC Board and primary decision-making body for the geographic area, responsible for achieving the goals and objectives of the community to create and manage the system to prevent and end homelessness. The Home for Everyone CoC Board will establish and maintain the strategic vision of the CoC and strive to executively delegate tasks, efforts, and actions to ensure the progress of the mission. Home for Everyone CoC Board will utilize the CoC Governance structure of Committees and Subcommittees to further and align the work of the CoC.

HOME FOR EVERYONE REQUIREMENTS

I. Home for Everyone CoC Representation

CoC Membership must be comprised of representatives of relevant organizations and projects serving those experiencing homeless including subpopulation, persons with substance use disorders; persons with HIV/AIDS; veterans; persons experiencing chronic homelessness; families with children; unaccompanied youth; persons with persistent mental health issues; victims of domestic violence, sexual assault, and stalking. One Home for Everyone member may represent the interests of more than one homeless subpopulation, and the Home for Everyone must attempt to ensure a diverse representation of stakeholders to efficiently achieve its responsibilities.

II. Lived Expertise Representation on the Home for Everyone CoC Board

The CoC Board must meet the minimum requirements outlined in the Board Selection Policy. That is, the Home for Everyone Board will have a minimum of three (3) dedicated seats that are reserved for community advocates who identify as people with lived expertise of homelessness.

III. Equitable Representation

The local Homelessness Crisis Response System is dedicated to equity and building a CoC that is representative of Lucas County communities, providers, and stakeholders within the Homelessness Crisis Response System; and most importantly, the individuals and families experiencing homelessness. To this end, CoC Membership and CoC Board Membership should strive to be reflective of the population experiencing homelessness in Lucas County.

IV. Home For Everyone CoC Board Selection Policy

Please see the separate Home for Everyone CoC Board Selection Policy document in Appendix A.

V. Home for Everyone Officers

The Home for Everyone Board will select a Chair and Vice Chair, as outlined in the Home for Everyone CoC Board Selection Policy. The Home for Everyone Officers, supported by the Lead Agency, are responsible for Home for Everyone meeting agendas, facilitating Home for Everyone meetings, and calling for votes regarding action items identified in the Home for Everyone Agenda.

VI. Roadmap

The Home for Everyone CoC Board will annually develop and adopt a work plan, the Roadmap, to outline the CoC's main goals and define key strategies, objectives, partnerships, expected outcomes, and action items to make progress on each of these goals, informed by the mission of the CoC. The

Roadmap identifies the delegated authority to the Committees to establish and enact the system policies and processes necessary for system advancement as identified by the Home for Everyone CoC Board, as well as the expected deliverables timeline, and project updates quarterly. The Home for Everyone CoC Roadmap must establish Continuum-wide system priorities and oversee the efforts of the entire CoC Governance Structure. The Home for Everyone Roadmap shall be approved annually by the CoC Membership.

VII. Conflict of Interest

All members of the Home for Everyone CoC and the Home for Everyone CoC Board shall abide by the Conflict of Interest guidelines provided in 24 CFR 578.95 Conflicts of Interest. All members of the Home for Everyone CoC Board shall sign a Conflict of Interest statement at the beginning of their membership. Members must act in accordance with the conflicts of interest requirements at 24 CFR §578.95(b). No member may participate in or influence discussions or resulting decisions concerning the award of a grant, contract, or other financial benefit to the organization that the board limited to the organization that appointed the member, an organization that employs the member or an organization with which the member has a financial or oversight interest. Members who find themselves faced with a potential conflict between their business, organizational or private interests and their Home for Everyone CoC responsibilities shall avoid conflict of interest during the decision-making process by following these steps:

- a) Disclose any actual or potential conflicts of interest in advance of the meeting.
- b) Publicly disclose conflicts of interest at relevant TLCHB meetings.
- c) Recuse himself or herself at any time from involvement in any decision or discussion in which they believe he or she may have a conflict of interest.

The Home for Everyone CoC Board may compose, review, revise, implement, and uphold conflict of interest policies and procedures. The Home for Everyone CoC Conflict of Interest, Recusal, and Other Ethical Matters Policies and Procedures can be found in Appendix B of this document.

IV. Parliamentary Procedure

The rules contained in the current edition of the organization in all cases to which they are applicable and in which they are not inconsistent with this Charter or standing rules of the organization.

COC COMMITTEES AND SUBCOMMITTEES

Home for Everyone CoC will utilize Committees and Subcommittees to fulfill the responsibilities of the CoC, achieve the objectives of the Roadmap, develop and adopt system policies and processes, and align the work of the Homelessness Crisis Response System. In addition, Affinity Groups may be created by CoC stakeholders to contribute to the work of the Homelessness Crisis Response System but are not recognized as decision-making bodies of the CoC.

I. CoC Committees

a. Committee Creation

The Home for Everyone CoC Board authorizes the creation and scope of work of all Committees as system needs are identified. The Home for Everyone Board will delegate issues and responsibilities to existing Committees when possible and actively work to limit the number of Committees acting within the Governance structure to ensure streamlined delegation of work and minimize duplication of work.

b. Purpose and Responsibilities

The Home for Everyone CoC will utilize Committees to meet the needs of the Homelessness Crisis Response System to track system progress, address system needs and gaps, and update and adopt critical system policies and procedures.

c. Committee Composition

Each Committee will be composed of no fewer than 5 voting members and no greater than 9 voting members. A Committee will not contain two or more voting members from the same agency or designee shall serve to support and convene all CoC committees, subcommittees, or work groups, but will not be a voting member.

d. Selection Process

Home for Everyone CoC Committee members will serve 2-year terms, with the option for a third year. No Committee members may serve for more than 6-years consecutively, with the exception of the lived expertise representation. Vacant Committee seats will be publicly posted for at least the interim of two (2) Home for Everyone Board meetings. Applicants will be appointed to vacant seats by a majority vote of the Committee members, with terms ending the last calendar meeting of the year their term expires.

e. Committee Leadership Officials

Committees will identify a Chair and Co-Chair to fulfill the responsibilities of Committee Officers. Each officer will serve a 2-year term, with the Vice Chair elevated to the Chair position at the end of a majority vote of Committee members when the position is vacant.

f. Work Plan Development

Annually, Committees must develop a Work Plan to identify main goals and define key strategies, objectives, partnerships, expected outcomes, and action items to make progress on each of these goals as delegated to the Committee by the Home for Everyone Roadmap. The Roadmap identifies

the delegated authority to the Committees to establish and enact the system policies and processes necessary for system advancement as identified by the Home for Everyone CoC Board, as well as the expected deliverables, timeline, and project updates quarterly. The Work Plan must be approved by the Home for Everyone CoC Board. Committees will report at least quarterly to the Home for Everyone CoC Board with progress on Work Plans and updated timelines for completion in the format designated by the CoC Board. Any changes to the authority, purpose, roles, responsibilities, etc., of a Committee must be authorized by the Home for Everyone CoC Board. Changes to Subcommittee purposes, delegated authority, scopes of work, or tasks must be approved by a majority vote of the Committee, and the Home for Everyone CoC Board should be informed at the next quarterly report.

II. CoC Subcommittees

a. Purpose

Subcommittees provide forums for topical subject-matter experts to work together to collaborate, discuss issues, and implement system strategies for substantive issues. They will be tasked by their corresponding oversight committees to discuss and provide recommendations, through consensus decision-making, to the committees for decisions.

b. Subcommittee Creation

Subcommittees will be created and approved by Committees as necessary to achieve the for Subcommittee creation consideration. The Committee Work Plan will identify each Subcommittee, purpose, and delegated decision-making authority, if any.

c. Subcommittee Decision Making Structure

Subcommittees will strive to achieve 2/3 majority on items and policies appointed to the Subcommittee by its oversight committee. No subcommittees will be allowed to approve or enact systemic policy changes and could be empowered by their committee to approve and enact operational changes as limited by the Committee Work Plan.

COC RULES OF GOVERNANCE

I. Home for Everyone & Committee Meeting Quorum & Voting

A number equal to a majority of the Home for Everyone Board, Home for Everyone Membership, or a Committee/Subcommittee will constitute a quorum for the transaction of business decisions at any meeting. Appointed delegates of voting members count towards a meeting quorum. All CoC, CoC Board, and CoC Committee meetings may be conducted by teleconference or videoconference.

At all meetings, business items should be decided by arriving at a 2/3 majority vote. Votes will be by voice or ballot at the will of the majority of the voting members in attendance at a meeting with a quorum represented or at the desire of the Chair. Each representative seat will have one vote. No Home for Everyone or Committee member shall vote on any item that presents a real or perceived conflict of interest.

II. Code of Conduct

Home for Everyone CoC business will be conducted in a manner that reflects the highest standards and in accordance with federal, state, and local laws and regulations. Home for Everyone members will act in accordance with and maintain the highest standards of professional integrity, impartiality, diligence, creativity, and productivity. Home For Everyone CoC members shall not derive a personal or professional profit or gain, directly or indirectly, due to participation with the Home for Everyone CoC.

III. Meeting Frequency

Home for Everyone CoC Membership will meet at least semi-annually but may elect to meet more frequently as needed. The Home for Everyone CoC Board shall meet at least six (6) times during a 12-month period. The Home for Everyone CoC Board may meet more frequently as needed. The Home for Everyone Board Chair shall provide 10 days' notice prior to convening a Home for Everyone Board or Membership meeting.

Committee and subcommittee leadership will determine the frequency of committee meetings with the approval of committee members.

The Home for Everyone CoC Board and its Committees shall take all reasonable and practical steps to keep CoC stakeholders informed about their activities.

A calendar of scheduled Home for Everyone CoC Board, Membership, and Committee meetings will be posted on the CoC and/or TLCHB website. Meetings will be held in accessible and convenient locations. While in-person attendance is generally encouraged for all meetings, meetings may occur using remote access technology or be in-person. In-person meetings should also include a remote access option or provide an opportunity to participate in work through written feedback before and/or after meetings.

IV. Meeting Agendas, Motions, Motion Amendments, and Minutes

The Home for Everyone CoC Board Chair will disseminate agendas, materials and any known resolutions requiring a vote at least three (3) days in advance of scheduled meetings. Home for Everyone members will use their best efforts to propose to the Home for Everyone CoC Board Chair in writing any desired changes to the agendas or motions. Home for Everyone CoC Board Chair, or their designee, will disseminate agendas quarterly along with draft minutes of the previous meeting at least 30 days prior to scheduled meetings. Disseminate means emailing to members of Home for Everyone CoC and/or Committee and posting on the TLCHB/CoC website.

Committees will post upcoming meeting dates to the Lead Agency website and disseminate agendas and resolutions requiring a vote at least three (3) days in advance of scheduled meetings. The Committees will disseminate draft minutes of the meeting within thirty (30) days of the completion of the meeting.

V. Open Meetings

Attendance at meetings of the Home for Everyone CoC Board, Home for Everyone CoC Membership, and Committee meetings will be open to any interested person to observe.

VI. Notice of Meeting

The calendar of scheduled meetings of the Home for Everyone CoC and Home for Everyone CoC Board meetings will be posted on the CoC website. Special meetings may be called in situations when the Home for Everyone CoC or Home for Everyone CoC Board must vote on decisions that need to be made outside of the regular meeting schedule. When such a meeting is called, a meeting notice will be sent out to the full CoC email list at least twenty-four (24) hours in advance. Special meetings for committees may be scheduled as agreed upon by the majority of the committee members.

VII. Action without Meeting

The Home for Everyone CoC, CoC Board, or Committee/Subcommittee may act without a meeting, provided:

- The action is within its authority.
- It is approved via email or conference call or letter when email is unavailable;
- It is approved by a 2/3 majority of all then-seated Home For Everyone CoC Board or Committee members who are entitled to vote on the matter and meet quorum requirements; and Home For Everyone CoC Board or Committee explains the urgency of acting without a meeting.

VIII. Meeting Attendance

Home for Everyone CoC Members will be expected to attend regularly scheduled and special meetings as part of their service; however, in the event of unavoidable absence members may select a Delegate to attend meetings in the members' stead. Home for Everyone CoC members must inform the Home for Everyone CoC Board Chair and Vice Chair in writing of the designated Delegate at least three (3) days before the meeting. Committee members will be expected to attend scheduled meetings. Home for Everyone CoC members may be removed by a majority vote of the Home for Everyone Board due to repeated absence. Likewise, a Committee member may be removed by a majority vote of the Committee for repeated absence.

APPENDIX A: HOME FOR EVERYONE BOARD SELECTION POLICY

Home for Everyone Board Selection Policy:

The Home for Everyone Continuum of Care must establish a Governing Board to act on behalf of the homeless crisis response system and its stakeholders.¹ Home for Everyone Continuum of Care (HFE CoC) is the chosen name of the OH-501 Toledo Lucas County Continuum of Care and the Home for Everyone HFE Board (HFE Board) is the OH-501 Toledo Lucas County HFE Board and primary decision-making body for the Toledo/Lucas County homeless crisis response system. The HFE Board represents diverse stakeholders throughout Lucas County by leading a coordinated response to end homelessness and using stakeholder input to inform policies and decisions across

HFE CoC fulfills the responsibilities of the Continuum of Care Program as assigned in 24 CFR 578 and as outlined in the HFE CoC Governance Charter. The HFE Board must be representative of the relevant stakeholders interested in preventing and ending homelessness within the geographic area and include at least three persons with lived expertise of homelessness.

The HFE CoC will follow the written process outlined in the HFE Board Selection Policy to select HFE Board members and will ensure that the recruitment process meets the needs and guidelines outlined throughout the policy.

Guidelines and Practices: Membership Structure

The HFE Board Selection Policy will be reviewed, updated, and approved at least once every five years in accordance with the Home for Everyone Governance Charter and other local guidance (See section - Continuous Quality Improvement Expectations). As outlined in the policy, the HFE Board will be composed of no fewer than thirteen (13) and no more than fifteen (15) voting members - always maintaining an odd number. These voting members will represent or have expert knowledge in relevant membership categories.

Additional requirements of the HFE Board structure include:

- People who have first-hand expertise of the experience of homelessness are intimately familiar with many of the issues within and beyond the homeless crisis response system and hold valuable insights and knowledge on how to tailor local solutions. The following guidelines have been established to ensure the selection process meets local needs:
 - The HFE Board will have a minimum of three (3) dedicated seats reserved for community members who identify as people with lived expertise of homelessness. The HFE Board will strive to recruit individuals to participate beyond the minimum.
- The Toledo/Lucas County homeless crisis response system is dedicated to racial equity and building a HFE Board that is representative of the Toledo/Lucas County community, providers, and stakeholders within the homeless crisis response system; and, most importantly, the individuals and families experiencing homelessness. The

following guidelines have been established to ensure the Board selection process meets local needs:

- ◎ Active recruitment of new Board members will be used to achieve one-third (5 out of 15 seats) representation on the HFE Board with people who identify as non-white and/or Hispanic. However, if after active recruitment the slate of qualified applicants that applied for vacant positions does not represent the one-third requirement, the HFE Board can present the slate to the Home for Everyone Membership Meeting for the election process as not meeting HFE Board benchmarks. If this occurs, the HFE Board must also present a performance improvement memo outlining strategies and actions that will be taken to ensure the HFE Board will meet benchmarks for a diverse and qualified membership.
- ◎ The application and selection process will be developed, evaluated, and revised based on continuous quality improvement initiatives to ensure that the HFE Board meets the one-third requirement. Instead of relying on current members' existing personal and professional networks as a source of recruitment for vacant seats, which limits the diversity and experiences of the pool of candidates, the recruitment and application process will be well advertised and publicly posted.
- Applications to fill an elected seat on the HFE Board will be open to any community member who meets the goals and qualifications of the vacant seat. The HFE Board may approve by a majority vote to extend the application period and may establish additional application guidelines, at its discretion, to ensure that membership includes the racial and cultural diversity needed to effectively service the shared vision of ending homelessness in Toledo/Lucas County.
- An important step in creating a more equitable homeless crisis response system through the HFE Board is by promoting retention and ensuring that HFE Board members feel acknowledged for their unique contributions in ways that resonate with them. The HFE Board will ensure that members are committed to successfully integrating diversity, equity, and inclusion into the governance operations, strategies, and practices. To be successful in demonstrating a positive cycle of empowerment and visibility, building an inclusive environment requires ongoing work and practice. While there are some strategies that will result in quick wins, ensuring the leadership and governance of the homeless crisis response system is a place for authentic, inclusive, and equitable engagement will take time, and will be work that is always evolving.
- The HFE Board composition must be composed of members who can represent the unique needs of vulnerable subpopulations. Representation can be in the form of individual knowledge or experiences and/or agency affiliation and service provisions.

No more than one staff person and/or Board Member of a single agency/organization may be an Elected Member of the HFE Board, excluding persons who are elected under the “homeless or formerly homeless” HFE Board seat.

- The selection process leading up to endorse the slate of candidates to be elected must incorporate a process to ensure all relevant subpopulations are represented to the maximum extent possible and include looking at the candidate qualifications of persons who are serving in appointed seats.
- The application and scoring criteria used to evaluate candidates must incorporate an approach based on the combined scoring of the candidate’s ability to represent each seat an application is submitted for and the candidate’s ability to increase the diverse range of knowledge, skills, and experiences within the existing HFE Board membership. This includes ensuring that the application allows candidates to select multiple areas of representation and using a matrix to evaluate gaps in representation.

HFE Board Composition:

The HFE Board slate consists of the following 2 types of seat designations:

Appointed Seat	There are no term limits for the 5 (five) Appointed seats.
Elected Seats	HFE Board members serving in the five (5) to seven (7) At-Large Elected Seats may select to serve either 2- or 3-year terms. Additionally, three (3) Lived Expertise Elected Seats will be prioritized for individuals with lived expertise and may select to serve either 2 or 3-year terms. Candidates who fill elected seats are selected through the application process. The current HFE Board members will evaluate and score candidates applying to fill vacant seats. Once the HFE Board has selected the candidates using the scoring criteria, they will approve the slate and list of endorsed candidates before announcing the slate to be elected. The candidates selected and endorsed by the HFE Board will be presented to the Home for Everyone CoC Membership. The endorsed candidates will be approved and formally elected by a consensus vote at the Annual meetings.

HFE Board Seat Category	Number/ Seat Types	Seat Terms
Local Government 1. Lucas County Board of Commissioners 2. City of Toledo Mayor	2 Appointed Seats	No term Limit
Public Housing Authority: 1. Lucas Metropolitan Housing	1 Appointed Seat	No Term Limit
Lucas County Mental Health and Recovery Services Board	1 Appointed Seat	No Term Limit
Toledo Public Schools	1 Appointed Seat	No Term Limit
Home For Everyone Members representing Relevant and Diverse Stakeholders within the CoC and Homeless Crisis Response System To ensure maximum representation, these seats prioritize candidates that appropriately represent the services provided within the CoC and increase diverse stakeholder representation.	5-7 Elected Seats (Board membership must equal an odd number)	2-year min to 3- year max
Persons with Lived Expertise of Homelessness 1. These members may represent one or more of the required categories within the HFE Board	3 Elected Seats	2-year min to 3- year max

HFE Board Selection and Election

The process to recruit and select the persons serving on the HFE Board will be transparent, inclusive, and democratic in nature. The HFE Board will be responsible for selecting and endorsing candidates that will be presented to full membership for election using the approved and adopted policies. Once final candidates have been identified, the HFE Board will present the slate of candidates during the HFE CoC Annual Meeting to elect new and ongoing HFE Board members.

The candidate evaluation and selection process will consider the extent to which each candidate is diverse in representation related to - geographic balance, representation of vulnerable subpopulations, racial equity experiences/expertise, and other knowledge and skills beneficial in supporting the HFE Board members achieve their purpose in serving the homeless crisis response system as well as the availability of positions within the HFE Board Seat Categories. Elections for available seats on the HFE Board shall be held at least annually.

- The HFE Board will ensure that all policies and procedures align with the Home for Everyone CoC Governance Charter and other regulations and requirements.
- The HFE Board will use the Selection Policy and accompanying documents to recruit new members when applicable.
- TLCHB will compile all candidate applications and enter information into the HFE Board Matrix as developed by the HFE Board.
- Elected seats that are vacant should be filled by evaluating candidates using information obtained from completed applications and the HFE Board Matrix to ensure the process considers how each candidate brings diverse representation and skillsets. The HFE Board will identify the candidates who, on paper, best meet the HFE Board's board qualifications and recruitment priorities using the combined documents - Application, Matrix, and Scoring Rubric.

- Based on the contents of each application and the completion of the HFE Board Matrix, candidates will be scored by the current HFE Board members using the Scoring Rubric. The HFE Board will select the candidates for each seat with the highest score and present an endorsed candidate list to be elected by all stakeholders.
- Once each vacant seat has an endorsed candidate identified, the HFE Board will present the slate to the homeless crisis response system stakeholders during an Annual Meeting (as outlined in the Governance Charter). The membership will approve the proposed slated members by a consensus vote to complete the election process. Home For Everyone will strive for unanimity, but if unanimous approval cannot be obtained, a 2/3 vote will be required to seat new/incumbent Board members.

The election process for vacant seats and the approval of the full HFE Board Slate (inclusive of all seats) all seats shall be held annually. The purpose of the annual election process is to:

1. Allow membership to review and approve the HFE Board members who will continue to serve in both appointed and elected seats throughout the year.
2. Allow membership to review and approve new candidates being endorsed to serve on the HFE Board.
3. To introduce each person who is serving on the HFE Board as a point of contact for the seat they will represent once elected and other areas of expertise that qualify them to help lead planning initiatives and system change needed within the homeless crisis response system.
4. Demonstrate responsibility to make sure that established procedures are transparent and respected.
5. Maintain ongoing communication and dialogue through disclosure of information about HFE Board members, including their qualifications, the selection process, and the process for recruiting future seat vacancies through recruitment initiatives.

HFE Board Application

The solicitation to request candidate applications to serve on HFE Board will occur 30 days prior to each election in which HFE Board vacant seats are identified. TLCHB, on behalf of the HFE Board, shall publicly announce and post all application materials on the TLCHB/CoC website by March 1 of each calendar year. The announcement will outline vacant seats, the seat criteria, position expectations, application materials, and the evaluation timeline.

All persons interested in serving on an elected seat of the HFE Board must complete an HFE Board Application. The Application must be submitted to TLCHB and follow the application instructions. All applications will be compiled and presented to the HFE Board for consideration.

TLCHB will provide administrative support in ensuring that the Application form is aligned with the information needed to select candidates based on the HFE Board Matrix. The Matrix will examine candidates applying for seats and the current HFE Board representatives in the following self-disclosed domains: racial, ethnic, cultural diversity, representation of vulnerable subpopulations within the local homeless crisis response system, leadership qualities and styles, and system design expertise. Ideal applicants will be leaders, local champions, and influential stakeholders dedicated to the mission of ending homelessness in the community through the alignment of resources, efforts, and expertise.

If a single qualified applicant is not identified through the evaluation and scoring process to fill a vacant seat, the HFE Board members must assess all other available candidates and determine if any other candidate is able and qualified to serve in the vacant seat. HFE Board members will use the Application Scoring Rubric to rate the applications based on their ability to meet the needs of the HFE Board membership and group composition. Once all HFE Board members have evaluated and scored the candidates, the final scores will be combined to identify the highest-scoring candidate for each vacant seat. HFE Board members who are applying for another term or vacant seat may not score their own application and the total score will be weighted. The HFE Board will use the total scores for each vacant seat to identify the candidates to be endorsed by the HFE Board for election.

HFE Board Terms and Vacancies:

Members are expected to fulfill the responsibilities of the HFE Board throughout the duration of their term. Elected positions can select either a 2-year term or a 3-year term and must at least commit to a minimum of 2 years. Currently, elected HFE Board members can be endorsed for an additional three-year term (for a total of six years). After a hiatus of at least one term, former members are again eligible for HFE Board service. Term limits and any additional expectations must follow any requirements outlined in the Governance Charter.

HFE Board service is defined as either two-year or three-year terms beginning on July 1 of the calendar year.

Frequent vacancies or changes in representation impact the HFE CoC Board's ability to lead the CoC and engage in planning and decision-making activities needed to move the community forward.

Vacancies could occur for the following reasons:

1. Representative reaches term limit.
2. Representative resigns from the appointed organization.
3. Representative serving in an elected seat resigns before the term limit is reached.
4. Representative does not meet or is unable to meet the HFE Board responsibilities.

In such instances of resignation or removal, the HFE Board members may appoint another representative to fill the unexpired term temporarily by either opening the application process or by appointing a previous applicant who meets the need of the vacant seat and any other HFE Board composition requirements (identified by evaluating gaps in representation using the Matrix). The HFE Board must ensure the new temporary appointment maintains the role and purpose of the vacant seat, the lived expertise of homelessness, and the racial and ethnic diversity requirements for the HFE Board composition. The appointed applicant will continue to serve in a temporary capacity and must be endorsed and elected during the next Annual Meeting, at which point, their term begins.

Resignation and Removal of HFE Board Members:

HFE Board members may resign at any time by giving oral or written notice to the Chair and Vice Chair. If the person who is resigning serves in an appointed seat, that member may suggest another person fill the seat from which the member is resigning, and the HFE Board will vote on whether HFE Board membership can be determined by a two-thirds vote of the remaining HFE Board members when necessary. Reasons for which removal may be necessary could consist of repeated absences, violation of the HFE Board Code of Conduct, violation of the Conflict-of-Interest

Policy, or if the individual does not fulfill the responsibilities of an HFE Board member. A vote on terminating the member can only be taken when there has been advance notice of this vote of at least 5 days sent to all HFE Board members.

If an appointed seat, the CoC Board will recommend that the appointing authority remove/replace the current appointed representative.

Chair and Vice Chair Selection:

Strong leadership is essential to ensure the HFE Board can provide effective high-level oversight and direction-setting for the homeless crisis response system. The HFE Board will utilize an officer structure of electing a Chair and Vice-Chair with set term limits. To bolster the strength of this structure, the HFE Board will consciously and deliberately identify and invest in future officers to ensure they build the credentials, confidence, interest, and knowledge they will need to lead.

The HFE Board will vote to elect officers - a Chair and Vice Chair. The Chair will serve as Chair for a one-year term, and the Vice Chair will be elevated to the Chair subsequently. The Vice Chair will be elected to office by a majority vote of the HFE Board members present at a meeting in which a quorum has been established. This process is to help the HFE Board maintain a strong sense of continuity of leadership and increase the alignment of previous work with new work in the ongoing development of action plans and community priorities. If the Chair must step down before the end of the term, the Vice Chair will act as the Chair for the remainder of the term. If at any time, the Vice Chair seat is vacated, the Council can elect a new Vice Chair by a majority vote.

HFE Board Seat Representation

Roles and Responsibilities of Seats:

HFE Board members should be **leaders, local champions, and influential stakeholders** in the community’s efforts to end homelessness. Recruiting people who are comfortable making difficult decisions and have authority in their respective fields bolsters the homeless crisis response system’s ability to achieve real change through the alignment of resources dedicated to those experiencing homelessness efforts to support this population, or expertise or knowledge to increase equity and influence in the homelessness response system.

The HFE Board translates strategic plans for the homeless crisis response system into a set of concrete goals for the HFE Board and committees; including timelines and required staff/stakeholder support.

The HFE Board evaluates its performance against the goals and uses the lessons learned to develop plans to improve system effectiveness.

Category	Role and Responsibilities of Seats
<p>1. Local Government - Lucas County Representative (Appointed)</p>	<p>Candidates who qualify to serve in this seat must be a Lucas County government employee or another type of formal role allowing them to be representative of the county. This position will facilitate the alignment of efforts to end homelessness</p>

	<p>between the county and the larger homeless crisis response system. This could include someone who is knowledgeable surrounding federal funding resources received by the county, county consolidated/action planning process, or public housing resources that the county oversees.</p>
<p>2. Local Government City of Toledo Representative (Appointed)</p>	<p>Candidate must be an employee or other representative of the City of Toledo. This role is vital in coordinating a community-wide response and acts as the liaison between all City of Toledo departments. This position integrates the work being done across all city departments with the larger homeless crisis response system planning and coordination.</p>
<p>3. Mental Health and Recovery Services Board (Appointed)</p>	<p>Candidate must be an employee or other representative of the Mental Health and Recovery Services Board. Facilitate system integration in Action Plan, act as a liaison, and ensure governance integration of mental health and substance abuse. Ensure Mental Health and/or substance abuse resources and/or efforts to support those experiencing homelessness are aligned and complement systems. Understand necessary partnerships that are important and contribute to the goal of ending homelessness. Strive to be a subject matter expert in local areas that impact homelessness.</p>
<p>Public Housing Authority Representative: Lucas Metropolitan Housing (Appointed)</p>	<p>Candidate must be an employee of a local Public Housing Authority. Tasked with the management and operations of public housing programs for low-income families, the elderly, and persons with disabilities, representatives of area Public Housing Authorities must ensure coordination between PHAs and the CoC. The appointed representative must work to ensure the PHA's Administrative Plan, ACOP, and strategic action plan are complementary and that resources allocated for homelessness are utilized in a coordinated fashion.</p>
<p>Education/McKinney Vento Liaison: Toledo Public Schools</p>	<p>Under the McKinney-Vento Act, every local educational agency is required to</p>

(Appointed)	designate a liaison for homeless children and youth. The local educational agency liaison coordinates services to ensure that homeless children and youths enroll in school and can succeed academically.
Homeless crisis response system providers and Other Continuum Stakeholders (Elected)	<p>The homeless crisis response system Provider Representatives are responsible for ensuring alignment between system design and operationalization between planning efforts and execution. By highlighting the concerns and efforts of direct service providers, these representatives ensure high-performing service delivery.</p> <p>These seats may be comprised of:</p> <ul style="list-style-type: none"> ○ Agencies that operate a federally funded project dedicated to homelessness (e.g., CoC, ESG, HOPWA). Provide insight into federal regulations that impact homelessness and how agencies and services operate based on federal funding. Knowledge of government plans, reports, and resources used to strategically end homelessness through federal resources. ○ Non-HUD funded providers. Representing one or more of the following homeless subpopulations: a) Single individuals b) Families with children c) Veterans d) Persons who are chronically homeless e) Persons with HIV/AIDS f) Unaccompanied youth g) Persons with behavioral health issues h) Persons who are victims of domestic violence. ○ Healthcare and/or disability services. Would act as a representative for integrating and advocating for action-oriented plans and perspectives that integrate healthcare systems and disability services. Facilitate system integration in Action Plan, act as a liaison, and ensure governance integration of health/disability services. Ensure Healthcare and/or Disability Services resources and/or efforts to support those experiencing

	<p>homelessness are aligned and complementary to the system's efforts and outcomes. Understand necessary partnerships that are important and contribute to the goal of ending homelessness. Strive to be a subject matter expert in local areas that impact homelessness.</p> <ul style="list-style-type: none"> ○ Education or Workforce Development. Facilitate system integration in Action Plan, act as a liaison, and ensure governance integration of education and workforce. Ensure Education and/or Workforce Development resources and/or efforts to support those experiencing homelessness are aligned and complementary to the system's efforts and outcomes. Understand necessary partnerships that are important and contribute to the goal of ending homelessness related to increasing income or educational achievement. ○ Other <p>Note: To ensure maximum representation, the "Other" seats will be utilized to ensure adequate representation of the identified diversity and subpopulation benchmarks established by the policy.</p>
<p>Other Funders</p>	<p>The private funding member will have knowledge of local and national private funding communities to assist in the recruitment, coordination, and leveraging of private funding sources to further the efforts of the CoC. Individuals may have current or historical access and knowledge related to private funding sources and entities (business or foundation funding). They will guide the utilization of private funding to leverage the gaps that federal funding can't cover and integrate the needs of the homeless crisis response system to increase connectedness and access to outside funding opportunities. Understand how homeless providers can tap into private funds to support our goal of</p>

	<p>ending homelessness and right-sizing the needs through diverse funding resources.</p> <p>A local agency that funds homeless services and housing programs in Toledo/Lucas County. This could include a philanthropic funder such as the Greater Toledo Community Foundation, a municipality, United Way, or another funder recommended by the Continuum of Care</p>
<p>Persons with Lived Expertise of Homelessness</p> <ol style="list-style-type: none"> 1. Youth or Young Adult Community Advocate with Lived Expertise of Homelessness 2. Community Advocate with Lived Expertise of Homelessness 	<p>An individual who is experiencing or has a history of experiencing homelessness. Should include at least one of each of the following:</p> <p>Youth and Young Adult Community Advocate with Lived Expertise of Homelessness:</p> <ol style="list-style-type: none"> 1. Person between the ages of 18-25. Experiences of homelessness as a youth provides a perspective of what is needed to end youth homelessness and service provision standards. Knowledge and expertise in CoC’s efforts to address youth homelessness and provides a voice for youth in system planning. <p>Community Advocate with Lived Expertise of Homelessness:</p> <ol style="list-style-type: none"> 2. Provides a voice for persons currently experiencing homelessness to ensure adequate understanding of services provided within homelessness response system and lead system planning focused on providing consumer-driven resources and services.

Continuous Quality Improvement Expectations

When meeting the review requirements, the review process may occur more frequently but must occur at least every 5 years. When reviewing, the evaluation of the Selection Policy should include how the process meets the needs of accomplishing goals and requirements related to having a diverse and representative HFE Board member composition. The review process should also include strategies to solicit feedback from various stakeholder groups on improvements that may be needed (e.g., slate, member recruitment process, application materials, selection, and election process) to ensure the HFE Board is supporting the overall homeless crisis response system in meeting the shared vision of ending homelessness in Toledo/Lucas County.

Diversity, Equity, and Inclusion Considerations:	
The evaluation process should include these three key phases:	<ol style="list-style-type: none"> 1. Assess: It is vital that the board first recognizes where it stands with respect to diversity, equity, and inclusion. 2. Recruit: Next, with a clearer understanding of where the board is and where the board aims to be, the board can engage thoughtfully in an equitable recruitment process that works to advance the community’s needs and your commitment to diversity, equity, and inclusion. 3. Retain: Finally, having recruited and ensuring that the board reflects the community, work to ensure that the board culture is inclusive and supportive of all identities.
Practices the Board can use to improve diversity, equity, and inclusion include:	<ol style="list-style-type: none"> 1. Engaging the board in training and conversations around the value of practicing diversity, equity, and inclusion. 2. Reconsidering board recruitment strategies and processes, such as proactively tapping into new networks to recruit individuals outside of your immediate circles. 3. Regularly engaging as a board in a gap analysis to assess gaps around diversity, equity, and inclusion, and to plan for how to do work differently as a board.

APPENDIX B: HOME FOR EVERYONE COC CONFLICT OF INTEREST, RECUSAL, AND OTHER ETHICAL MATTERS POLICY AND PROCEDURES

It is the policy of the Home for Everyone Continuum of Care, formally the OH-501 Toledo Lucas County Continuum of Care) that a conflict of interest, or the appearance of a conflict of interest, of any member of the Home for Everyone CoC (HFE COC), Home for Everyone CoC Board (HFE CoC Board), or any member of its Committees or Workgroups shall in all cases be avoided. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interests applicable to nonprofit and charitable organizations.

Definitions

1) *Interested Person*

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below.

2) *Financial Interest*

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the HFE CoC, or the Toledo Lucas County Homelessness Board or any other entity issuing funding based on input, suggestions, or decisions of the HFE COC, has a transaction or arrangement,
- b) A compensation arrangement with the HFE CoC, or the Toledo Lucas County Homelessness Board or any other entity issuing funding based on input, suggestions, or decisions of the HFE CoC, or with any entity or individual with which the HFE CoC has a transaction or arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the HFE CoC, or the Toledo Lucas County Homelessness Board or any other entity issuing funding based on input, suggestions, or decisions of the HFE CoC, is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Procedures, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Procedures

1) *Duty to Disclose*

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2) *Determining Whether a Conflict of Interest Exists*

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3) *Conflicts of interest related to scoring applications for funding.* Notwithstanding any other provisions in this policy, any entity that receives funding, or anticipates that it could receive funding, from the Toledo Lucas County Homelessness Board or receive funding based on a scoring or review of applications conducted by the HFE CoC, must have no involvement in any scoring or review of any of the applications for the same pool of funding that the entity receives or could receive.

4) *Procedures for Addressing the Conflict of Interest*

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine whether the HFE CoC can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the HFE CoC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5) *Violations of the Conflict of Interest Policy*

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it

- shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- 1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- 2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

- 1) A voting member of the governing board who receives compensation, directly or indirectly, from the HFE CoC for services is precluded from voting on matters pertaining to that member's compensation.
- 2) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the HFE CoC for services is precluded from voting on matters pertaining to that member's compensation.
- 3) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the HFE CoC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- 1) Has received a copy of the conflict of interest policy;
- 2) Has read and understands the policy;
- 3) Has agreed to comply with the policy.

Ethics Code

All Members are required to comply with the Summit County Ethics Code and applicable federal regulations. Summary provisions below should be interpreted consistently with these laws.

- 1) No Member of the HFE CoC 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.
- 2) No Member who is an employee, agent, consultant, officer, or elected or appointed official of a recipient of federal, state, or local grant funds and who exercises or has exercised any functions or responsibilities with respect to activities under those grant funds, or who is in a position to participate in a decision-making process or gain inside information with regard to those grant funds, may obtain a financial interest or benefit from a HFE CoC activity, have a financial interest in any contract, subcontract, or agreement with respect to a HFE CoC activity, or have a financial interest in the proceeds derived from a HFE CoC activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure
- 3) Members will not discriminate against an person or group on the basis of race, color, religion, national origin, ancestry, sex, age, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, or any of the federal, state, or local protected group.
- 4) Members will recuse themselves from any matter in which they may have a conflict of interest. Recusal includes abstention from voting and participation in discussions on the matter.
- 5) Members of the HFE CoC will disclose potential conflicts of interest that they may have regarding any matters that come before it in full session, Board, or committee. All Members will read the Conflict of Interest Policy and sign the Conflict of Interest statement annually.

Confidentiality Policy for CoC Members, CoC Board Members, CoC Committees and Subcommittees

Respecting the privacy of our clients, donors, members, staff, volunteers, and of the HFE CoC itself is a basic value of the HFE CoC. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the HFE CoC Board Chair. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Members and board members of HFE CoC may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the HFE CoC that such information must be kept confidential both during and after HFE CoC representation concludes. All CoC members and CoC Board members are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

In addition to meeting the specific confidentiality of HFE CoC, each member must also adhere to the same standards for HMIS. Each member agency must develop and implement written procedures to ensure:

- 1) All records containing protected identifying information of any individual or family who applies for and/or receives HFE CoC assistance will be kept secure and confidential;
- 2) The address or location of any family violence project assisted with HFE CoC funds will not be made public, except with written authorization of the person responsible for the operation of the project; and,
- 3) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the HFE CoC Member and consistent with State and local laws regarding privacy and obligations of confidentiality.

Conflict of Interest Disclosure Form

Home for Everyone Membership Conflict of Interest Disclosure Form

This is to certify that per the Home for Everyone CoC Conflict of Interest Policy, I, except as described below, am not now, nor anytime during the past year been:

1. A participant, directly or indirectly, in any arrangement, agreement, relationship, investment, or other activity with any vendor, supplier, staff member, service recipient or other party doing business with Toledo Lucas County Homelessness Board which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Toledo Lucas County Homelessness Board.

There are situations beyond those listed above that may still raise the possibility that a conflict of interest exists. In these situations, the board member must use judgment to discern and disclose the existence of the potential conflict.

Any exceptions to 1 and 2 above, or other potential conflicts of interest risks, are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with TLCHB.

Should a conflict arise, I agree to abstain from participating in deliberations and discussion, as well as any decisions (either verbally or electronically) in regard to any issue related to conflicts between Home for Everyone and myself.

Conflicts:

If more space is needed, please use other side:

Signature: _____

Date: _____

Member: _____

Signature: _____

Date: _____

Home for Everyone Board Chair