

Salt Lake Valley Coalition to End Homelessness Governance Charter

Purpose

This document serves as the Salt Lake Valley Coalition to End Homelessness Governance Charter. It defines roles, responsibilities, and structure of the Coalition. This is a living document and will be reviewed, updated, and approved by the Steering Committee at least annually. Additional documents, including policies and procedures, may be drafted to address specific details required to execute the operations of the Coalition. This Charter, as well as additional documents such as the Coalition policies and procedures will be publicly available on the Coalition website.

Vision

The vision of the Coalition is to end homelessness in Salt Lake County.

Members of the Coalition aim to achieve this vision by:

1. identifying gaps in the system;
2. utilizing data, research and resources to establish creative, effective strategies to address gaps;
3. supporting, informing, and collaborating on funding;
4. educating the public and stakeholders regarding homelessness prevention and solutions.

BACKGROUND

1989: The Salt Lake County Homeless Coordinating Committee established as an organization in 1989.

1997: The Long Range Planning Committee was established as a working committee under the direction of the Salt Lake County Council of Governments.

2002: Lieutenant Governor Olene Walker encouraged the community to develop a 10 year plan to end chronic homelessness. At the same time, the United States Department of Housing and Urban Development (HUD) changed their funding priorities to chronic homelessness.

2005: A 10-year plan, designed by the Long Range Planning Committee, to end chronic homelessness was implemented.

2005: As a result of the 10-year plan, and a mandate from HUD for funded programs, the Homeless Information Management System (HMIS) was implemented.

2006: Salt Lake County Homeless Coordinating Committee/Continuum of Care (CoC) was incorporated as a non-profit. The committee oversaw the coordination of the annual application to HUD for federal CoC program funding.

2008: The first Homelessness Summit place.

2009: The [Homeless Emergency Assistance and Rapid Transition to Housing Act \(HEARTH Act\)](#) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act consolidated three McKinney-Vento homeless assistance programs—Supportive Housing Program, Shelter Plus Care program, and Section 8 Moderate Rehabilitation program—into a single grant program known as the CoC.

2010: [Opening Doors Plan](#) from **United States Interagency Council on Homelessness (USICH)** was published. This strategic plan outlined the priorities to be pursued by federal agencies from 2010-2020. The plan emphasized collaborative leadership, a transformation of the homeless service system to a crisis response system with targeted, solutions-driven goals.

2012: HUD published the CoC Program interim rule in the *Federal Register*. The rule was posted on HUD's website and governs the CoC Program.
https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=87a561333e52ed445b67d8ab9c89e88a&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_11

The CoC Program

To aid people experiencing homelessness (including unaccompanied youth and families), the CoC promotes community-wide planning; coordinates integration with mainstream resources; improves data collection and performance measurement; and allows each community to tailor its program to the particular strengths and challenges within that community. It also helps move those experiencing homelessness into transitional and permanent housing with the goal of long-term stability.

Each year, HUD awards CoC Program funding to nonprofit organizations, units of local governments, states, and/or instrumentalities of State or local government collectively known as recipients. In turn, recipients may contract or subgrant with other organizations or government entities, known as subrecipients, to carry out the grant's day-to-day program operations.

The Coalition is ultimately responsible for all duties assigned in the CoC Program interim rule. This charter provides the minimum required by HUD for operation of the CoC.

2015: The [Salt Lake County Collective Impact Steering Committee](#) was established as a new model to help end and prevent homelessness. They adopted [14 shared outcomes](#) to focus on filling the unique needs of subpopulations of people experiencing homelessness (or anyone at-risk). The outcomes included meeting the basic needs of those in crisis and improving community safety and integration. With the identification of "a one-size-fits-all shelter model that creates a bottleneck in the system", these outcomes led to widespread stakeholder consensus that the emergency shelter system in Salt Lake County needs to be redesigned.

On June 18, 2015 the CoC voted and approved the following to fulfill the Primary Stakeholder roles:

1. Salt Lake County Homeless Coordinating Council Board as the **Board of the CoC**
2. Salt Lake County Government as the **Collaborative Applicant (CA)**
3. Housing and Community Development Division of the State of Utah Department of Workforce Services (DWS) as the **HMIS Lead**.

2018: [Home Together - USICH Plan](#) was published. This document outlines the new strategic plan adopted by the USICH for Fiscal Years 2018-2022. The plan's stated objective is for communities "to be able to implement a systemic response that ensures homelessness is prevented whenever possible or, if it can't be prevented, it is a rare, brief, and one-time experience. And that systemic response must endure for the long term." (USICH. Home, Together: The federal strategic plan to prevent and end homelessness,p. 9).

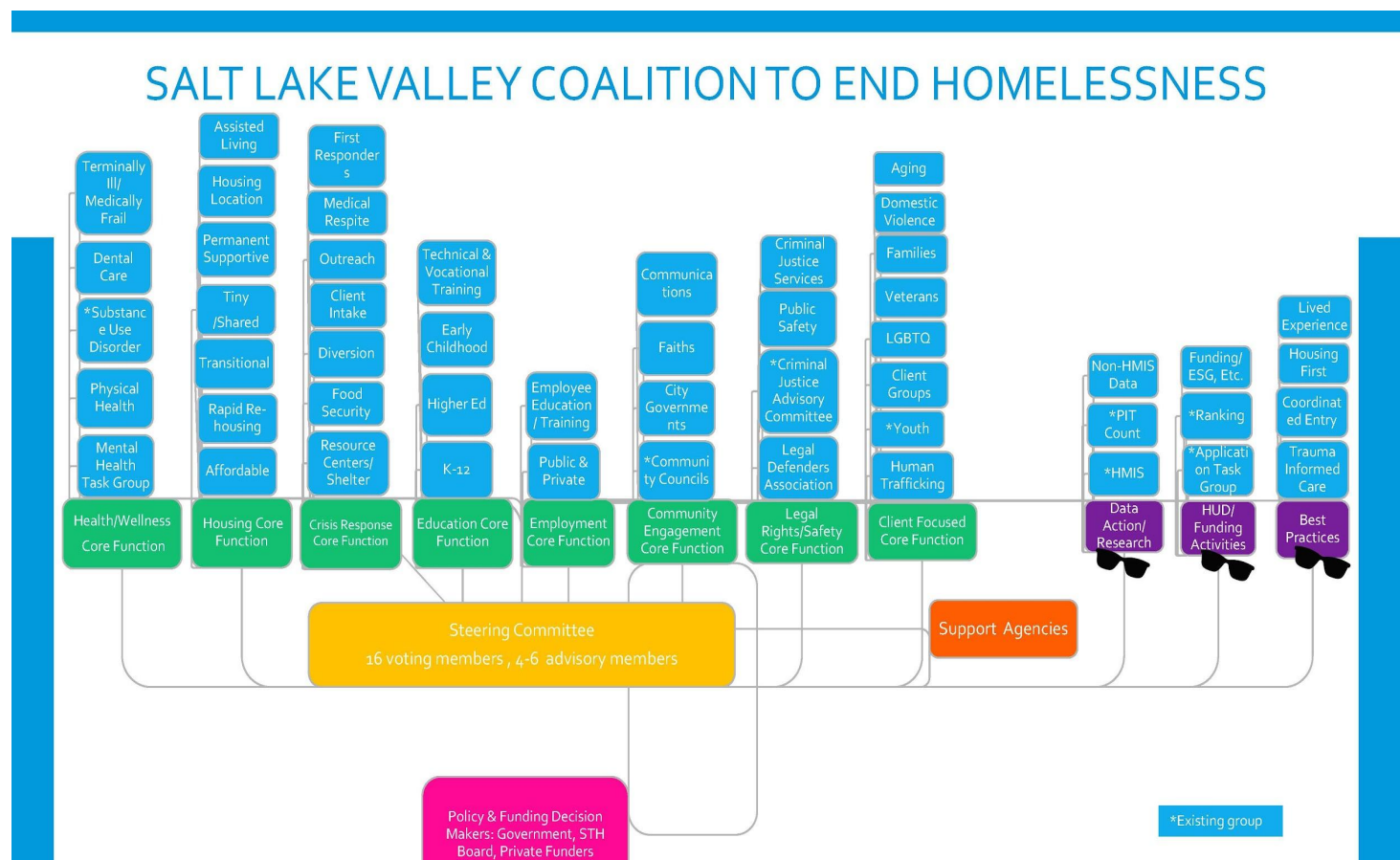
2019: Community stakeholders agreed to streamline efforts and embrace a new system based on technical resources from HUD and conversations during (and as a result of) the legislative audit recommendations. The new model was inspired by the expertise of the CoC board as well as Collective Impact Steering Committee's energy and resources.

The CoC members and Shelter The Homeless (STH) Board voted to have the Steering Committee of the Salt Lake Valley Coalition to End Homelessness fulfill the role of Board of the CoC.

In the future, if any of these primary stakeholder roles change, it will be brought to the Steering Committee to vote and ratify the new stakeholders.

SYSTEM STRUCTURE

Participation in the work of the Coalition is open to any agencies, organizations, and individuals with expertise or interest in rendering homelessness brief, rare, and non-recurring. Membership is also open to those who have lived experience of homelessness. Members meet on a monthly basis to provide input regarding homeless system issues.



Primary Stakeholders

Primary Stakeholders in the system are members/representatives of:

- Task Groups
- Core Function Groups
- Steering Committee
- Advisors
- Support Agencies (CA, HMIS Lead, and others as appropriate)

Listed below in general terms are the functions these primary stakeholders in the Salt Lake Valley Homeless Service System.

Steering Committee

In order to meet the vision of the Coalition, achieving a community-wide commitment to ending and preventing homelessness will require a broadly representative extensive board membership. The **Steering Committee** shall consist of 19 voting members and up to 4-6 advisory members. The inaugural Steering Committee members were selected by a Selection Committee consisting of 5 CoC board members and 5 Collective Impact Steering Committee members from nominations solicited from the community. In the future, the **Core Function Groups** (CFG), described in the next section, will nominate members to the Steering Committee. The CFG represent the core areas of the service and support system that interfaces with those experiencing homelessness. Advisory members will represent core funding, technical, data and research needs identified by the Steering Committee.

The Steering Committee will have two voting members representing each of the following interests or Core Function Groups:

- Client Focus
- Community Engagement
- Crisis Response
- Education
- Employment
- Health & Wellness
- Housing
- Safety/Legal Rights

*One member may have expertise in and participate in more than one interest or service, but maintains only one voting position in their Core Function Group. However, no more than one person from any one agency may serve on the Steering Committee as a representative of that agency. The limit on agency representation does not apply to the role of a voting advisor selected by the Steering Committee. Agency restrictions will not be applied to experts with lived experience of homelessness.

Responsibilities of the Steering Committee:

- Align Coalition vision and outcomes with state, county, and other local efforts
- Rendering episodes of homelessness brief, rare or non-recurring
- Adopt, maintain, update, and approve the governance charter
- Oversee membership and representation (including voting for new steering committee members and co-chairs) of those working to end homelessness in collaboration with people who have experienced it
- Prepare an annual report on the state of homelessness in the county
- Establish policy and funding priorities
- Delegate responsibilities as necessary
- Disseminate information, adhere to transparency and utilize information provided by CFG for decision making
- Ensure diverse representation in the Steering Committee and CFG
- Use HMIS and relevant data to analyze and guide decision making
- Represent the Coalition through participation in the State Homeless Coordinating Committee and other related committees. The Co-chairs of the Steering Committee will act as liaisons to the State Homeless Coordinating Committee. The Co-Chairs will appoint an alternate if there is a conflict of interest. One of the two Co-Chairs will preside at all Coalition meetings.

Advisors (up to 4-6 members)

Advisors will be invited to participate by Steering Committee members and intended to represent a small group of technical experts. Advisors may vote along with steering committee members, unless they recuse themselves,

or as conflicts are declared consistent with the Code of Conduct, Conflict of Interest and Recusal Process outlined below.

Possible advisors may include:

- Local HUD Representative
- Medicaid Representative
- Office of Homeless Services Representative
- Past Steering Committee Co-Chair (upon term expiring)
- Technical and/or Researcher
- Advocate
- Youth
- Utah Homeless Network

Core Function Groups (CFG)

The Core Function Groups are comprised of stakeholder members who provide services or expertise related to the core function. Members may serve on more than one Core Function Groups. Each Core Function Group will nominate member(s) to serve on the Steering Committee.

The CFG's include:

- Client Focus
- Community Engagement
- Crisis Response
- Education
- Employment
- Health & Wellness
- Housing
- Safety/Legal Rights

Members of the CFG represent all aspects of the Salt Lake Valley homeless service system, with a goal to end homelessness in all its forms throughout Salt Lake Valley. This will be accomplished through community consensus, partnerships, cooperation and a shared vision of ending homelessness as quickly as possible.

Responsibilities of CFG:

- Coordinate the work of task groups
- Identify gaps, needs, or trends within the core function area
- Ensure relevant, timely, and accurate information is provided to the Steering Committee
- Aid in developing necessary reports, conduct research and advise the Steering Committee on specific topic areas
- Proactively solicit people with lived experiences to participate
- Develop data overview specific to subject area, and review at each meeting
- Use data to inform and backup recommendations to Steering Committee
- Utilize and solicit input from research and best practices
- Incorporate policy into discussion and recommended policy changes as needed
- In addition to self-selected members, identify and invite specific people/entities to the table to ensure thorough representation.

Each Core Function Group should strive for a holistic approach and include the following perspectives at each of their meetings:

- Data
- Lived Experience

- Trauma Informed Care
- Funding
- Communications
- Best Practices
- Research
- Diversity/Inclusion
- Housing First

Task Groups

The Steering Committee may establish and/or collaborate with existing task groups as it deems necessary to fulfill its responsibilities. These may include:

- Focused, data driven, conversations regarding more targeted issues related to homelessness.
- Regulatory oversight of Federal, state or other government funded programs to ensure programs are meeting necessary standards set by specific programs regulations.
- Oversight of functions performed by the Coalition through statute, contract or other agreement.
- Providing deeper understanding and recognizing connections on issues facing individuals and families experiencing homelessness.

Participation is open to all individuals with related expertise, and any other stakeholders identified as relevant to the work of the task group by the Steering Committee or the Core Function Groups.

Support Agencies

Collaborative Applicant (CA)

The Salt Lake Valley Coalition to End Homelessness designates Salt Lake County to be the CA. The CA is responsible for facilitating the community response to the annual CoC Notice of Funding Availability (NOFA) issued by the U.S. Department of Housing and Urban Development (HUD). The CA is also responsible for communications, general oversight, monitoring of Salt Lake Valley Coalition to End Homelessness activities, and coordinating planned activities that fill identified needs. The CA also works with other funders, including the Emergency Solutions Grant Program (ESG), to coordinate activities according to their specific requirements. Finally, the CA is responsible to communicate agreed performance metrics to homeless provider agencies and track progress. The CA is funded through CoC planning dollars and may be supplemented through State funds, County funds and other sources of funding.

Utah Homeless Management Information System (HMIS)

The Salt Lake Valley Coalition to End Homelessness designates the Housing and Community Development Division of the State of Utah Department of Workforce Services (DWS) to manage the Homeless Management Information System (HMIS) operations. DWS provides HMIS project administration functions, including staffing with State employees and manages budget and grant requirements. The Utah HMIS Steering Committee oversees the HMIS statewide and includes representation from all three of Utah's CoCs. The HMIS Steering Committee creates and approves policies and procedures for the HMIS database. The HMIS Steering Committee act as an approval/advisory body to HMIS program staff that supports and enhances the overall mission of the Utah HMIS. The Utah HMIS Steering Committee and HMIS program staff utilizes HMIS and other data to inform the Steering Committee, core functions, task groups and the public analysis of trends and program performance. The HMIS Steering Committee will include representation from a non-HMIS user (e.g. victim service provider, health care entity) to ensure tracking of relevant HUD metrics, communication of any HMIS changes, and smooth incorporation of aggregate data into statewide statistics about homelessness.

Since 2011, ClientTrack has been utilized as the software for Utah HMIS. All homeless service providers receiving funding through the State, County, and Continuum of Care Program enter client information into the database. Due to privacy concerns, Victim Service Providers are prohibited from entering personal identifying information into HMIS. Victim Service Providers that receive Continuum of Care Program funding track client information in a comparable database and provide aggregate data for system planning, reporting and program evaluation.

Additional Support

The Salt Lake Valley Coalition to End Homelessness designates Shelter the Homeless (STH) to be an additional support agency.

Support agencies will perform a variety of duties, as identified by the Steering Committee and other stakeholders. Those responsibilities will include:

- maintain an official list of participating individuals,
- agencies or organizations and their designated representatives and alternate representatives,
- the list of the Steering Committee, minutes and agendas of meetings,
- and all supporting documentation, reports, contracts, and other documents relevant to the work of the Core Function Groups and Steering Committee.

Steering Committee Member Nominations and Elections

The Steering Committee will be comprised of 19 voting members, 2 from each Core Function Group, 2 co-chairs and one vice chair, and voting advisors. The Board will solicit nominations from the Core Function Groups and develop a slate of candidates for election to the Board giving preference to candidates who:

- Help satisfy the Steering Committee composition requirements as defined above
- Bring valuable experience and expertise to the Steering Committee
- Have demonstrated interest, diligence and effectiveness in working toward ending homelessness
- Are not serving as a voting member on behalf of another Core Function Group
- Are willing and able to represent the full membership interests of the Core Function Group with a view to the best interests of the entire homeless services system

The Officers of the Steering Committee will include two Co-Chairs with staggered terms and one Vice Chair. Co-Chairs are voted on by the Steering Committee Members and must be elected from the then-current Core Function Group leads. Once elected as Co-Chair, the person will cease to serve as a Core Function Group lead and new leads will be elected as described below. Each Co-Chair shall hold office for two years and may serve a maximum of two (2) successive terms. To ensure staggered terms, the initial co-chairs of the first convened Steering Committee will include one two-year term and one three-year term co-chair, selected by lottery.

The Vice Chair will be designated by the Shelter the Homeless Board (STHB). The Vice-Chair, as a representative of Shelter the Homeless, will ensure continuity of communications between the SLVCEH and STHB and foster collaboration between the two entities.

Steering Committee Members are elected to two year terms by a simple majority of the Steering Committee with the exception of the inaugural Steering Committee members where half of the steering committee members were assigned 2 years terms and the other half were assigned 3 year terms to ensure staggering of terms. Voting Members may serve a maximum of two (2) consecutive terms, including the full length of any term as co-chair. At the end of the term for the Co-Chair, the Co-Chair will be appointed as a non-voting advisory

member and a new Co-Chair will be appointed by the Steering Committee, unless he/she is unable or declines to serve.

Election of Steering Committee (voting) members shall be held as follows:

- Elections will take place on an annual basis starting in April 2021 to fill available positions.
- When one or more member's term is completed, each voting representative shall receive a nomination request form.
- Members of the Steering Committee will be requested to vote on the slate of nominated members received from the Core Function Group at a Steering Committee member meeting.
- The nominee who receives the majority of the votes will win.
- In the event of a resignation, a special election, outside of the annual election, will be held.

In the event that a Steering Committee position becomes vacant due to a resignation of a Steering Committee member for any reason, a special election will be held to fill the vacant position. Partial terms will not count towards the two successive terms meaning that a Steering Committee member could potentially serve a *partial* term (under 2 years) and *then two full* successive 2-year terms.

If after being duly elected, an employment or other change leads to more than one member of the Steering Committee representing the same organization, the organization at issue will determine which member will fulfill his or her term on the Steering Committee. An election to replace the other member will be conducted as provided above.

Meetings

The Steering Committee of the Salt Lake Valley Coalition to End Homelessness will hold a minimum of six (6) meetings each year.

- All the meetings shall be open to the public.
- The Steering Committee may call special meetings by providing an agenda to all the members at least seven days prior to such meeting.
- A quorum of the Steering Committee shall exist if a majority of the total voting Steering Committee members are present in person or electronically.
- The Co-chairs, or her/his designees, shall take reasonable steps to ensure that all members are notified of the time and place of all member meetings.
- All members shall be permitted to propose "new business" for the next member meeting.
- It is recommended that one annual half-day strategic planning session be held in the fall each year.
- All procedural matters for member meetings not governed by this governance charter shall follow the provisions of *Robert's Rule of Order*.
- The Steering Committee, by a vote of the majority of the Steering Committee voting members present at a meeting, suspend any provision of *Robert's Rules*, at any time, whether or not suspension is on the agenda.

The Core Function Groups will hold a minimum of six (6) meetings each year during the off months of the Steering Committee. These meetings will be open to the public.

Task Groups will meet regularly as self-determined and/or recommended by Core Function Groups and the Steering Committee.

Code of Conduct, Conflicts, and Recusal Process

Code of Conduct

Coalition Steering Committee, CFG and Task Group participants must exercise care when acting on behalf of the Coalition, especially those prioritizing grant funds. These individuals must complete the work they have agreed to undertake in a timely manner. In addition, they must attend respective meetings and be prepared to discuss matters presented for their deliberation. Absence without notice or explanation for more than 25% of meetings within a calendar year, or repeated failure to complete work assignments, will be grounds for removal from the Steering Committee.

Conflicts of Interest

Members will avoid any conflict of interest or appearance of a conflict of interest. Steering Committee member and support agencies will avoid any activity with vendors, grantees, consultants, or others that would compromise decisions or the ability to effectively carry out the duties for which we are responsible or that would conflict with the best interest of the coalition.

Influencing the selection of steering committee members, consultants, support agencies, and vendors solely on the basis of a personal relationship will be prohibited. Violation of standards by steering Committee members or support agencies may result in disciplinary action up to and including or removal.

CoC Program Funding Ranking and Prioritization Task Group

Task Group members must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the Salt Lake Valley Coalition to End Homelessness and its processes.

1. Members may not participate in or influence discussions or resulting decisions concerning priority ranking of applicants for CoC competition, the award of a grant or other financial benefit to:
 - a. Any organization that they or a member of their immediate family represents
 - b. Any organization from which they or a member of their immediate family derives income or anything of value.
 - c. They are affiliated with a group or organization applying for CoC funds.
2. Whenever Steering Committee members or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
 - a. Fully disclose the nature of the interest; and
 - b. Withdraw from discussing, lobbying and voting on the matter.
3. Failure to honor these rules will be grounds for removal from the Steering Committee and any of its committees.

At the beginning of every meeting, the Co-Chair must ask if there are any conflicts of interest or potential conflicts of interest that need to be disclosed before the business included in the meeting's agenda is discussed. At the beginning of the Prioritization Process, committee members are asked to disclose any potential or actual conflicts of interest. Members with a conflict of interest will remove themselves from the meeting during discussion/decision making on items related to their recusal.

Any matter in which Steering Committee members or committee members have an actual conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested directors' actual conflicts of interest and their recusal from participation in the decision.

Steering Committee members and Task Group members must sign a conflict of interest form annually to affirm that they have reviewed the conflict of interest policy and disclose any conflicts of interest they face (or are likely to face) in fulfilling their duties as Board members and/or committee members.

Any voting member or support agency elected or appointed by the Steering Committee may be removed by the Steering Committee whenever in its judgment the best interests of the Salt Lake Valley Coalition to End Homelessness would be served thereby, but such removal shall be without prejudice to any written contract rights.

Recusal Process

Repeated failure to participate thoughtfully and respectfully in discussions or persistent disruptive or obstructive conduct during Steering Committee and/or Core Function Group meetings will be grounds for removal.

Steering Committee members must be willing and able to represent the interests of all entities within the Core Function Groups from which they were nominated. If the Steering Committee, or the CFG members, determine by majority vote that the elected representative is not able to represent the broad interests of the CFG, a request for the Steering Committee must be made to hold a special CFG session to remove and replace the voting member of the Steering Committee and the rationale for removing the member. At the special session, CFG members shall hold one vote to affirm removal of the voting member and a second vote to select the new voting member for the CFG.

Grievance Procedure

Pre-Complaint Process: Ideally, disputes and problems should be resolved between parties on a one-to-one basis. The issues should be clearly stated and understood by both parties. If this process does not resolve the matter, the aggrieved party may seek resolution through the process outlined below, which can lead to binding arbitration or alternative means such as mediation or facilitation.

Formal Complaint Process:

<p>Member notifies his/her immediate supervisor/ Executive Director to discuss complaint, put complaint in writing, and discusses possible solutions.</p>	<p>If dispute is not resolved, then...</p>	<p>Supervisor/Executive Director discusses matter with SLVCEH Co-Chairs who reply in writing to member's complaint within 10 working days.</p>
<p>Member appeals to SLVCEH Co-Chairs within five working days. SLVCEH Co-Chair must meet with parties within five working days of receiving appeal.</p>	<p>If dispute is not resolved, then...</p>	<p>SLVCEH Co-Chairs will discuss grievance with parties and within five working days, make a decision on the grievance and take any necessary action.</p>
<p>If decision is unfavorable to member, then member may submit to binding arbitration before an independent and qualified arbitrator.</p>	<p>If dispute is not resolved, then...</p>	<p>Arbitrator will make decision within a timeframe to be determined. Arbitrator will determine how the costs of arbitration are to be divided.</p>

Nondiscrimination

The Salt Lake Valley Coalition To End Homelessness does not discriminate on the basis of age, sex, race, color, ethnicity, religion, creed, disability, sexual orientation, gender identity, gender expression, familial status, or national origin in accordance with all state and federal regulations.

HUD CoC Requirements and NOFA Application Specific Governance

ESG Coordination

The Salt Lake Valley Coalition to End Homelessness will work with ESG funders at the State, City and County level to coordinate the monitoring of outcomes of recipients of ESG funding. Grantee activities will be monitored to assure compliance with applicable Federal requirements and to determine whether or not performance goals are being achieved. A task group of the Salt Lake Valley Coalition to End Homelessness will work with the State, City and County ESG funders to develop the performance standards and evaluate outcomes of ESG -funded projects.

Oversight of Regulatory Responsibilities of the Continuum of Care (CFR 578.7 & 578.9)

Note: For HUD purposes, the Salt Lake Valley Coalition to End Homelessness Steering Committee will fulfill the requirements of board of the CoC.

Responsibility:	Required Activities:	Responsible Stakeholder(s):
§578.7 (a) Operate the Continuum of Care	(1) Hold meetings of the full membership, with published agendas, at least semi-annually	Board; Collaborative Applicant
	(2) Make an invitation for new members to join publicly available within the geographic area at least annually	Collaborative Applicant
	(3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care (The process must be reviewed, updated, and approved by the Continuum at least once every 5 years)	Board
	(4) Appoint additional committees, subcommittees, or workgroups	Board
	(5) In consultation with the Collaborative Applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), the Prioritization Committee and any person acting on behalf of the Board	Board
	(6) Consult with recipients and subrecipients to establish performance targets appropriate for population and program type	Collaborative Applicant

	(7) Monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers	Collaborative Applicant
	(8) Evaluate and report to the HUD outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program	Collaborative Applicant
	(9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non victim service providers. This system must comply with any requirements established by HUD by Notice.	Collaborative Applicant
	(10) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance	Collaborative Applicant
(b) Designating and operating an HMIS. The Continuum of Care must:	(1) Designate a single Homeless Management Information System (HMIS) for the geographic area	Board
	(2) Designate an eligible applicant to manage the Continuum’s HMIS, which will be known as the HMIS Lead	Board
	(3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS	HMIS Lead
	(4) Ensure consistent participation of recipients and subrecipients in the HMIS	HMIS Lead
	(5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.	HMIS Lead

(c) Continuum of Care planning. The Continuum must develop a plan that includes:	(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following: (i) Outreach, engagement, and assessment (ii) Shelter, housing, and supportive services (iii) Prevention strategies	Collaborative Applicant
	(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area.	Collaborative Applicant & HMIS Lead
	(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area	Collaborative Applicant
	(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area	Collaborative Applicant
	(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants' program funds. Subsequently reporting on and evaluating the performance of Emergency Solutions Grants program recipients and subrecipients	Collaborative Applicant
§578.9 Prepare an Application for funds:	(1) 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	Board; Collaborative Applicant
	(2) Establish priorities for funding projects in the geographic area	Board
	(3) Determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area	Board

2019 Activities Requiring Action/Approval From Steering Committee

Activity Type	Activity Description	Approximate Time Frame
OPERATIONS	Approve Governance Charter	Apr-19

OPERATIONS	Approve Policies and Procedures	June-19 (annually) & ad hoc
OPERATIONS	Establish MOU (or equivalent) with CA	Aug-19
OPERATIONS	Establish MOU (or equivalent) with HMIS LEAD	Aug-19
OPERATIONS	Establish MOU (or equivalent) with STH	Aug-19
REPORTING	Review and approve CoC reporting-PIT/HIC	Apr-19
NOFA	Establish priorities for funding	Aug-19
REPORTING	Review and approve HUD-System Performance Measures	May-19
NOFA	Review and Approve Planning Grant	Aug-19
NOFA	Review and Approve Collaborative Application and Priority Listing	Aug-19
REPORTING	Review and approve CoC reporting-LSA (formerly AHAR)	Nov-19

Governance Approval History

Approvals	Summary of Changes
Salt Lake County Homeless Coordinating Council – September 10, 2015 CoC Membership Meeting	N/A
Salt Lake County Homeless Coordinating Council—August 25, 2016 CoC Membership Meeting	Removal of Tooele County references; membership responsibilities; clarification around voting; and, secondary documents of CoC to be approved by the board.
Salt Lake County Homeless Coordinating Council – August 17, 2017 CoC Membership Meeting Approval through December 2017	Max number of board members increased; specify public availability of CoC policies and procedures online; and non-discrimination policy update.
Salt Lake County CoC Membership Vote to Approve - February 21, 2019 CoC Membership Meeting	Shift to new structure
Salt Lake Valley Coalition to End Homelessness Steering Committee Vote to Approve - April 10, 2019	New Governance Charter

GLOSSARY

- **CA (Collaborative Applicant)**
 - The CA is responsible for communicating performance metrics to homeless provider agencies, SYSTEM monitoring, and planned activities that fill identified needs. The CA also works with funders to coordinate activities according to their specific requirements.
- **CFG (Core Function Groups)**
 - The Core Function Groups are comprised of stakeholders who coordinate the work of each task group, ensure information for Steering Committee is relevant and timely, and develop necessary reports. Membership is open to organizations that provide, facilitate, advocate or fund homeless services. Membership is also open to those who have lived experience of homelessness.

- **Continuum of Care (CoC)**
 - A Continuum of Care is a collaborative funding and planning approach that helps communities plan for and provide a full range of emergency, transitional, and permanent housing.
- **DWS (Department of Workforce Services)**
 - Workforce Services employees assist individuals in preparing for and finding jobs, meeting workforce needs of Utah businesses, administering temporary assistance, and providing economic data and analysis.
- **ESG (Emergency Shelter Grant Program)**
 - This is a grant that helps create, fund, and improve emergency shelters. It also provides essential social services to homeless individuals and persons at imminent risk of losing their own housing due to eviction, foreclosure, or utility shutoffs
- **HMIS (Homeless Management Information System)**
 - A HMIS is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.
- **HUD (United States Department of Housing and Urban Development)**
 - HUD's mission is to increase homeownership, support community development, and increase access to affordable housing free from discrimination. HUD leverages partnerships, particularly with faith-based and community organizations, to directly impact the local community.
- **NOFA (Notice of Funding Availability)**
 - Each year the U.S. Department of Housing and Urban Development (HUD) releases a NOFA signifying the beginning of a funding competition among approximately 450 Continuums of Care (CoCs). HUD also releases a NOFA for the CDBG and HOME programs.
- **STH (Shelter the Homeless)**
 - This initiative includes: owning land and facilities in trust for the homeless, selecting and monitoring service providers in those facilities, working collaboratively with a broad coalition of stakeholders, staffing and supporting the Collective Impact on Homelessness Committee, and providing greater accountability for the safety of those experiencing homelessness.
- **USICH (United States Interagency Council on Homelessness)**
 - USICH is an independent federal agency that works to prevent and end homelessness using the first federal strategic plan to prevent and end homelessness, Opening Doors.