

## Charter Agreement Committee to End Homelessness in King County (2015 Revision)

### I. Overview

This Charter Agreement (Charter) establishes the Committee to End Homelessness (CEH) in King County as the Seattle/King County Continuum of Care (CoC) in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and in accordance with King County Ordinance 2005-0371.1, by which the Committee to End Homelessness (CEH) is designated as the local homeless housing task force pursuant to Sections 3(9) and 8 of Chapter 484, Laws of Washington 2005. CEH is recognized as the body to coordinate and oversee implementation of the CEH Strategic Plan ('the Plan'). The Plan is the document to guide the vision and long term goals of the CEH. CEH is the broad Continuum of Care for the purposes of identifying needs regarding homeless persons, planning for resources to end homelessness, and advocating for additional solutions to end homelessness. CEH as a regional coalition is hosted at the King County Department of Community and Human Service for the purposes of CEH staffing and budget activities.

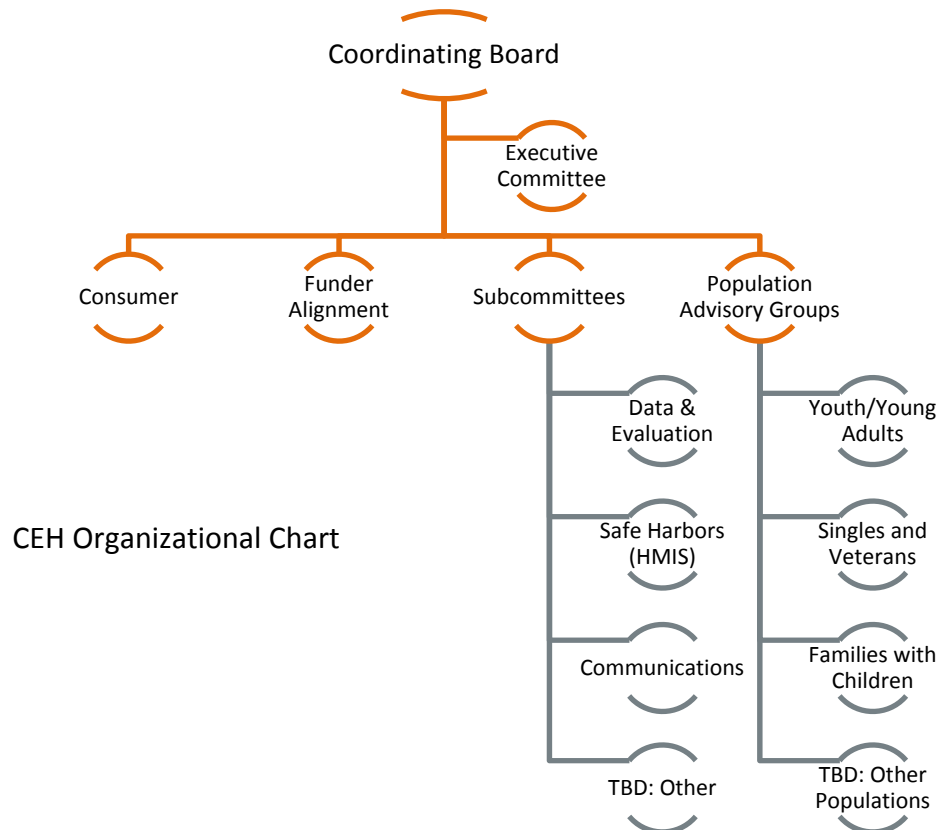
This Charter further establishes Advisory Bodies to act on its behalf that are representative of the relevant organizations and of projects serving homeless subpopulations within the CoC's geographic area. This includes the roles and responsibilities, operations and decision making authority of these Advisory Bodies.

### II. Duration

This Charter shall be adopted on the day it is approved by the CEH membership. Thereafter, the Charter shall be updated annually and affirmed as necessary by the Coordinating Board in consultation with the collaborative applicant and the Homeless Management Information Systems (HMIS) lead. The Charter shall be reviewed and approved in full every five years by the full CEH membership.

### III. Structure

On July 1, 2015, CEH will launch a new four-year Community Strategic Plan - A Regional, Aligned, Community Plan to End the Experience of Homelessness among Residents of Seattle/King County. The Plan is a recommitment to our vision of ending homelessness, and what needs to happen for this vision to become reality. This Charter delineates the operating structure, roles, responsibilities and commitments for the operation of CEH.



#### IV. Duties and Responsibilities of CEH and its Advisory Bodies

CEH (as the local CoC) includes all organizations and individuals actively engaged in CEH activities. CEH membership is open to the public. Ending homelessness requires a regional approach and full participation from all strata of the community. All jurisdictions and organizations with an interest in addressing homelessness will be invited to endorse the Plan. The Advisory Bodies (collectively defined as the Coordinating Board, Consumer Advisory Council, and Funder Alignment Committee, and subcommittees and advisory groups convened by the Coordinating Board) together with the broader CoC, are jointly responsible for implementing the Plan. The broad role of each of these bodies is described below.

In order to provide an effective and efficient governance and system infrastructure, the following principles are incorporated into the Advisory Bodies:

- Reflect the diversity of people experiencing homelessness.
- Promote equity for communities of color disproportionality affected by homelessness.
- Reflect a cross-sector and regional approach.
- Connect CEH governance with a variety of local government perspectives, including human services, planning, and public safety, among others.
- Provide transparency and inclusiveness.
- Promote shared responsibility and accountability.
- Clarify roles and responsibilities, and communicate decisions clearly and widely.

**Coordinating Board** Provide oversight and leadership for the implementation of the Plan while ensuring accountability for results. Acts as the Board for the CoC as defined in the CoC interim rule section 578.5 (b). The Executive Committee shall assist with the functioning and leadership of the Coordinating Board.

**Consumer Advisory Council** Provide consumer perspective to CEH priorities and strategies. Reflect the diversity of people experiencing homelessness. Consumer representation will also be included on the Coordinating Board and subcommittees.

**Funder Alignment Committee** Evaluate, allocate and monitor resources and funding strategies to support the goals of CEH and the strategies adopted to implement the Plan. Leverage grant making to ensure accountability to CEH priorities and best practices.

**Subcommittees and Population Advisory Groups** Provide venue for deeper investigation of strategies and policy needed to achieve CEH Goals.

The specific membership, commitments and specific responsibilities of each are described in the following sections of this Charter. This includes the convening of subcommittees and the adoption of population implementation plan, and approval of annual workplans.

#### V. CEH/Continuum of Care

##### A. Purpose

As the CoC, CEH shall support efforts to end homelessness in Seattle/King County through participation in advisory bodies, workgroups, and general CEH activities. CEH shall identify key issues that need to be addressed to advance CEH efforts and mobilize a base of constituents needed to achieve CEH goals.

##### B. Responsibilities

1. Adopt the Governance Charter; defining membership and roles, setting expectations, and assigning responsibilities among CEH advisory bodies.
2. Support efforts to end homelessness in Seattle/King County, through participation in advisory bodies, task forces, workgroups, and general CEH activities.
3. Review and celebrate progress of the Plan and help identify key issues to be addressed in order to advance CEH efforts.
4. Mobilize a constituent base needed to achieve CEH goals.

##### C. Decision Making:

1. Participate on advisory bodies / task forces, semi-annual meetings, and information sharing forums.
2. Adopt the governance charter in whole, defining membership and roles, setting expectations, and assigning responsibilities among CEH Advisory Bodies. Thereafter review and approve the charter every five years. **(HEARTH requirement)**
3. Consensus will be sought on decisions of all CEH bodies. Where substantial differences of opinion exist,

the final report or meeting summary shall reflect the divergence of views.

4. For the purposes of decision-making at the Annual Conference, voting is not anonymous. Voting members of the CEH are defined as sitting members of the CEH Advisory Bodies and subcommittees identified on the CEH Organizational Chart, along with those members of the public attending the Annual Conference.

**D. Membership and Selection Process**

1. Members of the CEH shall be those organizations and individuals who are interested in, and supportive, of our community’s goals to end homelessness.
2. The membership and selection process for sitting members of each of the CEH Advisory Bodies is outlined in the following sections: Coordinating Board, CEH Executive Committee, Consumer Advisory Council, Funder Alignment Committee, and CEH Subcommittees and Advisory Groups.

**E. CEH/CoC Meetings**

The full CEH membership shall meet twice a year. This includes the annual conference and a second meeting at which the Coordinating Board reviews and approves the CEH workplan for the coming year. Both of these meetings are open to the full CEH membership.

1. An Annual Conference of the full CoC will be convened annually. Notice of this conference will be posted on the CEH website ([www.CEHKC.org](http://www.CEHKC.org)) a minimum of two calendar weeks in advance of the meeting, and included in the CEH Newsletter.
  - a. The Annual Conference shall be held in a meeting location accessible to the public, within ¼ mile of public transportation.
  - b. The Annual Conference shall be an opportunity to engage the CoC, and opportunity for public involvement shall be incorporated within the conference structure. As well, public comment shall be solicited via the CEH website and compiled in advance of the conference. Public comment submitted 48 hours before the conference shall be compiled and available for viewing at the conference.
  - c. The agenda for the Annual Conference shall be set by the Coordinating Board Executive Committee.
2. An additional meeting will be convened annually at which the Coordinating Board reviews and approves the CEH workplan for the coming year. This meeting shall also be an open meeting.
  - a. This meeting shall be held during business hours, in a meeting location accessible to the public, within ¼ mile of public transportation.
  - b. A minimum of ten minutes shall be set aside for public comment.
  - c. The agenda for the meeting at which the CEH workplan for the coming year is established shall be set by the CEH Executive Committee.

**VI. Conflicts of Interest**

All members of the Coordinating Board and Funder Alignment Group shall abide by the Conflict of Interest guidelines provided in the HEARTH Interim Rules 24 CFR 578.95 Conflicts of Interest. All members of these two groups will sign a Conflict of Interest statement at the beginning of their membership, and reaffirm this document on an annual basis. Members who find themselves faced with a potential conflict between their business, organizational or private interests and their CEH responsibilities shall avoid conflict of interest during the decision-making process by following these guidelines:

- A. Disclose any actual or potential conflicts of interest in advance to the CEH Director and Coordinating Board co-chairs or Funder Alignment Group chair.
- B. Publicly disclose conflicts of interest at relevant CEH Advisory Body 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.

**VII. Coordinating Board**

**A. Purpose**

*The Purpose of the Coordinating Board is to: Analyze. Strategize. Ensure Change.*

The Coordinating Board will provide oversight and leadership for the implementation of the Plan, while ensuring accountability for results. The Coordinating Board shall organize to provide for a system of housing

and services to address the needs of people experiencing homelessness in King County. The Coordinating Board will be led by a smaller Executive Committee.

The Coordinating Board shall bring together a diverse body of stakeholders working to address issues of homelessness and leverage the expertise and resources of the partners and the wider community in collaborative support of the Plan. The Coordinating Board shall align with the Funder Alignment Group and CAC along with other community stakeholders to identify key issues that will need to be addressed related to program or system changes under the Plan and propose solutions to those issues.

## **B. Responsibilities**

1. Monitor and guide the implementation of the Plan.
2. Direct the Executive Committee to develop policies and priorities to be brought to Coordinating Board for adoption.
3. Define the vision and performance expectations for the Seattle/King County housing and service system (as a whole and its component parts), consistent with the Plan.
4. Establish written standards for how the different parts of the homeless system should be targeted and consensus on how assistance will be provided to different subpopulations, in consultation with recipients of ESG funds. **(HEARTH requirement)**
5. Establish and oversee a centralized or coordinated assessment system that provides for consistent access and triage of resources, consistent with system vision and in consultation with recipients of Emergency Shelter Grant (ESG) funds. **(HEARTH requirement)**
6. Directly make policy decisions related to HUD CoC funds and inform policy decisions related to HUD ESG funds, and direct the Funding Alignment Group to use policy decisions to guide its funding decisions.
7. Every five years, bring to the CoC an updated Governance Charter for approval by the full CoC. **(HEARTH requirement)**
8. Establish and oversee Subcommittees that oversee CoC functions, including the Homeless Management Information System (HMIS), Data/Evaluation, and Communications. Additional subcommittees, including a Local Government Group, may be formed by a vote of the Coordinating Board to ensure the goals of the new governance structure are met and based on new CoC responsibilities, such as Coordinated Entry. The Coordinating Board shall review and approve the membership of the Subcommittees to ensure the committees reflect the diversity of people experiencing homelessness, and provide applicable cross-sector and regional perspective.
9. Establish and oversee Advisory Groups for single adult, youth/young adult, and families homeless subpopulations that advise the Coordinating Board on strategies and policies. Additional advisory groups may also be developed to address emerging needs of specialized populations, such as seniors/disabled, immigrant/refugees, or others. The Coordinating Board shall review and approve the membership of the advisory groups to ensure the committees reflect the diversity of people experiencing homelessness, and provide applicable cross-sector and regional perspective.
10. Work with providers, funders, and other partners to transform local systems through system change actions and implementation of priority initiatives. Critically review and consider for approval recommendations forwarded by other CEH Advisory Bodies, such as major funding priorities or system change actions.
11. Oversee and adopt the Plan, annual workplans, and population-level implementation plans. The annual workplans shall include a description and objectives of the proposed subcommittees.
12. Ensure that consumer input is included in policy development and other CEH activities.
13. Provide high-level leadership and be community champions, speak on behalf of CEH, and assure ongoing dialogue with the community on progress, results and barriers to adopted initiatives to inform ongoing and future work, in conjunction with other CEH Advisory Bodies.
14. Adopt an annual CEH legislative agenda and advocate for expanding resources and systems reform to implement the Plan.
15. Commitment to actively represent the voice and experience of the representational category for which the member has been nominated and approved. Assure cross-communication by providing regular information on the CEH and implementation of the Plan to members of organization(s) represented.
16. Assure the occurrence of two meetings of the CoC annually to seek community feedback on the CEH

workplan and share CEH achievements. **(HEARTH requirement)**

17. Issue an annual report on progress in meeting the goal of making homelessness rare, brief and one-time.

### C. Decision Making and Authority

Coordinating Board meetings shall occur five times a year (including the two CoC meetings). Meetings are open to the public with public input opportunities available via email and specific time allocated on the Coordinating Board agenda. The Coordinating Board will operate under the premise of consensus and will strive to operate in an open environment, with sufficient time for discussion so each person has a fair chance to be heard and issues can be understood.

1. Only seated Coordinating Board members may vote on CEH business. Where substantial differences of opinion exist, the final report shall make an effort to reflect the divergence of views, and in cases of disagreement, the majority shall seek to assure that, where possible, final recommendations will be worded to achieve the broadest support within the Coordinating Board.
2. In cases where consensus cannot be reached, the Coordinating Board will resort to Robert's Rules of Order, with a requirement of a super majority vote of 60 percent approval for the item on the table.
3. Decisions may be made only when a quorum, defined as 50 percent plus one, of the Coordinating Board, is present.
4. Coordinating Board members are strongly encouraged to attend in person. Attendance by telephonic conference may be permitted in extenuating circumstances. The Coordinating Board will be "principals only": no alternates accepted for the purposes of voting. Where the Coordinating Board is voting to approve or disapprove plans or projects submitted by the CoC Subcommittees or Advisory Groups, proxy votes on that specific issue are permitted if submitted at least 24 hours in advance (and for the purpose of that vote only, the person submitting the proxy vote shall be counted as in attendance for quorum purposes).
5. Affirm all membership nominations to the Coordinating Board. A super-majority vote of 60 percent of those present and voting shall be required to approve new members.
6. Approve any changes to the Administrative Agency.
7. Adopt annual revisions to the Governance Charter in compliance with HEARTH regulations. **(HEARTH requirement)**
8. Approve final submission for the annual CoC application to U.S. Department of Housing and Urban Development (HUD), including establishing annual CEH priorities to guide tiering and developing policy regarding resources and programs for homeless people. **(HEARTH requirement)**
9. Designate the CoC Collaborative Applicant **(HEARTH requirement)**. Such designation to be reflected in the meeting summary of the Coordinating Board meeting at which it occurs, and affirmed annually.
10. Designate the HMIS software and HMIS Lead, and assure compliance with HEARTH requirements **(HEARTH requirement)**. Such designation to be reflected in the meeting summary of the Coordinating Board meeting at which it occurs, and affirmed annually.
11. Designate entity to complete the annual point-in-time count of homeless persons **(HEARTH requirement)**. Such designation to be reflected in the meeting summary of the Coordinating Board meeting at which it occurs, and affirmed annually.

### D. Commitment

1. Regular personal attendance at committee meetings and events is required unless excused by the Co-Chairs for good reason. This commitment is not delegated to others. Three unexcused absences in one year are grounds for removal.
2. Commitment to listen to, value and utilize the experience and contribution of people who are or have experienced homelessness as equal partners in ending homelessness.
3. A three-year term is required with the mutual option of serving one additional term. This shall be extended or reduced in the case of elected officials to correspond to terms of office, or as determined by the representative body (in the case of those seats representing specific entities.)
4. Leadership to further the goals of the CEH, including serving as a community champion, speaking on behalf of CEH and assuring ongoing dialogue with the community on opportunities, progress, results and barriers to ending homelessness in King County.

## E. Membership and Selection Process

The Coordinating Board will have a membership of approximately 25-30 people.

1. Applications for membership will be open to the public and will be selected by the Coordinating Board Executive Committee. During the 2015 transition of leadership, the existing CEH Executive Committee, with the addition of one representative from the Sound Cities Association, will review and select membership of the Coordinating Board. Representational categories shall be identified to ensure that membership comprises an appropriate array of committed private and public sector community leaders who reflect the diversity of people experiencing homelessness and regional differences. Individuals may fulfill cross-representation of categories. Representation will include both established seats and seats representing the broader sectors of CEH.
  - a. The established seats include:
    - (i) Local government elected officials or designees: Seattle (2), King County (2), Sound Cities (2) and Bellevue (1)
    - (ii) Individuals currently or formerly experiencing homelessness (4), at least one member shall represent the Consumer Advisory Council
    - (iii) Nonprofit homeless providers (4)
  - b. 10- 15 representatives from the following sectors of CEH:
    - (i) System leaders-including public housing authorities, health, behavioral health, education, workforce, criminal justice, child welfare
    - (ii) Faith community
    - (iii) Philanthropy
    - (iv) Community members
2. Elected officials or designees serving on behalf of designated government categories shall be selected by their respective entities. Vacancies of these seats will also be selected by their respective entities.
3. Representation of members from Subcommittees and Advisory Groups will be sought to ensure coordination.
4. The Coordinating Board shall elect co-chairs. One co-chair shall be selected from among members representing the funding community (e.g. local government) and the other co-chair shall be selected from among members representing nonprofit homeless providers in each of these cases, a super-majority vote of 60 percent of those present and voting shall be required to approve new co-chairs.
5. The Coordinating Board Executive Committee shall regularly assess and determine if there are critical sectors not represented that should be invited to the Board. The Executive Committee shall receive nominations and provide recommendations for approval by the Coordinating Board.
6. New Coordinating Board members shall be appointed under the following circumstances:
  - a. The resignation or dismissal of a current member, in which case the Executive Committee shall be directed to identify a replacement by the process described in VII.E.2 and VII.E.5 above who fulfills the representation category being vacated.
  - b. A decision by the membership of the Coordinating Board to create a new/additional category or other changes that may be needed to ensure that an appropriate array of community members is represented within the CEH governance structure.
  - c. Instances in which a current member no longer fills the representation category in which they have been appointed (e.g., an elected official who is no longer in office, a member of the philanthropic community who is no longer affiliated with such an entity, etc.), in which case the Executive Committee will identify a person to fill the position being vacated with an individual who fulfills the representation category. In the case of an elected official, the individual shall be selected by their respective entities and affirmed by the Coordinating Board.
  - d. In each of these cases, a super-majority vote of 60 percent of those present and voting shall be required to approve new members.

## F. Terms

1. Terms shall be for three years, with the option of serving one additional term. Half of the inaugural membership shall be for two years in order to stagger terms. This shall be extended or reduced in the

case of elected officials to correspond to terms of office, or as determined by the representative body (in the case of those seats representing specific entities).

2. Terms for co-chairs shall be for three years from the date of nomination, with the option of serving one additional term.

## **VIII. Coordinating Board Executive Committee**

### **A. Purpose**

The purpose of the Executive Committee will be to assist with the functioning and leadership of the Coordinating Board. The Executive Committee will meet monthly.

### **B. Responsibilities**

The responsibilities of the Executive Committee shall be:

1. Monitor and guide the implementation of the Plan.
2. Develop policies and priorities to be presented to the Coordinating Board for adoption.
3. Provide critical feedback to the CEH Director and CEH staff on operational elements of the Plan.
4. Work with CEH and partner staff to track and prioritize CEH annual workplans and emerging homelessness issues.
5. Provide critical input to time sensitive policy considerations, as requested by the Coordinating Board.
6. Assist with developing an annual CEH meeting schedule for all the CEH Advisory Bodies.
7. Assist in developing the agendas for the Coordinating Board meetings, and identify priority topics for discussion with the CAC. Vet materials to ensure they are understandable and emphasize areas where decisions are most needed, and respond to any requests or direction from the Coordinating Board.
8. Determine if there are representative membership categories that have not been addressed within the CEH Advisory Bodies.
9. Nominate new and replacement members to the Coordinating Board as necessary.
10. Affirm members to CEH subcommittees and mediate issues around membership.
11. Establish attendance expectations for committee members, and communicate with committee members whose attendance falls below accepted threshold regarding continued membership.

### **C. Decision Making and Authority**

The Authority of the CEH Executive Committee shall be to:

1. Set meeting agendas for the Coordinating Board meetings.
2. Make critical decisions on time-sensitive matters when requested by the Coordinating Board.
3. Initiate nominations for new membership and positions being vacated to the Coordinating Board by the process described in II.E.6 above.

### **D. Commitment**

1. Regular personal attendance at committee meetings and events is required unless excused by the Co-Chairs for good reason. This commitment is not delegated to others. Three unexcused absences to Executive Committee meetings in one year are grounds for removal.
2. Commitment to listen to, value and utilize the experience and contribution of homeless people as equal partners in ending homelessness and guiding oversight of the Plan.
3. Additional efforts as needed outside of meetings to help further the efforts of the CEH.
4. Provide regular information on CEH and implementation of the Plan to higher level members of organization(s) represented.

### **E. Membership and Selection Process**

Membership of the Executive Committee shall be 8-10 people.

1. Members must also be members of the Coordinating Board.
2. Members shall include the Coordinating Board co-chairs, who will also co-chair the Executive Committee.
3. Additional members will be established by the Coordinating Board, and will be representative of the Coordinating Board.

**IX. Consumer Advisory Council**

**A. Purpose**

*The purpose of the Consumer Advisory Council is to Educate. Advocate. Inform Change.*

Consumers will ensure that the effort to end homelessness in King County incorporates the expertise of people who experience homelessness - including those who are at risk of becoming homeless or were formerly homeless - at all levels of implementation, evaluation, and plan revision.

The Consumer Advisory Council (CAC) will serve as a forum to incorporate consumer feedback within policy and strategic decisions and action items under the Plan. At least one member of the CAC shall have a seat on the Coordinating Board. Members may also serve on subcommittees and workgroups. Participation on CEH subcommittees and workgroups may also include additional consumers and users of homeless housing services outside of CAC members.

**B. Responsibilities**

1. Educate members of CEH Advisory Bodies and the larger community on the realities of homelessness, and help members develop relationships with people in homeless or low income communities.
2. Help to assess needs of people currently experiencing homelessness and their concerns about the homeless system through the convening of focus groups and other feedback opportunities, and convey findings from these focus groups to the Coordinating Board and other policy developers as needed.
3. Develop recommendations regarding resources and programs for homeless people to inform the Coordinating Board, Funder Alignment Group and other CEH policymaking and grant making entities.
4. Critically review and provide feedback on recommendations forwarded by other Advisory Bodies to ensure CEH policies and initiatives are informed by consumer perspective.
5. Advocate for systems reform on the local, state, and federal levels that would implement the adopted policies of the Plan.
6. Suggest and support means for the members of the Coordinating Board to participate in activities that would help them to develop an understanding of the realities of homelessness, and develop relationships with people in homeless or low income communities. This may involve activities with CAC members or activities elsewhere in the community.

**C. Decision Making**

1. Participate on advisory bodies / task forces and information sharing across systems.
2. Make recommendations regarding resources and programs to inform CEH policy and grant making.

**D. Commitment**

1. Regular personal attendance at monthly CAC committee meetings and events. This commitment is not delegated to others.
2. A three-year term is required with the option of serving one additional term.
3. Additional efforts as needed to further the goals of the CEH, including serving as a community champion, speaking on behalf of CEH and assuring ongoing dialogue with the community on opportunities, progress, results and barriers to ending homelessness in King County.

**E. Member Profile**

The CAC will have a membership of approximately 12-15 members.

1. Members will be people who are currently or formerly homeless, and people in poverty who are at risk of experiencing homelessness, and who reflect the diversity of residents of King County. Members will include single adults, families, and youth/young adults from various parts of King County. Specific member categories will include, at a minimum:

| <u>Population:</u>     | <u>Gender</u> | <u>Regional</u>          |
|------------------------|---------------|--------------------------|
| Single Adults          | Male          | Seattle                  |
| Families               | Female        | South King County        |
| Youth and Young Adults |               | North & East King County |

2. The CAC will seek to ensure cross-representation among Veterans, LGBTQ, Seniors, Ex-Offenders, Immigrants and Refugees, People of Color, Currently or Recently Unsheltered, and others. Individuals may fulfill cross-representation of categories.



## F. Appointment/Selection Process

1. Homeless housing and service programs may nominate a client/former client to serve on the CAC and forward their name and contact information to CEH staff. Nominees will be understood to be referred by that program, but are not serving on behalf of that program. Individuals may also contact CEH directly.
2. Individuals will complete an Application and Interest Survey to identify what areas of expertise / experience they bring to the CAC and submit this to CEH staff.
3. A CAC nominating committee will work with CEH staff to screen applications to ensure the filling of the various representation categories as needed.
4. If there are openings on the CAC for that representation category, individuals will be invited to attend two meetings to observe a CAC meeting and meet current CAC members and CEH staff. Nominees will receive a stipend for attendance and will have an opportunity to introduce themselves and share why they are interested in participating on the CAC.
5. Pending successful attendance at the initial CAC meetings, CAC members will vote on extending membership to the person at the next regularly-scheduled CAC meeting.

## X. Funder Alignment Committee

### A. Purpose

*The purpose of the Funder Alignment Committee is to Align. Prioritize. Fund Change.*

The goal of the Funder Alignment Committee is to seek alignment of funding and priorities to support the strategies prioritized under the Plan. The Funder Alignment Committee shall evaluate, allocate and monitor resources and funding strategies to support the goals of CEH and the priorities adopted to implement the Plan, and leverage grant making to ensure accountability to CEH policies, priorities, and best practices.

### B. Responsibilities

1. Communicate funding gaps (e.g., priorities that are not eligible for existing funding) back to the Coordinating Board for discussion and problem-solving.
2. Provide guidance to the Coordinating Board on funding realities and opportunities to support its policy-setting role.
3. Jointly issue an annual Coordinated Notice of Funds Available (NOFA) and coordinate on other funding opportunities that simplify the application process, accelerate project funding, and assure funding is directed toward priority program models.
4. Consistent with individual fund source policies, commit agency funding to implement CEH priorities. Maximize use of resources and promote systems change under the Plan. Decisions will be made separately for each funder but guided by the priorities established by the Coordinating Board and identified in the CEH annual workplans.
5. Develop a Memoranda of Agreement (MOA) that will be established between the Administrative Agency and any other jurisdictions, or entity providing funding and/or in-kind resources for the operations and staffing of the CEH. The voluntary adoption of a MOA among participating funding partners will also establish funding alignment and commitment to achieve community-level outcomes.

The MOA will define roles of authority, establish system infrastructure staffing responsibilities, and provide clarity of commitment among partners to achieving the goals of the Plan.

6. Reinforce goals and policies of the Plan through contract requirements, including but not limited to ensuring participation of recipients in HMIS. **(HEARTH requirement)**
7. Monitor HEARTH recipients and sub recipients' performance, evaluate outcomes, and take actions to improve performance of or reduce funding for poor performers. **(HEARTH requirement)**
8. Coordinate with ESG (state and local) recipients on their strategies for allocating ESG funds and evaluating performance of funded projects. **(HEARTH requirement)**

### C. Decision Making and Authority

The Funder Alignment Committee operates as a workgroup of major funders, under voluntary cooperation and the premise of consensus, with sufficient time for discussion during meetings so each member has a

fair chance to be heard and issues can be understood. Areas of authority are:

1. Issue Coordinated NOFA for non-time limited housing resources and other funding opportunities.
2. Rank and submit provider programs as part of the McKinney / CoC final application to HUD each year.
3. Align funding and outcomes with the goals of the Plan and policy direction from the Coordinating Board.

#### **D. Commitment**

1. Personal regular attendance at scheduled meetings. This commitment is not delegated to others. Three unexcused absences in one year are grounds for removal.
2. Communicate selected priorities and system change goals to key staff within the member's organization and oversee their work and implementation of these goals for the purposes of driving systems change, aligning funding and enhancing the delivery of housing and services throughout the region.
3. Seek to align existing housing and homeless services funds under the jurisdiction and control of the Funder Alignment Group organization with selected Funder Alignment Group priorities as appropriate, and secure additional resources through state, federal and other sources where available.
4. Provide regular information on the CEH and implementation of the Plan to higher level members of organization(s) represented.
5. Additional efforts as needed outside of meetings to help further the efforts of the CEH.
6. Although the Funder Alignment Committee members commit to coordinating funding, all parties recognize that each funder may have individual initiatives or constraints. Funders will be transparent as to which fund(s) will and will not be aligned with funders group priorities and rationale for those decisions.

#### **E. Membership and Selection Process**

1. Membership in the Funder Alignment Committee is a function of serving as the Director (or lead decision maker with authority to make or facilitate decisions regarding funding) of a designated organization contributing substantial funding to the homeless housing and services.
2. Membership shall include representatives appointed by Sound Cities (East, North, and South), City of Bellevue, King County, City of Seattle, State of Washington, local philanthropy, and other funders.

#### **F. Leadership and Terms**

1. The chair of the Funder Alignment Committee shall be selected by its members.
2. Terms of service on the Funder Alignment Committee shall be for the duration of an individual's employment at the designated organization.
3. Membership shall be limited to the Director of the designated organization or their designee.
4. Staffing for the Funder Alignment Committee shall be provided by the CEH.

### **XI. Subcommittees and Advisory Groups**

The Coordinating Board shall convene a Data and Evaluation Workgroup, a Safe Harbors Steering Committee, and a Communications Subcommittee. The Coordinating Board shall also convene population-level advisory groups. Initial subpopulations include: single adults/veterans, youth/young adult, and families with children. The charters, membership and workplans for these subcommittees and advisory groups will be approved by the Coordinating Board or its designee. The subcommittees and advisory groups shall ensure representation of public sector staff to ensure CEH strategies are evaluated from a variety of perspectives, including human services, planning, and public safety, among others, thus providing regional and cross-departmental collaboration.

In addition, the Coordinating Board shall name additional subcommittees and workgroups to be formed on an as-needed basis in alignment with the CEH annual workplans and population-level advisory groups. The designation and composition of subcommittees shall be flexible and dependent on the needs of workplans.

At least two members of the Coordinating Board, or their designees, shall be members of each subcommittee. Others members will be selected from the community at large based on their interest and expertise and who reflect the diversity of the county. Each subcommittee shall have a designated CEH or partner staff person to coordinate meeting scheduling and take the lead on developing work products for the subcommittee. This person shall be responsible for coordinating with CEH staff.

**A. Data and Evaluation Workgroup**

1. Initial responsibilities will be to:
  - a. Analyze system and programmatic data for trends, cost, performance and compliance and provide reports to CEH Advisory Bodies as directed by the Coordinating Board.
  - b. Identify, obtain and use data from a variety of sources and partners (HMIS, Point in Time, community indicators, other) necessary to assess and inform progress under the Plan.
  - c. Monitor HEARTH recipients and sub recipients' performance, evaluate outcomes, and recommend actions to improve performance of or reduce funding for poor performers.
  - d. Bring forth topics to the Coordinating Board to ensure overall progress on the Plan and respond to key needs / requests for analysis and subsequent recommendations.
  - e. Report on the HEARTH performance measures (including system-wide dashboard, performance by population (families, single adults, youth, etc.), program type (emergency shelter, transitional housing, etc.) and program-level performance on the HEARTH measures) and recommend performance targets consistent with the Plan and system vision for each program type and subpopulation, in consultation with recipients and sub recipients. **(HEARTH requirement)**
  - f. Conduct an annual gaps analysis of homelessness needs and services. **(HEARTH requirement)**
  - g. Recommend standards for targeting the different parts of the homeless system and how assistance should be provided to different subpopulations, in consultation with recipients of ESG funds.
  - h. Provide updates on data and research related to system level initiatives (families, youth and young adults, veterans, and single adult crisis response efforts).
  - i. Review annual reports from HMIS and other data sources including the annual point-in-time county and Housing Inventory Chart (HIC).
2. The authority of the Data and Evaluation Workgroup shall be to:
  - a. Assess community progress on ending homelessness and inform systems change.
  - b. Recommend performance targets for measuring system performance and compliance with contract goals.
  - c. Recommend client assistance standards.

**B. Safe Harbors Steering Committee**

1. Initial responsibilities will be to:
  - a. Set vision for HMIS.
  - b. Approve budget, communications plan, workplan.
  - c. Monitor and evaluate operations and strategic initiatives for our local HMIS.
  - d. Develop and approve policies for our local HMIS.
  - e. Review and monitor HMIS Performance-Dashboard.
  - f. Hear reports from staff and Users Group including prioritization of tickets.
  - g. Recommend and review customer satisfaction measures.
  - h. Direct legislative agenda as needed.
2. The authority of the Safe Harbors Steering Committee shall be to:
  - a. Approve policies for the HMIS system.
  - b. Approve budget, communications, and workplan for the HMIS system.
  - c. Establish and ensure guidelines are met around functionality of the HMIS system.

**C. Communications Subcommittee**

1. Initial responsibilities will be to:
  - a. Provide leadership to short- term strategic communications on the Plan.
  - b. Establish and provider leadership to long-term strategic communications on the Plan.
  - c. Develop media and community engagement strategies.
  - d. Provide guidance to the development and issuance of the CEH Annual Report.
  - e. Oversee the development and communication of an annual joint legislative agenda.

2. The authority of the Communications Subcommittee shall be to:
  - a. Establish and ensure a strong communications and messaging strategy.
  - b. Assist with the development and communication of the CEH Joint Legislative Agenda.

#### **D. Population Advisory Groups**

The population advisory groups provide for deeper investigation of strategies and action steps at the subpopulation-level. Current advisory groups include: single adults and veterans, youth/young adults, and families with children. Other population groups may be developed to address emerging needs of specialized populations such as seniors/disabled and immigrant/refugees, among others.

1. The advisory groups shall reflect the diversity of people experiencing homelessness specific to the respective populations. For example: Veterans, LGBTQ, Seniors, Ex-Offenders, Immigrants and Refugees, People of Color, Currently or Recently Unsheltered, and others. Individuals may fulfill cross-representation of categories.
2. The advisory groups shall also seek representation from public sector staff to generate ideas for regional and cross-departmental collaboration to ensure CEH strategies are evaluated from a variety of perspectives, including human services, planning, and public safety, among others.
3. The advisory groups shall develop Implementation Plans that shall be continuously refined as new data emerges. The plans shall be amendments to the Plan following adoption by the Coordination Board. The Implementation Plans shall include targets and lead partners for each strategy. Initial timeline for subpopulation Implementation Plans:
  - a. Veterans (existing plan runs through 2015; update in Quarter 1 2016)
  - b. Youth/young adults (update completed May 2015)
  - c. Families (existing plan runs through 2015; update to be completed in Quarter 1 2016)
  - d. Single adults and chronically homeless (no current plan; plan completed by Quarter 4 2015)

## **XII. Administration**

### **A. Agency/Staff**

The Coordinating Board has designated King County Department of Community and Human Services to be the host organization for CEH. The host organization shall hire staff on behalf of the CEH. Any changes to the CEH host organization must be approved by the Coordinating Board.

### **B. Finances / Budget**

Activities of CEH may be funded from a number of sources, including public and private funds, loaned staff and in-kind contributions. In many cases these resources will be managed by the host organization or the entities providing the in-kind service to CEH.

There may be opportunities for CEH to apply directly to foundations or government agencies for financial support for its activities. Staff and/or the Advisory Bodies may make recommendations to the Coordinating Board for specific funding requests. Such requests will detail how any funds received will be administered. The Coordinating Board will be responsible for approving such requests, and may delegate to the CEH staff or subcommittees the responsibility of completing applications and executing and administering agreements in behalf of CEH.

On an annual basis, CEH staff will provide a CEH financial report to the Coordinating Board. This report will include:

1. Services being provided by the host organization and sources of funding to the host organization for these services.
2. Other funds secured by CEH such as through public or private grants, the status of these funds, and how such funds are being administered.

### **C. Annual Report**

The Coordinating Board will adopt an Annual Report that summarizes:

1. CEH's activities of the previous year.
2. Key elements of the CEH annual action steps for the coming year.
3. Summary of county wide efforts to address homelessness, including a summary of resources being utilized.
4. An overview of financial matters related to the operation of CEH.

**D. Public Record**

1. Regularly scheduled meetings of the Coordinating Board and CAC will be open to the public.
2. The CEH staff shall produce a summary of regularly scheduled Coordinating Board and CAC meetings, and summaries will be posted to the CEH website within one month after approval by the appropriate chairs of these bodies.
3. In order to maintain confidentiality of consumers, data that may be provided to members of the governance structure and CoC will not contain individual client information.

**E. Amendments to this Agreement**

The Charter shall be updated annually and affirmed as necessary by the Coordinating Board in consultation with the collaborative applicant and the Homeless Management Information Systems (HMIS) lead. The Charter shall be reviewed and approved in full every five years by the full CEH membership.