



# Arizona Department *of* Housing

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## Governance Charter

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1110 West Washington Street, Suite 280 | Phoenix, AZ 85007  
Telephone: (602) 771-1000 | Facsimile: (602) 771-1002 | TTY: (602) 771-1001





# Arizona Balance of State Continuum of Care Governance Charter\*

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\* As outlined in the Federal Register 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program; Interim Final Rule.



# Arizona Balance of State Continuum of Care Governance Charter

## 1. PURPOSE

*Homelessness is unacceptable in Arizona. All individuals and families have the right to safe, affordable housing in healthy communities with access to a network of supportive services.*

This Charter identifies the mission, purpose, composition, roles, responsibilities, and committee structure of the Arizona Balance of State Continuum of Care (AZBOSCOG).

The AZBOSCOG is a collaboration and inclusive community-based process. The Continuum is responsible for planning and managing homeless assistance resources and services effectively and efficiently. This includes a system of outreach, Coordinated Entry, engagement, and assessment; emergency shelter; rapid rehousing; transitional housing; permanent housing; and prevention strategies to address the various needs of persons who are homeless or at risk of homelessness.

The Continuum geographic area includes thirteen (13) counties, which include: Apache, Coconino, Cochise, Gila, Graham, Greenlee, La Paz, Mohave, Navajo, Pinal, Santa Cruz, Yavapai, and Yuma.

The AZBOSCOG assists in the coordination, development, and evaluation of housing and services for homeless and at-risk of homeless persons with housing needs through planning, education, and advocacy. The AZBOSCOG provides planning and operational support to the continuum of care process including the designation of a Homeless Management Information System (HMIS).

Per this Charter, the Collaborative Applicant shall have the authority to submit the Continuum application and to apply for planning funds [578.9]. No Unified Funding Agency is established for the AZBOSCOG.

## 2. MISSION

The mission of the AZBOSCOG is to end homelessness within the communities it represents and serves. It will do this through a seamless and collaborative network, by assisting eligible entities in obtaining the necessary funding needed to help vulnerable, low-income individuals and families attain and maintain economic self-sufficiency. It will do this in alignment with HUD's Strategic Goals and the Federal Plan entitled "Opening Doors", as updated.

## 3. STRATEGIES

The AZBOSCOG utilizes the following strategies to address homelessness in the Balance of State geographic area:

- Coordinate a housing and service system within the geographic regions that meets the needs of those experiencing homelessness, including unaccompanied youth, individuals, and families. At a minimum, this system will encompass:
  - ✓ Outreach, engagement, and assessment;
  - ✓ Coordinated Entry;
  - ✓ Shelter, housing, and supportive services; and
  - ✓ Prevention strategies.
- Identify housing needs of those at risk of facing homelessness.
- Increase access to permanent housing through rapid re-housing, transitional housing, and permanent supportive housing.
- Increase access to other mainstream resources to promote housing stability.
- Coordinate services with emergency shelters including domestic violence shelters.
- Evaluate performance of services within the Balance of State through data collection and analysis.

#### 4. ORGANIZATION

##### A. Local and Regional Representation:

The AZBOSCOG is comprised of representatives from local coalitions/alliances/networks of care. These groups represent geographically and culturally diverse communities throughout the State of Arizona. Local groups include members who are representative of local programs, community agencies, and other community stakeholders. The COG planning dollars are used to further the goals of the BOSCOG by allocating funds to each local coalitions/alliances/networks of care to be used for establishing Coordinated Entry, Case Conferencing, coordinating local meetings, and attending BOSCOG quarterly meetings in Phoenix. Local groups working to end homelessness will designate a lead agency to enter into a contract with ADOH for these planning dollars. The current local coalitions/alliances/networks of care that are working within the BOSCOG framework are:

- |                   |                  |
|-------------------|------------------|
| • Cochise County  | • Navajo County  |
| • Coconino County | • Pinal County   |
| • La Paz County   | • Yavapai County |
| • Mohave County   | • Yuma County    |

The AZBOSCOG coordinates with the other two (2) independent continuums in Arizona through periodic conference call meetings and other meetings as needed including doing joint presentations at conferences.

## **B. The Governance Advisory Board:**

The Governance Advisory Board is responsible for providing planning, coordination, guidance and direction for the use of U.S. Department of Housing and Urban Development (HUD) HEARTH COC resources.

Members of the AZBOSCOG Governance Advisory Board include:

- One (1) representative from the Arizona Department of Housing (ADOH).
- One (1) consumer representative (homeless or formerly homeless).

In total, there are eleven (11) seats on the committee. A maximum of five (5) seats can be held by COC sub-recipients in order to avoid potential conflicts of interest.

No agency can have more than one (1) person on the Governance Advisory Board.

### *Responsibilities*

- Develop, follow, and update annually this Governance Charter, which will include procedures and policies needed to comply with HUD and HMIS requirements, including a code of conduct and recusal process.
- Provide direction and leadership for the application and data collection processes.
- Formal decisions of the AZBOSCOG regarding application selection and/or reallocation of funds.
- Strategic planning and goal setting.
- Approval of the selection of membership for standing committees.
- Align and coordinate AZBOSCOG with other homeless assistance and mainstream resources.
- Establish priorities and make decisions about the allocation of AZBOSCOG resources.
- Evaluate both system wide and individual program performance related to established measurements.
- Receive reports and recommendations from ad-hoc workgroups.
- Ensure that all necessary activities (i.e. Point In Time Count) are being implemented by local COC planning groups.
- Disseminate information to the regional COC planning group members.
- Approves policies and procedures for the AZBOSCOG.

### *Operation*

- The representative from ADOH will serve as the Chair of the Governance Advisory Board.

- A Co-chair will be appointed from the Governance Advisory Board members.
- To accommodate for a change in terms and term limits, for the first year of the AZBOSCOG Governance Advisory Board, four (4) of the six (6) committee members will be elected for a one (1) year term and will be new-term eligible at the end of their respective staggered terms for a new two (2) year term. New members will serve a two (2) year term.
- Members of the Governance Advisory Board may serve two (2) consecutive two (2) year terms and then must wait one (1) year before serving again.
- Governance Advisory Board can add new members by a majority vote of the existing members.
- Governance Advisory Board meetings will be held on a quarterly basis. There will be two (2) meetings face to face: one (1) will be held in the spring and the other in the fall.
- The vote of a majority of members present and voting at a meeting at which quorum is present is enough to constitute an act of the Governance Advisory Board.
- Members that fail to attend regularly scheduled meetings due to an unexcused absence shall be subject to removal from the Governance Advisory Board by a vote of the Committee if they attend less than seventy-five percent (75%) of meetings.
- Review Governance Charter annually to ensure it remains consistent with the COC's objectives and responsibilities in accordance with the HEARTH Act and HUD regulations.
- When a vacancy occurs on the Governance Advisory Board, the new member will represent the same segment as the outgoing member (i.e. a sub-recipient or community representative).

**C. AZBOSCOG Standing Committees:**

In order to do the work of the continuum efficiently and effectively, standing committees were established, which include: HMIS Committee, ESG Committee, and Veteran Programs Committee. Project Review and Evaluation Committee and Point In Time Count Committee are two (2) annual ad hoc committees that will be formed each year for their respective specific purposes.

Representation for the standing committees is identified by the members of the regional COC planning groups. All standing committees will have a chair and a secretary that have been identified by the committee membership. ADOH staff will chair the HMIS committee since ADOH is the HMIS Lead Agency.

Membership in the ad hoc committees will be drawn from the entire AZBOSCOG membership.

An agenda for each standing committee meeting will be posted on the ADOH website prior to each meeting and minutes will be posted after being approved.

In addition to the standing committees, ad hoc workgroups may be established from time-to-time to complete specific tasks. The chair of these ad hoc groups will provide updates about activities to the Governance Advisory Board as needed.

**Responsibilities of the AZBOSCOG Standing Committees:**

**NOTE:** The chairs of the HMIS and Point In Time Count committees will serve as liaison between the AZBOSCOG and the Governance Advisory Board.

***HMIS Committee Responsibilities***

- To operate as outlined in the HMIS Governance Charter working with ADOH as the HMIS Lead Agency.
- Meet the HUD requirements to record and store client-level information on the characteristics and service needs of persons experiencing homelessness.
- Utilize a HUD approved software system.
- Overall management and training related to the HMIS system.
- Working with HMIS software provider, including review of the HMIS policies and procedures a minimum of annually.
- Assure compliance through review of quarterly data quality reports.
- Review how HMIS is functioning on a provider level.
- Develop data quality plans, security plans, and policies and procedures by which HMIS will be governed.

***ESG Committee Responsibilities***

- The contact point related to coordination to ESG services among DES and other stakeholders.

***Veterans Programs Committee Responsibilities***

- To improve communication among agencies serving veterans through a variety of programs including COC, SSVF, GPD, and VASH.
- To create efficient referral services, and identify and address gaps in services.
- To work with HUD TA staff for Vets@Home Technical Assistance.
- Develop By-Name List of all known veterans experiencing homelessness.
- Manage By-Name List through Case Conferencing/sub-committee.

## **Annual Ad Hoc Committees**

### ***Project Review and Evaluation Committee Responsibilities***

- Develop and update annually the evaluation tool(s).
- Review, score, and rank renewal projects and new projects that will be submitted during the annual NOFA process.
- Assess and evaluate compliance and performance of ESG projects.

### ***Point In Time Count Committee Responsibilities***

- Plan for and conduct, annually, a point in time count of persons who are homeless within the geographic area that meet the following:
  - ✓ Persons who are homeless and living in a place not designed or ordinarily used as a regular sleeping accommodation for humans will be counted as unsheltered.
  - ✓ Persons living in emergency shelters and transitional housing projects will be counted as sheltered persons who are homeless using the HMIS.
- Review point in time count surveys and data collection tools.
- Support the logistics of the Point In Time count and annual Housing Inventory Count (HIC).
- Conduct an annual gaps analysis of the homeless needs and services available within the geographic area.
- Review data collected to assess accuracy and approve for publication on ADOH website and submission to HUD.
- Other requirements established by HUD by notice.

### ***Coordinated Entry/Case Conferencing Committee Responsibilities***

- Review local COC policies and procedures.
- Ensure consistency and share best practices among the local COCs in the implementation of Coordinated Entry/Case Conferencing.
- Ensure alignment with HUD Coordinated Entry/Case Conferencing.

Other Committees to be included as needed.

## 5. ADOH ROLE AND RESPONSIBILITIES

The Arizona Department of Housing (ADOH) is the lead support agency and the collaborative applicant, as well as the HMIS Lead Agency, providing backup staff to the various committees and work groups of the AZBOSCOG and performing necessary functions such as business and operations management for the AZBOSCOG, HMIS administration, performance monitoring, engagement and education of stakeholders, and submission of the funding applications.

### *Responsibilities*

- Fiscal agent for the AZBOSCOG and performing financial management responsibilities as required by the HEARTH Act.
- Staffing of committees when necessary.
- Providing call-in number access for committee meetings.
- Production of planning materials.
- Coordinate needs/gaps assessments.
- Collect and report performance data.
- Monitor program performance.
- Coordinate resources, integrate activities and facilitate collaboration.
- Prepare the collaborative application for COG funds. This includes but is not limited to the following:
  - ✓ Adherence to the HUD published NOFA for the Continuum of Care each year.
  - ✓ Registration on e-snaps including the completion and submission of the Grant Inventory Worksheet (GIW).
  - ✓ Preparation of the Consolidated COG including project priority list.
- Apply for planning grants.
- Build awareness of COG related issues.
- Recruit stakeholders.
- Manage the HMIS System as the Lead Agency for AZBOSCOG.

## 6. HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS)

ADOH is the Lead Agency for the Balance of State HMIS system. ADOH will work with the contracted HMIS software provider and the HMIS Committee to ensure all HMIS activities are carried out in accordance with the HEARTH Act. All participating agencies within the AZBOSCOG

must comply with HMIS requirements for COC funding - VASSVF (Veterans Supportive Services for Veteran Families), PATH (Projects for Assistance in Transition from Homelessness), RHY (Runaway and Homeless Youth), as well as all state homeless service funds. HMIS policies and procedures will be reviewed and updated on an annual basis in accordance with HMIS data standards and the HEARTH Act.

## **7. REPORTING**

- Proceedings of all committee meetings are documented in minutes.
- Minutes of all meetings are circulated and approved in a timely manner.
- Approved minutes will be posted on the ADOH website.

## **8. CONFLICTS OF INTEREST**

Each member of the Governance Advisory Board will disclose their relationship to any agenda item requiring a vote during discussion of the agenda item. No member of the Advisory Board may vote upon any matter that financially benefits them or the organization that the member represents. This includes all decisions with respect to funding, awarding contracts and implementing corrective actions.

## **9. SPOKESPERSON**

The Chair of the Advisory Board shall be the spokesperson and point of contact for the AZBOSCOG.