

CHITTENDEN COUNTY HOMELESS ALLIANCE (CoC)
GOVERNANCE CHARTER

ARTICLE I: Name

The name of this coalition of organizations, entities, and individuals shall be the Chittenden County Homeless Alliance, hereafter, "CCHA." CCHA is not an incorporated entity. For United States Department of Housing and Urban Development (hereafter "HUD") purposes, CCHA is known as the Chittenden County Continuum of Care (Chittenden County CoC).

ARTICLE II: Vision

The Chittenden County Homeless Alliance envisions a future in which every person and family in Chittenden County has a permanent, safe, decent, affordable home and the necessary means and community supports to sustain it.

ARTICLE III: Mission

The Chittenden County Homeless Alliance is a coalition of individuals, organizations, and government entities who support our vision of a safe, decent, affordable, stable home for every person and family in Chittenden County, Vermont. Our mission is to end homelessness in Chittenden County by being a forum for gathering information, building consensus, coordinating efforts, and advocating for the end of homelessness through prevention, early intervention, and remediation. To effectuate our mission and achieve our vision, CCHA:

- A. Holds at least two Community Meetings of the full Continuum of Care annually, and actively seeks new members at least annually;
- B. Gathers and disseminates information about the incidence, prevalence, and current and emerging causes of homelessness including conducting an annual Point-in-Time Count;
- C. Identifies and prioritizes solutions to homelessness including "bricks and mortar," economic, legal, and social service and program impediments;
- D. Promotes racial justice framework to eliminate unfair and inequitable conditions and policy decisions that affect marginalized populations;
- E. Develops and advocates government, programmatic, and legal policies that further CCHA's vision;
- F. Establishes and follows written standards for providing CCHA assistance, in consultation with the recipient of Emergency Solutions Grants program funds.
- G. Marshals federal, state, and local government and other resources to further our mission;
- H. Coordinates our efforts with the Vermont Balance of State Continuum of Care, as appropriate;
- I. Moves CCHA's agenda forward through annual and multi-year planning including establishing performance goals and measuring and monitoring progress toward these goals;
- J. Evaluates all CCHA and Emergency Solutions Grants funded programs and effectuates change as needed;
- K. Develops a written process for Board selection and reviews that process at least every five years;
- L. Designates and operates a Homeless Management Information System (HMIS) at a minimum to meet HUD HMIS requirements;
- M. Establishes and operates a coordinated entry system in consultation with the recipient of Emergency Solutions Grants program funds; and
- N. Reviews and updates as needed the CoC Governance Charter and Standing Rules annually.

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Diversity Equity and Inclusion Statement

The CCHA is a coalition of individuals, organizations, and government entities whose mission is to end homelessness in Chittenden County. CCHA recognizes the role played by current and past discriminatory policies that, to this date, impede access to housing and lead to homelessness for many community members; the Black, Indigenous, and People of Color, LGBTQ+, low income, and other marginalized populations. CCHA stands alongside these populations as we affirm that racial equity, inclusion, and belonging are important and interdependent components that contribute to building a just society.

CCHA will:

- A. Create and sustain inclusive environments where every person, workforce and client feels valued, supported and inspired to achieve individual and common goals to end homelessness
- B. Support policy and practices that ensure fairness and equity throughout the homeless and housing system
- C. Strive to provide safe, decent, affordable homes to all individuals regardless of their origin and background
- D. Enhance and promote training and resources to support cultural awareness and anti-racist policy and practices among homelessness services and housing providers
- E. Create opportunities that sustain these actions
- F. Ensure sub-committees identify systemic inequities, utilizing data and feedback of those with lived experience, especially from the BIPOC community, to develop policies and practices through continuous assessment of disparities.

ARTICLE IV: Purpose of the Standing Rules (CoC Governance Charter)

The CoC Interim Rule, published in the Federal Register on July 31, 2012 and effective August 30, 2012 formally establishes the Continuum of Care (CoC) as the planning body responsible for meeting the goals of the Continuum of Care program as outlined in 24 CFR Part 578. A requirement of the CoC Interim Rule is that the CoC develop and follow a governance charter which outlines and assigns all responsibilities of the CoC. This Governance Charter meets the requirements of 24 CFR Part 578 and outlines all roles and responsibilities of the various members and entities within the CCHA (Chittenden County CoC). It is intended to guide the governance operations and decision-making process of the CoC. The Standing Rules (CoC Governance Charter) will be reviewed annually and updated according to the process outlined herein.

ARTICLE V: Organization of the CCHA

The responsibilities of the CCHA as outlined in Article III are shared among the various bodies of the CCHA. These include:

- The full CCHA Membership (General Members and Voting Members)
- Steering Committee and Officers
- Subcommittees
- Collaborative Applicant
- HMIS Lead Agency
- HMIS Software Vendor

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The specific responsibilities are outlined throughout this Charter.

ARTICLE VI: Membership

CCHA encourages the active participation of everyone in our geographic region (Chittenden County, Vermont) who is interested in working to prevent and end homelessness in the county. We support an open invitation process for current and new members.

Section 1: Membership Defined

Membership is divided into two categories: General Membership and Voting Membership.

(1) General Membership: Anyone who lives or works in the CCHA geographic region (Chittenden County, Vermont) can be a General Member. General Members are welcome to attend CCHA Community Meetings held throughout the year, or any relevant CCHA committee, subcommittee, or local planning meetings.

(2) Voting Membership: Anyone who lives or works in the CCHA geographic region (Chittenden County, Vermont) can apply to be a Voting Member of the CCHA. Voting Members are welcome to attend CCHA Community Meetings held throughout the year, or any relevant CCHA Committee, subcommittee, or local planning meetings. Voting Members can vote at CCHA Community Meetings.

Those who wish to become Voting Members must apply using a simple questionnaire that seeks to demonstrate that the applicant has met the requirements of Section 5.1 a & b in the 12 months preceding the CCHA Community Meeting at which they wish to vote. Prior to a vote, each organization that is a Voting Member shall designate which person will vote for their organization; organizations can only have one vote per organization. Individuals, including persons who are experiencing homelessness or who have experienced homelessness, can gain approval to vote as an individual. At the time of a vote, the Secretary will review the membership and voting list.

Section 2: Outreach for New Members

The Chittenden County Homeless Alliance will conduct outreach to new members a minimum of one time per year. This outreach will include an invitation to attend and participate in one of the CCHA Community Meetings, or committee or subcommittee activities/meetings.

Section 3: CCHA Community Meetings

The Chittenden County Homeless Alliance membership will meet at least twice per year at Community Meetings. The objective of these meetings will be to complete CCHA business, but primarily to discuss and shape policy, as well as strategic planning for the CCHA, in an effort to prevent and end homelessness.

Section 4: Approval of CCHA Charter

The CCHA Voting Membership will review and approve the Governance Charter annually at the autumn meeting. Every five years the CCHA membership will specifically review the written process included within this charter to appoint members to its board (i.e Steering Committee).

Section 5: Membership Duties

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Section 5.1: Voting Members' Duties. Voting members shall:

- A. Attend at least one Community Meeting of the CCHA annually;
- B. serve on one or more committees (Steering Committee members must serve on another committee in addition to the Steering Committee, as described in Article VII, Section 5); and
- C. have responsibility to vote on the following CCHA questions:
 - a. Annual review and approval of the governance charter
 - b. Review of board (Steering Committee) selection procedures every five years
 - c. Formal partnerships with the Vermont Balance of State Continuum of Care or other similar entities
 - d. Other matters as requested by the Steering Committee.

Section 5.2: Non-Voting Members.

Non-voting members may participate in CCHA meetings as well as join CCHA committees and other initiatives.

Section 6: Change in Membership Status

Section 6.1: Resignation. To maintain accurate records and communication, an individual or organizational Voting Member may submit his or her resignation at any time to the Steering Committee through its Secretary, who shall accept it. An organization wishing to permanently substitute a staff person shall submit the name and contact information for the new staff person at a regular CCHA meeting, or to the Secretary in writing, and the meeting minutes shall reflect any such substitution. Upon substitution of an organizational member, the Secretary shall update the membership records and distribution list to reflect the change.

Section 6.2: Loss of Voting Status. A Voting Member may lose voting status when they fail to meet the requirements as outlined in Section 5.1 above. The Steering Committee shall review loss of voting membership and may make exceptions given individual or organizational circumstances. The Steering Committee shall exercise its discretion in determining whether to deprive the Voting Member of their voting status.

Section 6.3: Reinstatement of Voting Status. A Member who has become inactive pursuant to these rules shall be reinstated to Voting Member status upon successfully meeting requirements as listed in Article VI, Section 5.1 a and b of this Charter. The Secretary shall maintain the list of Voting Members. Committees are required to track committee participation and report such participation to the Secretary.

ARTICLE VI: Meetings

Section 1: Community Meetings

CCHA Community Meetings shall be held at least twice per year. At least one meeting per year will actively seek to encourage new membership and participation. Meetings will include CCHA business matters such as electing officers and steering committee members, but also seek to encourage broad-based policy discussions and strategic planning to further the mission of the CCHA.

The Outreach and Membership Committee, under the guidance of the Steering Committee officers, in consultation with the full Steering Committee, shall determine the meeting schedule. The Outreach and Membership Committee, under the guidance of the officers, in consultation with the full Steering Committee, shall determine the location, time and specific agenda items including any voting items. The

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Outreach and Membership Committee and Steering Committee officers will be responsible for inviting featured speakers and guests.

Section 2: Special Meetings

While the need for special meetings is not anticipated, special meetings may be called with three days' notice by the Co-Chairs or by written request of five Voting Members submitted to the Secretary.

Section 3: Motions

Unwarned motions shall be tabled and warned for action at the next regular or special meeting upon request of any Voting Member.

ARTICLE VII: Steering Committee/Governing Board

Section 1: Overview

The CCHA shall have a Steering Committee comprised of between 9-21 Voting Members. The Steering Committee will be composed of an odd number for purposes of voting. No more than one employee of any organizational member may serve as a Steering Committee member at any time. The Steering Committee will serve as the Governing Board for the CCHA and carry out the duties and responsibilities assigned in this Charter.

Section 2: Eligibility and Membership

Each Officer as defined in Article IX shall be a member of the Steering Committee. In addition, at least one homeless or formerly homeless person shall serve on the Steering Committee. Exceptions to the Voting Member requirements may be waived to ensure representation of a homeless or formerly homeless individual on the Steering Committee. The Steering Committee shall also include at least one voting member who represents each of the following: homeless service providers; housing providers, and government.

Section 3: Election

Steering Committee members shall be elected biennially. For the initial transition to the protocols in this Charter, half plus one of the Steering Committee seats will be for a period of two years and half minus one will be for an initial term of one year. During this initial seating of the Steering Committee, elected Steering Committee members will be asked to volunteer for the initial one-year term. If the required number of one-year terms cannot be attained through this voluntary effort, a lottery will be held to get to the above described terms. Thereafter, all Steering Committee seats will be up for election every two years.

Section 4: Vacancy

In the case of a vacancy mid-term, the full CCHA membership will be informed and nominations sought for the vacant seat. The Steering Committee will then vote on those who were nominated. The Steering Committee will take into consideration the needed skills, knowledge, and expertise needed to carry out the work of the Steering Committee, and ensure that subpopulations are fully represented.

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Section 5: Duties

The Steering Committee, in collaboration with the Co-Chairs, and utilizing the standing and ad hoc subcommittees as appropriate shall:

- A. Set the CCHA's agenda for the Community Meetings and ensure that they are publicized in advance;
- B. Ensure that the activities undertaken by CCHA are effectuated;
- C. Coordinate the activities of CCHA;
- D. To the extent practicable, coordinate efforts with the Vermont Balance of State Continuum of Care;
- E. Ensure that elections are held biennially;
- F. Direct the Secretary to remove members from active status pursuant to these rules;
- G. Bring to the attention of CCHA new sources of funding to support CCHA's mission;
- H. Periodically review CCHA's long-term plans;
- I. Oversee the work of the standing and ad hoc subcommittees;
- J. Hear member grievances;
- K. Identify and recruit additional members;
- L. Review recommendations put forth by committees and vote on decisions such as changes in HMIS software;
- M. Create ad hoc committees as needed to assist the CCHA to work toward its overall mission and achieve stated objectives and action plans;
- N. Work with individual subcommittees to develop annual action plans for presentation at Community Meetings for Voting Membership approval;
- O. Select a Ranking Committee for the purposes of ranking projects to be included in the CCHA application to HUD for CoC funding;
- P. Ensure that CCHA is represented at Vermont Balance of State Continuum of Care meetings.

Section 6: Meetings

The Steering Committee shall meet monthly with no fewer than 10 meetings per calendar year.

ARTICLE VIII: Elections and Terms of Office

Section 1: Elections

Section 1.1: Regular Elections: Elections shall be held annually for Steering Committee members and officers whose terms are set to end that year. For the first year transition to the Charter, one Co-Chair will be elected for one year and one Co-chair will be elected for a two-year term. Thereafter, these seats will be up for election every two years thereby ensuring that one Co-Chair has experience and allows for continuity from one year to the next.

Section 1.2: Special or Interim Elections. In the case of a vacancy mid-term, the full CCHA membership will be informed and nominations sought for the vacant seat. The Steering Committee will then vote on those who were nominated.

Section 2: Nominations

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When planning for the autumn Community Meeting, the Outreach and Membership subcommittee shall ensure that at least one Voting Member seeks election to each open officer and Steering Committee position. An ad hoc Nominations subcommittee shall be convened as necessary and at least six weeks prior to any special or interim election.

Section 3: Terms of Office

Officers and Steering Committee members shall be elected for terms of two years. Terms of office shall begin at the close of the meeting at which officers and Steering Committee Members are elected. Elections shall be by ballot for any position for which there is more than one nominee.

Section 4: Limitations

No member shall hold more than one office at a time. A Co-Chair may not serve more than two terms (four years) consecutively, but may serve additional terms after a one-term hiatus.

Section 5: Remuneration

No officer, Steering Committee member, or other member of CCHA shall receive remuneration from CCHA for their participation. Except that, if funds are available, the Steering Committee can approve the payment of a stipend for the participation of the member who is homeless or was formerly homeless. Notwithstanding the non-remuneration clause, subject to the availability of funds and the decision of the Steering Committee, a member may be reimbursed by CCHA for any expenses incurred on activities that are solely CCHA-related (to the extent the member is not eligible for reimbursement from another source).

ARTICLE IX: Officers

Section 1: Officers

CCHA shall have the following officers: two Co-Chairs, a Secretary, a Treasurer, a Collaborative Applicant, and a Facilitator. These officers shall perform the duties prescribed in these Standing Rules. Officers, other than the Collaborative Applicant, shall be elected biennially by the Voting Members of the Alliance and officers shall each serve a two-year term. The Collaborative Applicant shall be selected as set forth in Article VII, Section 1.

Section 2: Co-Chair Description and Eligibility

The Co-Chairs shall be elected from among the Voting Members. Employees of the same entity or organization shall not serve as Co-Chairs at the same time.

Section 2.1: Election and Term of Office: Co-Chairs shall be elected biennially pursuant to these rules. The position of Co-Chair is limited to two, consecutive two-year terms. A person who has been Co-Chair for consecutive two terms may become Co-Chair again after a one-term hiatus from that office.

Section 2.2: Co-Chair's Duties: Co-Chairs shall jointly:

- A. Ensure that the mission of the CCHA is advanced and that activities undertaken by CCHA are effectuated;

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- B. Set CCHA's agenda in consultation with the Steering Committee;
- C. Coordinate the activities of the CCHA;
- D. Be the CCHA's spokespersons. In carrying out their duties as spokespersons, Co-Chairs shall ensure that any difference between the CCHA's and the Co-Chair's individual or organizational positions is communicated in any matter in which the CCHA's position and the position of the Co-Chair or their organization diverge;
- E. Monitor or attend legislative, administrative, and other city, county, state, and federal initiatives and meetings regarding public policy proposals affecting homeless people;
- F. Monitor, and participate as able in, national homelessness advocacy groups;
- G. Ensure that the CCHA's activities and policy positions are consistent with the Vision and Mission as set forth in Articles II and III of these rules, and with the CCHA's non-discrimination policy as set forth in Article XII of these rules; and
- H. In collaboration with the Steering Committee, identify and recruit additional members.

Section 3: Facilitator Description, Eligibility, and Duties

3.1: Eligibility and Election. The Facilitator shall be elected from among the Voting Members.

3.2: Duties. The Facilitator shall:

- A. Confirm or secure at least two weeks prior to each regular CCHA meeting the space for the meeting;
- B. Disseminate the agenda at least two weeks prior to each regular CCHA meeting;
- C. Ensure that regular CCHA meetings keep to the published agenda and remain on task and on time.

Section 4: Secretary Description, Eligibility, and Duties

4.1: Eligibility and Election. The Secretary shall be elected from among the Voting Members.

4.2: Duties. The Secretary shall:

- A. Ensure that minutes of each regular meeting are made and maintained;
- B. Ensure the maintenance of the voting and general membership lists and maintain the distribution list for the dissemination of minutes and agendas.

Section 5: Treasurer Description, Eligibility, and Duties

5.1 Eligibility and Election: The Treasurer shall be elected from among the Voting Members.

5.2 Duties: The Treasurer shall:

- A. Working with the Strategic Planning Committee, produce an annual budget for approval by the CCHA;
- B. Review financials provided by the Fiscal Agent of the CCHA.

Section 6: Collaborative Applicant Description, Eligibility, and Duties

6.1 Eligibility and Election: See Article XII, Section 1

6.2 Duties: See Article XII, Section 1

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ARTICLE X: Voting

Section 1: Forum

Voting shall take place during regular CCHA meetings, except in unusual circumstances where a regular meeting vote is not practicable, in which event voting shall take place pursuant to subsection 2.2 of this article.

Section 2: Warning.

Section 2.1: Regular Matters. All CCHA matters subject to a vote shall be warned to the membership one week prior to the meeting at which the vote is to take place except in the unusual circumstance that a one-week warning is impracticable for exigent reasons.

Section 2.2: Emergency Matters. In the unusual circumstance that one week's notice is impracticable for exigent reasons; all Voting Members shall be warned twelve business hours prior to the vote.

Section 2.3: Elections. Annual elections for officers and Steering Committee members shall be warned one month in advance of the election. Each particular officer position or Steering Committee Member seat will come up for election biennially, since the two-year terms are staggered.

Section 3: Eligible Voters

Each organizational Voting Member and each individual Voting Member may cast one vote. Each organizational member shall designate its Voting Member before each vote.

Section 4: Determination

Simple majority shall determine the outcome of any vote. The minutes shall reflect the motion and the outcome including the number of yeas and nays, and any abstentions.

ARTICLE XI: Committees

Section 1: Standing Sub-Committees

The CCHA shall maintain standing sub-committees to investigate, research, and recommend action items to the CCHA on topics of on-going relevance to the CCHA's mission. The Steering Committee, in consultation with the full membership, shall define the charge and scope of each standing sub-committee and such charge shall be memorialized in the CCHA regular meeting minutes. Each standing sub-committee shall have a minimum of three members. All members are encouraged to serve on standing sub-committees.

Section 1.1: The Standing Sub-Committees of the CCHA shall include:

- A. **Outreach and Membership Committee.** Identify potential interested and qualified candidates for positions on the Steering Committee, including officer positions; conduct outreach to ensure that the membership is reflective of our community and includes BIPOC representation to increase participation, leadership, and decision-making within CCHA activities;

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and plan Community Meetings in consultation with the Steering Committee officers and full Steering Committee;

- B. **Data Quality, PIT, and HMIS Committee.** Review data regularly including Annual Performance Reports and Annual Homeless Assessment Report (AHAR); collect and analyze specific data metrics to identify whether and how racial disparities exist; report on data; serve as liaison with hired Homeless Management Information System (HMIS) administrator and HMIS Lead Agency; make recommendations to Steering Committee and CCHA regarding software changes; monitor progress on AHAR and overall adherence to data quality; coordinate Point-In-Time Count (PIT Count) and ensure compliance with HUD requirements and recommendations; make recommendations to Steering Committee regarding any significant changes to PIT Count; train CCHA members including volunteers and the broader public on PIT Count structure and implementation. This sub-committee can make changes to PIT Count implementation to align with HUD requirements. Any changes that divert from HUD requirements require approval of the Steering Committee.
- C. **NOFA Committee.** Reviews annual NOFA and NOFA-related communications from HUD including official Notices, Policy Updates, or other HUD guidance that impacts the NOFA competition. Review closely HUD NOFA for policies and priorities that would impact CCHA in the national competition; prepare a formal presentation to the Steering Committee on policy objectives, key changes in application or HUD priorities. Review application and its requirements. Prepare a CCHA-specific Request for Proposals (RFP) to reflect HUD policies and priorities. Develop a timeline for the CCHA RFP. Oversee issuance of the RFP and address inquiries or concerns. Develop a companion scoring protocol for CCHA applications. The NOFA Committee will work closely with the Strategic Planning Committee in an effort to align the NOFA priorities with the priorities of the CCHA. The NOFA Committee will include the Collaborative Applicant.
- D. **Application Ranking Committee.** When the CCHA is required to prioritize project applications a separate committee will be formed. The members of this Application Ranking Committee cannot be staff of agencies with projects being considered for funding. Members of this Application Ranking Committee do not have to be current members of the CCHA. Possible members can be recommended by the Outreach and Membership Committee or any other CCHA sub-committee. The Steering Committee will select the final composition of the Application Ranking Committee on an annual basis as needed. While membership is not restricted to members of the CCHA, members of the Application Ranking Committee must have the capacity to review applications, to apply a scoring matrix responsibly, and have no conflict of interest. The Application Ranking Committee will consist of no less than three members and will always be an odd number.
- E. **Strategic Planning Committee.** To move the CCHA toward its mission to prevent and end homelessness, the Strategic Planning Committee will work to identify current gaps in the system, including assessment and analysis of racial disparities, and housing and service challenges in the CCHA, and develop annual strategies for implementation. The Strategic Planning Committee will report at each of the Community Meetings on current strategies, progress toward goals, and other key information. The Strategic Planning Committee will review all HUD directives and policy briefs to provide guidance in CCHA planning.
- F. **Coordinated Entry Committee.** This committee is charged with identifying systemic approaches for the CCHA to meet HUD's requirements related to coordinated entry. The committee will make recommendations to the Steering Committee on approaches to coordinated entry and offer the Steering Committee recommendations for implementation. The committee will remain in effect after full implementation to monitor progress on coordinated entry and to offer

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changes as needed. The committee will evaluate policies and procedures for access and interventions for different sub-populations, based on need with an emphasis on BIPOC community.

- a. **Community Housing Review Committee.** Functions as a sub-committee of the Coordinated Entry Committee. The Community Housing Review Committee is charged with coordinating subsidy, services, and housing placement for households on the CCHA's Coordinated Entry Master List, as prioritized according to the community's coordinated entry policies and procedures.
- G. **Veterans Committee.** This committee is charged with identifying systemic approaches to address veteran-specific housing needs. The Chairperson of the Vermont Veterans committee on Homelessness (VVCH) will serve as the Chair of this committee (or a representative of the VVCH in the Chair's stead). The committee will make recommendations to the Steering Committee on Veteran issues and offer the Steering Committee recommendations for resolution. The committee will remain in effect after full implementation to monitor progress on Veteran related issues and to offer changes as needed. A primary focus of the committee is to end veterans' homelessness as part of a national federal initiative involving four federal partners; Health and Human Services (HHS), Housing and Urban Development (HUD), United States Interagency Council on Homelessness (USICH), and the Veterans Health Administration (VHA).
- H. **Housing Retention Committee.** This committee is charged with identifying systemic approaches to homeless prevention approaches to ensure housing stabilization in Chittenden County, both within HUD requirements for Coordinated Entry and wider access and eligibility to housing retention support community-wide. The committee will make recommendations to the Steering Committee and, as applicable, the Coordinated Entry Sub-committee on approaches to equitable and coordinated access to homeless prevention efforts. This committee will work stakeholders to evaluate policies and procedures for access and interventions for different sub-populations, based on need with an emphasis on BIPOC community.

Section 2: Ad Hoc Committees

Ad Hoc committees shall be created to investigate, research, and recommend action items to the CCHA on topics relevant to the CCHA's mission which are not of sufficient long-term interest or scope to require a standing sub-committee to be formed. The Steering Committee, in consultation with the full membership, shall define the charge and scope of each ad hoc committee.

Section 3: Coordination with Vermont Balance of State Continuum of Care

To the extent practicable, the CCHA's committees shall coordinate efforts with the Vermont Balance of State Continuum of Care.

ARTICLE XII: Other Entities

Section 1: Collaborative Applicant

The CCHA voted on November 1, 2012 to select the City of Burlington's Community Economic Development Office (CEDO) as the Collaborative Applicant for CCHA. CEDO will continue to serve as Collaborative Applicant until the CCHA Voting Members vote to approve an alternative entity. The responsibilities of the Collaborative Applicant are to:

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- A. Submit the CCHA application to HUD on behalf of the CCHA including completion and submission of all exhibits and documents as required by HUD.
- B. Work to maximize opportunities presented through the NOFA by working closely with the NOFA Subcommittee and the Steering Committee.
- C. Coordinate with the CCHA Steering Committee, Data Quality, PIT, and HMIS Committee, and HMIS Lead Agency to conduct the Annual Point-In-Time Count (PIT Count), the Housing Inventory Chart (HIC), the Grant Inventory Worksheet, the Annual Homeless Assessment Report (AHAR), and other documents required by HUD.
- D. Coordinate with the HMIS Lead Agency to ensure high data quality and compliance with HUD HMIS requirements.
- E. Apply for and administer Planning Funds from HUD as directed by the Steering Committee.
- F. Monitor activities of the CCHA HUD-funded agencies and programs to ensure compliance with federal and state requirements including performance measures. This may include on-site and other monitoring and review of fiscal, grant and program management.
- G. Participate in CCHA Steering Committee meetings and CCHA Community Meetings.
- H. Store legal documents, policies, and procedures for audit purposes for HUD.

Section 2: HMIS Lead Agency

The CCHA selected Institute for Community Alliances (ICA) to serve as the HMIS Lead Agency to:

- A. Obtain and maintain the contract with the selected software vendor. Provide and manage end user licenses, including authorizing usage and the level of access to HMIS for all users.
- B. Determine the parameters of the HMIS as it relates to continuity of service, ability to limit access to the data, hosting responsibilities, general security and maintenance issues, data storage, back- up and recovery, customization, compliance with HUD Data standards, reporting needs, training and technical support.
- C. Provide overall staffing for the operation of the HMIS.
- D. Develop and maintain all HMIS operational agreements, policies and procedures, including a written privacy notice.
- E. Obtain a signed Memorandum of Understanding between the HMIS Lead Agency and the CCHA.
- F. Obtain signed Partner Agency Agreements and User Agreements.
- G. Invoice Partner Agencies for HMIS fees approved by the CCHA.
- H. Monitor Partner Agencies and users to ensure compliance with HMIS operational agreements, policies and procedures on behalf of, and at the direction of, the HMIS Advisory Board and/or the CCHA.
- I. Should the CCHA develop an HMIS partnership with the Vermont Balance of State Continuum of Care, convene meetings of the joint HMIS Advisory Board.
- J. Attend CCHA Data Quality, PIT, and HMIS Committee, Steering Committee, and Community Meetings as needed. (Remote participation is generally acceptable.) Report any concerns with the software vendor to appropriate committees.
- K. Provide and maintain the HMIS website.
- L. Comply with HUD HMIS Standards, and notify the CCHA of impending changes affecting workflow and operations in a timely manner.
- M. Apply as the project applicant for all CCHA HUD Program HMIS Projects.

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- N. Search and apply for federal, state or private funding as appropriate, and with the support of the CCHA.
- O. Serve as the liaison with HUD regarding HUD HMIS grants.
- P. Provide technical assistance and training to member agencies, as necessary, including user guidance needed to ensure appropriate system use, data entry, data reporting, and data security and confidentiality.
- Q. Report on data quality as requested by the CCHA.
- R. Collaborate in the generation of all Federal, State and local reports.
- S. Ensure that data collected on behalf of the CCHA and participating agencies remains the property of such.
- T. Protect confidential data (in compliance with HUD Standards, local privacy policies, and other applicable law) and abide by any restrictions clients have placed on their own data.
- U. Provide assistance and information necessary for completion of the annual NOFA.
- V. Assist the CCHA in conceptualizing and designing community reports that capture the problem of homelessness in Chittenden County, and that help the CCHA to devise a clear and meaningful plan for the allocation of its resources.
- W. As requested, and in cooperation with CCHA, prepare custom reports requested by outside agencies.

ARTICLE XIII: Conflicts of Interest and Code of Conduct:

No member of the Steering Committee shall vote upon any matter which shall have a direct financial bearing on the organization that the member represents. Should a member who has a conflict of interest choose to participate in the discussion, they must disclose the conflict. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions. Any Steering Committee member finding themselves in a situation where conflict of interest may arise shall recuse themselves from proceedings. The recusal shall be duly recorded in the Steering Committee minutes. All Steering Committee processes shall comply as it relates with the requirements of 24 CFR Part 578.95(b).

The CCHA expects of itself and its members ethical and business-like conduct.

- Steering Committee members must avoid any conflict of interest with respect to their responsibilities.
- There must be no self-dealing or any conduct of private business or personal services between any Steering Committee members and the CCHA except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
- Steering Committee members must not use their positions to obtain for themselves, family members, or close associates, employment within the CCHA.
- If in the future, a Steering Committee member is seeking and being considered for employment by the CCHA, they must temporarily withdraw from Steering Committee deliberations, voting, and access to applicable Steering Committee information.

CHITTENDEN COUNTY HOMELESS ALLIANCE (CoC)
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ARTICLE XIV: Amendments

These Standing Rules may be amended or repealed at any Community Meeting by a two-thirds vote of the Voting Membership with notice or a nine-tenths vote without notice.

ARTICLE XII: Non-discrimination

The CCHA shall not discriminate against any person because of race, sex, age, marital status, religious creed, color, national origin, disability, sexual orientation, gender identity, age, family composition, or the person having received public assistance. The CCHA shall be operated in an open and democratic fashion and shall not discriminate against anyone because they are a member of any of the groups listed in this article.

Revised and Approved by the Chittenden County Homeless Alliance on September 8, 2022.

Sarah Russell, Co-Chair

Will Towne, Co-Chair