



# MDHI Continuum of Care Governance Charter

Metro Denver Homeless Initiative (MDHI) Continuum of Care

Approved by MDHI Stakeholders June 13, 2018

Approved by MDHI Board of Directors June 14, 2018

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## MDHI CONTINUUM OF CARE GOVERNANCE CHARTER

### I. COC NAME

The name of the organization is the Metro Denver Homeless Initiative Continuum of Care (herein referred to as “the MDHI CoC” or “the CoC”). The Collaborative Applicant, or Lead Agency, is the Metro Denver Homeless Initiative (MDHI). The CoC is identified as CO-503 by the U.S. Department of Housing and Urban Development (HUD).

### II. COC GEOGRAPHIC AREA

The geographic area served by the MDHI CoC includes the counties of Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson.

### III. COC ADDRESS

The principal address of the CoC shall be that of its Lead Agency, MDHI, unless this is changed by the CoC Board of Directors. MDHI’s address is 711 Park Ave W, Suite 320, Denver, CO 80205.

### IV. COC MISSION, VISION, AND VALUES

MDHI CoC Mission: Leading and advancing collaboration to end homelessness in our region.

MDHI CoC Vision: Dedicated to everyone in the metro region having a safe, stable place to call home.

The MDHI CoC is committed to these core values that bring people home:

- **Inclusive.** Honoring the dignity of people with personal experiences of homelessness as partners in identifying solutions to homelessness.
- **Collaborative.** Harnessing the power of collaboration to achieve systemic solutions to homelessness.
- **Innovative.** Fostering flexible and creative responses to the complexity of homelessness.
- **Informed.** Using data to address inequity, guide decision making, allocate resources, and improve accountability.
- **Bold.** Providing courageous leadership that honors our commitment to end homelessness.

### V. COC PURPOSE

The primary purpose of the MDHI CoC is to carry out the responsibilities of a CoC as defined by HUD’s Continuum of Care Program Interim Rule (24 CFR 578), which includes but is not limited to the following duties:

1. To establish and operate the coordinated entry system that provides an initial, comprehensive assessment of needs of individuals and families for housing and services.
2. To establish and consistently follow fair, equitable written standards for screening, evaluating eligibility, and administering assistance for people experiencing homelessness (or at-risk) across the geographic region.
3. To designate a Homeless Management Information System (HMIS) and an eligible applicant to manage the HMIS.
4. To coordinate and implement a system to meet the needs of the homeless population and subpopulations within the geographic area, including:
  - a. Planning for and conducting point-in-time counts of people experiencing homelessness within the geographic area;
  - b. Conducting an annual gaps analysis of homeless needs and services within the geographic area;
  - c. Consulting with state and local Emergency Solutions Grants (ESG) program recipients within the MDHI CoC on the plan for allocating ESG program funds; and

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- d. Reporting on and evaluating the performance of ESG and CoC program funding recipients and sub-recipients.
5. To design, operate, and follow a collaborative process for the development of applications, as well as approve the submission of applications, in response to a Notice of Funding Availability (NOFA) published by HUD.
6. To prepare, review, and/or coordinate CoC funding with ESG and other federal funding as well as with state, county, and local funding dedicated to homelessness or the homeless crisis response system.
7. To ensure that homeless resources are invested efficiently and effectively in programs that meet the needs of the community and are high-performing.
8. To select a Collaborative Applicant or eligible agent to submit an application on behalf of the CoC.

### VI. COC GOVERNANCE OVERVIEW

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidated the homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revised the Emergency Shelter Grants program and renamed it the Emergency Solutions Grants program. The HEARTH Act also codified into law the Continuum of Care (CoC) planning process, a longstanding part of HUD's efforts to assist homeless persons by providing for greater community-wide coordination, decision making, and leadership.

The membership of a CoC is the group organized to carry out the responsibilities prescribed in the CoC Program Interim Rule. CoC governance responsibilities include:

- Planning for the CoC, operating the CoC, and ensuring that the CoC complies with HUD requirements and regulations.
- Coordinating the implementation of a housing and service system that meets the needs of the individuals and families who experience homelessness, including prevention and diversion strategies; outreach and engagement; coordinated assessment, entry, and exit; crisis sheltering; emergency sheltering; temporary housing; permanent housing; and supportive services.
- Designing and implementing a process for applying for HUD CoC Program funds.

This Governance Charter outlines the roles and responsibilities of the MDHI CoC Board of Directors, committees, Lead Agency, Collaborative Applicant, and HMIS Lead. The charter was developed by the CoC Lead Agency, MDHI, in consultation with the board's Governance Committee, with homeless, housing, and service providers in the CoC service area, and with additional CoC Board members through committee and feedback processes.

### VII. COC GENERAL MEMBERSHIP

#### MEMBERSHIP

Membership in the CoC ensures community-wide commitment to preventing and ending homelessness and must represent a diverse body of stakeholders from throughout the entire geographic area of the MDHI CoC. The intent is for the CoC to be as inclusive as possible to include the opinions and insights of various stakeholders. The CoC membership reports to the CoC Board, informs the CoC Board, holds the CoC Board accountable, and is held accountable by the CoC Board.

The MDHI CoC general membership may include the following types of stakeholders:

- Nonprofit homeless assistance providers [required by HUD to be represented among CoC members]
- Domestic violence survivor service providers [required by HUD]
- Faith-based organizations [required by HUD]
- Government entities [required by HUD]

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- Businesses [required by HUD]
- Utility companies
- Advocates [required by HUD]
- Public housing agencies [required by HUD]
- Mental health agencies [required by HUD]
- Disability services
- Family and youth services
- Hospitals and health care providers
- Universities [required by HUD]
- School districts [required by HUD]
- Social service providers [required by HUD]
- Affordable housing developers [required by HUD]
- Home ownership programs
- Law enforcement [required by HUD]
- Corrections agencies
- Legal aid services
- Veteran service organizations [required by HUD]
- Persons who have lived experience of homelessness [required by HUD]
- Substance abuse treatment providers
- Other relevant and interested parties

### **Joining the CoC Membership**

The MDHI CoC invites new members to join via electronic application on an ongoing basis. The invitation is communicated by public notice and other appropriate media, which may include website announcements and email messages distributed to a wide range of stakeholders and members. To become and remain a member of the MDHI CoC, an individual or organization must:

- Submit a membership application (and annual renewal), which provides relevant data and affirms the prospective member's commitment to the following:
  - Supporting the implementation of the CoC's HMIS and maintaining (as applicable) an acceptable HMIS data quality rating (established by the HMIS Lead) for all relevant resources connected to the system.
  - Supporting the CoC's coordinated entry system (known as OneHome) and using OneHome (as applicable) to receive 100% of referrals for housing resources funded through the CoC, and to maximize the receipt of referrals from OneHome for non-CoC funded housing resources.
  - Contributing staff capacity (as applicable) to planning and implementing the CoC's annual Point-in-Time (PIT) counts.
  - Adopting and implementing Housing First principles and evidence-based practices (as applicable).
- Attend semiannual stakeholder meetings organized by MDHI.
- If an organization, assign one individual to serve as the primary liaison to the CoC, responsible for representing MDHI within their organization, ensuring that trainings and stakeholder meetings are attended, and informing the organization's leadership of matters related to the CoC. Each such liaison must complete a conflict of interest disclosure statement.
- Support the efforts of individuals appointed to serve on CoC committees.

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Please note: CoC members represent a variety of groups, including groups that are not CoC-funded and/or do not provide direct services to persons experiencing homelessness. Participation in HMIS and OneHome are required of CoC-funded programs. For non-CoC funded members, the commitment is to collectively support these CoC efforts.

### Benefits of Membership

CoC members may:

- Apply for funding opportunities passed through the CoC by HUD and other funding bodies (for example, funding from HUD’s CoC and ESG programs).
- Vote at annual stakeholder meetings. Voting is limited to one designee per member organization.
- Have staff members appointed to CoC committees as voting members, with the authority to make formal recommendations to the CoC Board of Directors.
- Receive technical assistance from MDHI and its partners to support the implementation of effective program operations.

### MEETINGS

The MDHI CoC general membership meets at least semiannually at stakeholder meetings that have published agendas. These meetings are open to the public and include periods of time designated for public comments.

### RESPONSIBILITIES

The MDHI CoC general membership has specific responsibilities as outlined by HUD in the Continuum of Care Interim Rule. The Interim Rule also states that the CoC must establish a board to act on behalf of the CoC. The responsibilities required by the Continuum of Care by HUD in the Interim Rule and assigned to the CoC Board (MDHI Board of Directors) and its committees are outlined below.

Responsibility Category	Responsibility	Responsible Party
<b>Establishing the CoC</b>	Define membership of CoC	CoC Governance Committee/CoC Board
<b>Establishing the CoC</b>	Invite new members annually	CoC Governance Committee/CoC Lead Agency/CoC Board
<b>Operating the CoC</b>	Hold meetings of full membership, with published agendas, at least semiannually	CoC Board/CoC Lead Agency
<b>CoC Governance and Management</b>	Establish a CoC board and designate its responsibilities	CoC Governance Committee
<b>CoC Governance and Management</b>	Review the Written Selection Process for the CoC Board	CoC Governance Committee
<b>CoC Governance and Management</b>	Develop, review, and update the CoC Governance Charter	CoC Governance Committee/CoC Board/CoC membership
<b>Coordinated Assessment System</b>	Develop a policy for how Coordinated System and Housing and Service System will address needs of Domestic Violence	Coordinated entry workgroups (Regional Governing Council, Community Design Team)/CoC Board

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Responsibility Category	Responsibility	Responsible Party
<b>Designating an HMIS</b>	Conduct annual reviews of HMIS performance and bid out HMIS responsibilities at least once every five years	CoC Board

Responsibility Category	Responsibility	Responsible Party
<b>Planning for the CoC</b>	Ensure consistent participation in HMIS	CoC Board/CoC Lead Agency/HMIS Lead
<b>Planning for the CoC</b>	Participate in the Consolidated Plan	CoC Board/CoC Lead Agency/CoC committees
<b>Planning for the CoC</b>	Consult with ESG recipients	CoC Board/CoC Lead Agency
<b>Planning for the CoC</b>	Approve annual application to HUD for CoC Program funding	CoC Board/CoC Lead Agency/CoC membership through committees

Other responsibilities of the CoC general membership that are completed in partnership with the MDHI CoC Board of Directors and the CoC Lead Agency include:

- Receive community and public policy updates relevant to homelessness issues.
- Provide input on strategic priorities for the CoC.
- Review and act on the annual funding allocations.
- Review and act on additional HUD required activities.

## VIII. COC BOARD OF DIRECTORS

### MEMBERSHIP

The MDHI CoC is required to establish a board of directors to act on its behalf. The CoC Board shall have the power to act on behalf of and in the best interest of the CoC. The board must meet at least quarterly and consist of up to 21 voting members. The members must be representative of relevant organizations and projects serving subpopulations of people experiencing homelessness within the CoC service area and must include at least one person with lived experience of homelessness. The CoC Lead Agency has a non-voting position on the CoC Board. The board's membership should include, but not be limited to, the following:

- Representatives from an agency that receives ESG funding and/or an ESG entitlement jurisdiction.
- Persons with lived experience of homelessness.
- Representatives from nonprofit or governmental homeless service providers that serve homeless subpopulations, including:
  - o Single individuals
  - o Families
  - o People experiencing chronic homelessness
  - o Veterans
  - o Unaccompanied youth
  - o Domestic violence survivors
  - o HIV/AIDS
  - o Persons with mental health issues
  - o Persons with substance use issues

One member of the board can represent more than one of the subpopulations listed above (i.e., one nonprofit provider

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representative can serve as the representative for youth and veterans if the provider serves both populations). Prospective members of the board are recommended by the MDHI CoC Governance Committee to the MDHI CoC Board of Directors for approval.

### MEETINGS

The CoC Board holds no fewer than four meetings annually. Meetings are open to public attendance and the public is notified of upcoming meetings through the CoC website. Meeting minutes are posted on the website for public access. The CoC Board reserves the ability to hold executive sessions.

#### Quorum

A simple majority (at least 51 percent) of the voting board members constitutes a quorum at all meetings of the CoC Board. If 51 percent of the membership is not in attendance at a meeting, no votes may take place during the meeting.

### DECISION MAKING

Robert's Rules of Order shall be followed, and a simple majority of the voting board members present is necessary for any resolution or vote to pass. Email voting may be used for time-sensitive and/or critical votes; these votes must be initiated by the CoC Lead Agency at the direction of the CoC Board president. At least 51 percent of the voting board membership must cast votes in order for an email vote to be accepted.

#### Code of Conduct, Conflict of Interest, and Recusal Process

In accordance with HUD regulations, no board member may participate in or influence discussions or decisions concerning the award of a grant or other financial benefits to an organization that the member represents. Per the CoC Program Interim Rule, a person with a conflict of interest is a person who is an employee, agent, consultant, officer, or elected or appointed official of the award recipient or its subrecipients and who exercises, or has exercised, any functions or responsibilities with respect to activities assisted under the award; or, who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the award, may obtain a financial interest or benefit from an assisted activity, has a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or has a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure on the board. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Individuals with a conflict of interest must abstain from discussions and voting on any issue in which they may have a conflict. An individual with a conflict of interest, who is the committee chair, shall yield that position during such discussions and abstain from voting on the item.

### RESPONSIBILITIES

The CoC's general membership works in partnership with the CoC Board and CoC Lead Agency to carry out the responsibilities required of CoCs by the CoC Program Interim Rule. The following table outlines the responsibilities of the CoC Board in these efforts.

Responsibility Category	Responsibility	Responsible Party
CoC Governance and Management	Designate a Collaborative Applicant	CoC Board

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Responsibility Category	Responsibility	Responsible Party
<b>CoC Governance and Management</b>	Establish and designate responsibilities for the CoC Lead Agency, HMIS Lead, and Collaborative Applicant	CoC Board
<b>CoC Governance and Management</b>	Appoint committees and sub-committees	CoC Board
<b>Overall and Project-Level Performance</b>	Assess and improve performance	CoC Board/CoC Lead Agency/HMIS Lead
<b>Designation of the HMIS</b>	Designate a single HMIS for the CoC's entire geographic area	CoC Board
<b>Designation of the HMIS Lead</b>	Designate a single HMIS Lead	CoC Board
<b>Planning for the CoC</b>	Consult with ESG recipients	CoC Board/CoC Lead Agency/CoC membership through councils and committees
	Approve annual application to HUD for CoC Program funding	CoC Board/CoC Lead Agency/CoC membership through councils and committees

Additional responsibilities required of the CoC Board include the following:

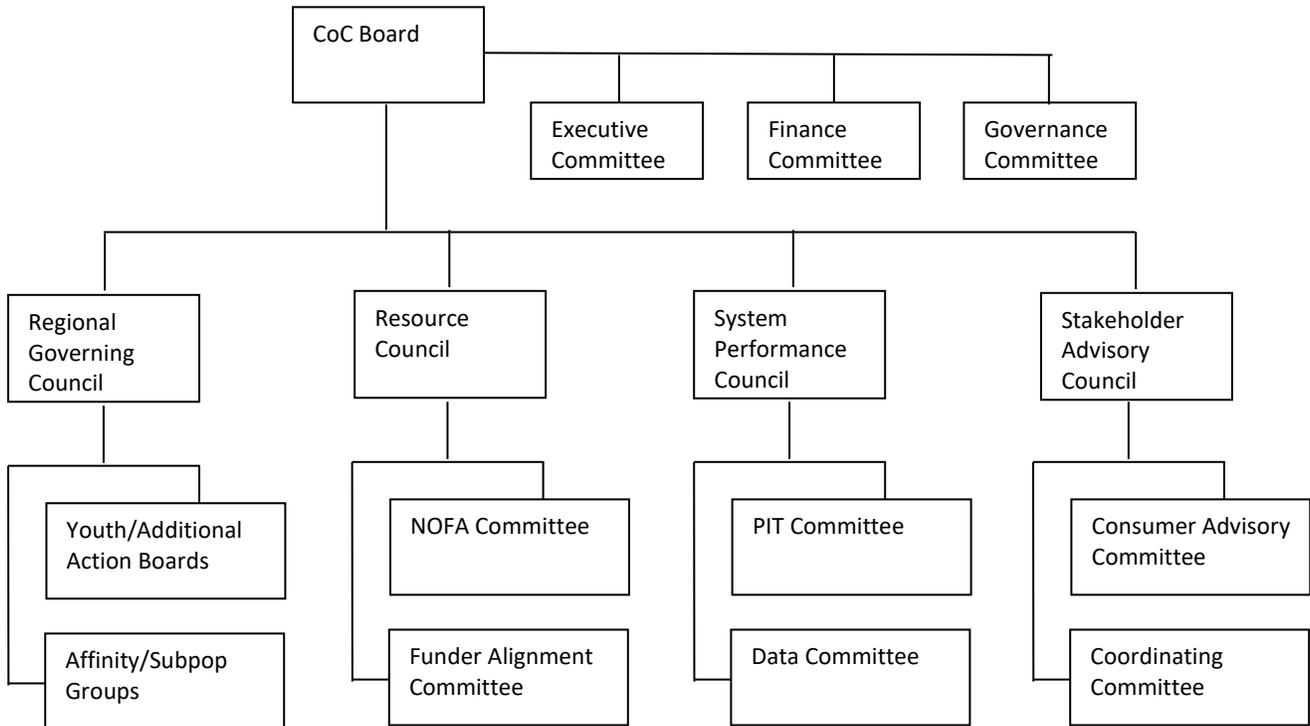
- Set protocols for the rating and ranking process for the CoC funding competition, considering MDHI CoC system needs, system gaps, system and project performance, strategic goals, HUD threshold requirements and regulations, and HUD and local policy priorities. This is done in collaboration with the MDHI NOFA working group.
- Work with CoC Lead Agency to set all CoC meeting agendas.
- Work with CoC Lead Agency on by-laws for the CoC.
- Lead full CoC membership meetings.
- Receive input from the full CoC membership on priorities and goals for the CoC, and set those priorities on an annual basis.
- Act as the official liaison for the consolidated planning process in coordination with ESG jurisdictions.
- Act as the appeals body for the full CoC.
- Appoint membership to the CoC NOFA working group on an annual basis.
- Designate HMIS Lead, CoC Lead, and Collaborative Applicant for MDHI CoC, with roles to be reviewed every five years.
- Hold CoC committees accountable for fulfilling their responsibilities and review the work of the committees at least annually.

**IX. COC COUNCIL AND COMMITTEE STRUCTURE**

The MDHI CoC Board of Directors may establish councils, committees, advisory bodies, workgroups, and affinity groups for specific subpopulations and practices (e.g., Rapid Rehousing Affinity Group). These bodies are made up of the general CoC membership to provide perspective on CoC priorities and strategies, provide venues for community feedback, develop and communicate policy recommendations to the CoC Board, and evaluate and monitor the effectiveness of CoC systems. All meetings held by these groups are open to the general membership and the public, except for meetings of the CoC Board committees (the Executive, Finance, and Governance Committees), which are restricted to board members. MDHI shall

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update its website committee calendar regularly so that CoC members can participate in the committees with which they are involved. The current CoC committee structure is depicted in the following diagram:



### CoC Board Committees

There are three board committees that provide oversight and leadership to the CoC that create transparency and accountability.

1. Executive Committee: meets monthly with a set membership of CoC Board members.
2. Finance Committee: meets at least quarterly with a set membership of CoC Board members.
3. Governance Committee: meets at least monthly with a set membership of CoC Board members.

### CoC Councils and Committees

There are four CoC councils, which provide input and policy recommendations to the CoC Board and have the authority to create additional committees, workgroups, and affinity groups as needed to move the work of the CoC forward. The mission of these councils is to coordinate efforts in key areas while providing direction, guiding policy, and working toward outcomes for the CoC. The purpose of the committees that are established by the councils is to design and implement actionable solutions in specific focus areas. The following list describes the MDHI CoC councils and their affiliated committees:

1. Coordinated Entry Regional Governing Council  
The OneHome Regional Governing Council (RGC) is governed under the structure outlined in the RGC Structure Implementation Plan. The RGC and its committees, workgroups, and affinity groups coordinate the region’s

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homeless crisis response system and are composed of voting CoC Board members, voting sub-region leaders, representatives of the U.S. Department of Veterans Affairs (VA), and non-voting members. The non-voting members of the RGC and its committees include the MDHI OneHome program manager, OneHome vendors, representatives of the Colorado State Division of Housing (DOH), and representatives of other key partners identified by the RGC.

To assist in moving its work forward, the RGC establishes population-specific committees, workgroups, action boards, and affinity groups as needed. These have included, but are not limited to, the Employment Committee, the Youth Action Board, and the Community Design Team.

### 2. Resource Council

The CoC Resource Council convenes at least quarterly and presently consists of five voting members. These members include one CoC Board member and the chairs and co-chairs of the two committees established by the council: the NOFA Committee and the Funder Alignment Committee. If additional committees are established by the council, the chairs and co-chairs of these committees shall become additional voting members of the council.

### 3. System Performance Council

This council convenes at least quarterly and presently consists of five voting members, who include one CoC Board member and the chairs and co-chairs of the two committees established by the council: the Point-in-Time (PIT) Committee and the Data Committee. If additional committees are established by the council, the chairs and co-chairs of these committees shall become additional voting members of the council.

### 4. Stakeholder Advisory Council

The stakeholder council convenes at least quarterly and presently consists of five voting members, who include one CoC Board member and the chairs and co-chairs of the two committees established by the council: the Consumer Advisory Committee and the Coordinating Committee. If additional committees are established by the council, the chairs and co-chairs of these committees shall become additional voting members of the council.

## RESPONSIBILITIES

The following table identifies the responsibilities that have been assigned to specific CoC councils and committees. These responsibilities are required by the CoC Program Interim Rule and/or delegated by the CoC Board.

Responsibility Category	Responsibility	Responsible Party
<b>Overall and Project-Level Performance</b>	Establish performance targets in consultation with recipients/subrecipients	System Performance Council
<b>Overall and Project-Level Performance</b>	Monitor recipient/subrecipient performance; measure system performance	System Performance Council/RGC
<b>Overall and Project-Level Performance</b>	Evaluate outcomes for ESG and CoC projects and report to HUD	System Performance Council/RGC
<b>Coordinated Assessment System</b>	Ensure operation of a Coordinated Assessment System in consultation with ESG	RGC
<b>Coordinated Assessment System</b>	Develop a policy for how the Coordinated Assessment and	RGC

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Responsibility Category	Responsibility	Responsible Party
<b>Coordinated Assessment System</b>	Housing and Service Systems will address needs related to Domestic Violence	
<b>Planning for the CoC</b>	Plan and conduct annual Point-in-Time (PIT) Counts	PIT Committee
<b>Planning for the CoC</b>	Conduct annual gaps analyses of homeless needs and services	System Performance Council/Resource Council/NOFA Committee
<b>Planning for the CoC</b>	Collect stakeholder feedback, including the voice of lived experience, and communicate it to the CoC Board; provide forums for receiving training and information sharing	Stakeholder Advisory Council/ Consumer Advisory Committee/ Stakeholder Coordinating Committee

### COMMITTEE MEMBERSHIP

Committee membership is open to CoC members. The RGC shall follow the governance structure outlined in the RGC Implementation Plan. All active voting committee members must be members of the CoC and sign an annual conflict of interest form. Annually, each committee shall elect a chair and co-chair to lead the committee through its assigned tasks. Chairs and co-chairs are limited to two consecutive calendar-year terms. Terms for chairs and co-chairs will begin on January 1, 2019. Former chairs and co-chairs can serve additional terms once two calendar years have passed since the end of their most recent term.

Workgroups and affinity groups are composed of all CoC members who desire to attend and contribute to a group's regularly scheduled meetings on a voluntary basis.

Board committee membership will be composed of Board of Directors defined by set roles in the case of Executive and Finance committees. The Governance Committee will be composed of five members eligible to serve two one-year terms with interested parties submitting an application to MDHI by the first Monday of April to be considered for July Board appointments, and the first Monday of October for January Board appointments.

Efforts will be made by the Governance Committee to recruit participation from individuals or agencies with particular knowledge and/or skill sets to assist with committee tasks as deemed helpful and/or necessary. The CoC Board will work in coordination with the Lead Agency Executive Director to designate any required staff, either from the CoC Lead Agency or the HMIS Lead, to participate in committees and workgroups.

### MEETINGS

All CoC council and committee meetings are open to the public, except for those of the board's Executive, Finance, and Governance Committees. Meeting agendas and minutes shall be made public whenever possible and, with the exception of those from the board committees, shall be available upon request. However, meeting attendees who are not members of the committee holding the meeting may be excluded from certain committee-level decisions or discussions at the discretion of the committee chairperson.

Committees shall determine how often they will meet as a group in order to achieve their assigned tasks, unless the frequency of their meetings is specified in this charter.

#### **Code of Conduct, Conflict of Interest, and Recusal Process**

In accordance with HUD regulations, no member of a CoC council or committee may participate in or influence the committee's

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discussions or decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Therefore, any individual who is thinking about participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosures of such conflicts should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals should recuse themselves from discussing any issue in which they may have a conflict.

Annual written disclosure statements are requested from CoC members at the CoC's annual stakeholder meetings. Members are not permitted to participate in CoC discussions until this statement is on file.

### X. COC STAFF ROLES

#### COC LEAD AGENCY

The MDHI Continuum of Care Board will appoint a Lead Agency which will be responsible for the coordination and oversight of CoC planning efforts and the implementation of OneHome, our region's coordinated entry system. The Lead Agency will provide meeting support and participate in meetings of the MDHI CoC Board, CoC membership, and all committees and workgroups. The Lead Agency is responsible for scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to the MDHI Continuum of Care website, in coordination with the committee chairs.

The designation of the CoC Lead Agency is valid for a maximum of five (5) years before the designation must be reviewed and renewed by the MDHI Continuum of Care Board with input from membership. No requirement for a Request for Proposal (RFP) will be made if the duties of the CoC Lead Agency are assigned to the Metro Denver Homeless Initiative by the CoC Board. In response to negligence or poor performance of the CoC Lead Agency, the CoC reserves the right to open an RFP process prior to the five-year mark and designate a new CoC Lead Agency.

At this time, the designated Lead Agency is the Metro Denver Homeless Initiative.

#### COLLABORATIVE APPLICANT

The Continuum of Care must designate a legal entity who is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. The designation of the Collaborative Applicant is valid for a maximum of five (5) years before the designation must be reviewed and renewed by the MDHI Continuum of Care Board with input from membership. In response to negligence, poor performance, or loss of eligibility, the CoC Board reserves the right to open an RFP process prior to the five-year mark and designate a new Collaborative Applicant.

Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant must submit a final draft of the application to the CoC membership and other stakeholders for public comment, and to the MDHI CoC Board for approval. Depending on the timing of the submission to HUD, the MDHI CoC Board and Collaborative Applicant will create a timeline for submission to the MDHI Continuum of Care.

At this time, the designated Collaborative Applicant is the Metro Denver Homeless Initiative.

#### HMIS LEAD

The Continuum of Care must designate a legal entity who is also a Continuum of Care Program eligible applicant to serve as the Homeless Management Information System (HMIS) Lead. The HMIS Lead will maintain the community's HMIS in

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compliance with HUD standards and coordinate all related activities including training, maintenance, and the provision of technical assistance to contributing organizations. Responsibilities required by the Continuum of Care Interim Rule are outlined on page 5 of this Governance Charter. These and any additional responsibilities are documented in the MDHI Continuum of Care *Homeless Management Information System Lead Work Plan*, a document that governs the relationship and responsibilities between the CoC Lead Agency, CoC Board, the HMIS Lead Agency, and the Statewide HMIS Collaborative. This work plan helps the CoC meet the HUD regulations in the interim rule that determine how HMIS should be operated (e.g. reviewing, revising, and approving a privacy plan, security plan, and data quality plan for the HMIS, ensuring participation of recipients and sub-recipients, and ensuring the HMIS is administered in compliance with requirements prescribed by HUD).

The designation of the HMIS Lead is valid for a maximum of five years before the designation must be reviewed and renewed by the MDHI Continuum of Care Board with input from membership. No requirement for a Request for Proposal (RFP) will be made if the duties of the HMIS Lead are assigned to the Metro Denver Homeless Initiative by the CoC Board. In response to negligence or poor performance of the HMIS Lead, the CoC reserves the right to open an RFP process prior to the five-year mark and designate a new HMIS Lead.

At this time, the designated HMIS Lead Agency is the Metro Denver Homeless Initiative.