

Partners In Care - O'ahu Continuum of Care Governance Charter

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DEFINITIONS – Key Terms Defined

Ad Hoc Working Group(s) – Ad Hoc Working Groups are established to work on projects or tasks of critical importance to Partners In Care - O’ahu CoC. (PIC - CoC) Ad Hoc Working Groups will have varying durations, dependent on the topic or issue. Ad Hoc Working Groups are made up of staff from the participating agencies and partners within the O’ahu CoC and may include members of the PIC - CoC Advisory Board without establishing a quorum of the PIC - CoC Advisory Board on any Ad Hoc Working Group.

Committees – Committees are established to address mandates and/or topics of critical importance to the O’ahu CoC and specifically referenced in the HEARTH Act. Committees are ongoing in nature and made up of PIC - CoC Advisory Board members, staff from City and County of Honolulu, State of Hawai’i, Hawai’i Interagency Council on Homelessness and CoC members representing sub-populations without establishing a quorum of the PIC - CoC Advisory Board members on any of the Committees.

Committee Chair(s) – Individuals that serve as a Committee lead (on behalf of the PIC - CoC Advisory Board) to ensure activities and/or meetings are occurring as it relates to special projects, initiatives, and ad hoc working groups in order to ensure the assignment, direction and timeframes are being met.

Collaborative Applicant – The collaborative applicant is the entity that submits the annual CoC Consolidated Application for funding on behalf of the CoC and is charged with collecting and combining the application information from all applicants for all projects within the CoC’s geographic area.

Consolidated Plan - A long-term housing and community development plan developed by state and local governments and approved by HUD (24 CFR Part 91). The Consolidated Plan contains information on homeless populations and should be coordinated with the CoC plan.

Continuum of Care (CoC) – Historically, under the McKinney Vento Act, the CoC was a local network that plans and coordinates funding for services and housing to assist homeless individuals and families. With the adoption of the HEARTH Act, the Continuum of Care (CoC) is an entity that implements the HUD CoC program and includes all who elect to participate and are concerned with and/or providing services to the various homeless subpopulations furthering the direction of the HEARTH Act (24 CFR 578 Subpart B).

Continuum of Care Board (PIC - CoC Advisory Board) - This is the official board acting on behalf of the Continuum of Care to take care of all related business requiring direction and/or formal actions acting with the purpose of furthering the mission to end homelessness.

The PIC - CoC Advisory Board is comprised of agency representatives that reflect the sub-populations defined within the HEARTH Act, homeless or formerly homeless individuals, and government agency representatives.

Continuum of Care (CoC) Member – A CoC member can be an individual, agency and/or Representative of a Government Office who are concerned with and/or providing services to the various homeless sub-populations furthering the direction of the CoC. An agency and/or department with more than one individual representing that organization will be recognized as one member.

Continuum of Care (CoC) Program – In May of 2009, the HEARTH Act (24 CFR 578) enacted into law the consolidation of Shelter Plus Care, Supportive Housing Program and Single Room Occupancy grants authorized under the original McKinney Vento Act into a single grant program known as the Continuum of Care. The CoC Program is designed to:

- Promote a community-wide commitment to the goal of ending homelessness
- Provide funding for efforts to rapidly re-house homeless individuals and families
- Promote access to and effective use of mainstream programs
- Optimize self-sufficiency among individuals and families experiencing homelessness

HEARTH Act - Homeless Emergency Assistance and Rapid Transition to Housing Act

The overall approach is predicated on the understanding that homelessness is not caused merely by a lack of shelter, but involves a variety of underlying, unmet needs – physical, economic, and social.

Homeless Management Information System (HMIS) – A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. The Continuum of Care is responsible for selecting a HMIS software solution that complies with HUD’s data collection, management, and reporting standards.

Lead Agency – The Lead Agency is an administrative agent or entity selected by the CoC Board and is designated to carry out the activities of the CoC, including fiscal and compliance activities. Regular administrative tasks may include, but are not limited to: collaborative applicant responsibility, management of the annual HUD application, coordination of other funding opportunities, project and system monitoring, meeting management, etc. For purposes of the CoC Check-up, this excludes staff/staff time related to fiscal or HMIS-related duties.

Sub-population (homeless) - For the purpose of the governance structure, sub-populations are referring to categories of individuals with related, yet distinct, needs that can be addressed through a continuum of care. Representation of the sub-population as required by in the HEARTH Act must be reflected on the PIC - CoC Advisory Board. (Reference Section 3.2)

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APPENDIX

The appendix contains supporting documents to the O’ahu Continuum of Care Governance Structure. Items within each appendix are reference materials only and may be updated and or replaced as needed without the formal approval of the CoC.

- A. Current List of the PIC - CoC Advisory Board Members
- B. Current List of the PIC - CoC Members – Voting and Community Members
- C. PIC - CoC, Committee Responsibilities Chart
- D. PIC - CoC Organizational Chart
- E. The PIC - CoC and Lead Agency / Collaborative Applicant MOU
- F. The PIC - CoC and HMIS Lead MOU
- G. The PIC - CoC CES MOU
- H. PIC - CoC Voting Membership Application Form
- I. PIC - CoC Community Membership Application Form
- J. Conflict of Interest Policy
- K. 24 CFR Part 578 – HUD CoC Interim Rule
- L. McKinney Vento Homeless Assistance Act

1 AUTHORIZATION, NAME AND SERVICE AREA

1.1 AUTHORIZATION

- 1.1.1 In an effort to address the needs of homeless persons in the HI-501 region, the Partners In Care - Continuum of Care (PIC - CoC) established itself to oversee, coordinate, collaborate, plan, and address homeless issues and activities at a regional level.
- 1.1.2 Given the Federal definition of a Continuum of Care Program, the governance charter herein clarifies the goals of the O’ahu CoC, as a single grant program entitled the Continuum of Care that incorporate the rules and regulations defined by the HEARTH Act (24 CFR 578).

1.2 NAME

- 1.2.1 In May of 2009, the HEARTH Act (24 CFR 578) was enacted into law by Congress and gives the Continuum of Care (CoC) membership the authority to create a continuum of care board, which shall be known as the PIC - CoC Advisory Board.

1.3 SERVICE AREA

- 1.3.1 The PIC - CoC Advisory Board services the HI-501 region, comprised of the entire island of O’ahu.

2 O’AHU COC ORGANIZATIONAL STRUCTURE

2.1 O’AHU CONTINUUM OF CARE (CoC)

- 2.1.1 The purpose of the CoC is to carry out designated responsibilities of the HEARTH Act.
- 2.1.2 The CoC planning process was designed to promote the development of comprehensive systems to address homelessness by providing communities with a framework for organizing and delivering housing and services.

2.2 O’AHU COC GENERAL MEMBERSHIP

- 2.2.1 The purpose of the PIC - CoC General Membership is to participate in a year-round strategic planning process that addresses the identified needs of homeless individuals and households; the availability and accessibility of existing housing and services; and the opportunities for linkages with mainstream housing and services resources.

2.3 PIC - COC ADVISORY BOARD

- 2.3.1 The Purpose of the PIC - CoC Advisory Board is to provide a governance structure that will organize the CoC’s year-round strategic planning process that is coordinated, inclusive, and outcome oriented.
- 2.3.2 The purpose of the board is to act on behalf of the PIC - CoC's general membership.

- 2.3.3 The PIC - CoC Advisory Board will designate a Lead Agency for each of the following activities: (1) Operate the CoC (2) Act as the Lead HMIS for the PIC - CoC (3) Carry out the PIC - CoC Planning activities (4) Operate a CES and (5) Carry out responsibilities of the collaborative applicant.

2.4 O'AHU COC COMMITTEES

- 2.4.1 The Purpose of the PIC - CoC Committees is to meet the operational needs of the CoC.
- 2.4.2 Committees will research, brainstorm, discuss and/or evaluate in order to develop recommendations to the PIC - CoC Advisory Board. Committees may include sub-working groups as needed.
- 2.4.3 The purpose and scope for each Committee shall be defined at the time the committees are created and will develop their own policies and procedures that are consistent with the governance structure and adopted by the PIC - CoC Advisory Board.

2.5 O'AHU COC LEAD AGENCY

- 2.5.1 For the purposes of this document the Lead Agency is synonymous with the Collaborative Applicant and as such, takes on all responsibilities of the collaborative applicant.
- 2.5.2 A Lead agency provides the coordination and oversight of the CoC strategic planning efforts and has the authority to certify and submit the CoC homeless assistance funding application as the Collaborative Applicant.

3 DESIGNATED HEARTH ACT RESPONSIBILITIES

3.1 PIC - COC RESPONSIBILITIES

- 3.1.1 Establish a board to act on behalf of the Continuum of Care. This board must
 - 3.1.1.1 Be a representative of the relevant organizations and of projects serving homeless subpopulations.
 - 3.1.1.2 Include at least one individual with lived experience
 - 3.1.1.3 Include one State representative appointed by the Governor and one City and County representative appointed by the Mayor. Include one representative elected by the Oahu Youth Action Board
- 3.1.2 Hold meetings of the full membership, with published agenda at a minimum of one time per year.
- 3.1.3 At least annually, publicly make an invitation for new members to join.
- 3.1.4 Adopt and follow a written process to select a board to act on behalf of the PIC - CoC. The process must be reviewed, updated, and approved by the CoC at least once every 5 years. (See section 5.2)
- 3.1.5 Appoint additional committees, subcommittees, or workgroups (as needed).

- 3.1.6 In consultation with the HMIS Lead, develop, follow, and update the governance charter at least once within a 5-year timeframe, which will include all procedures and policies needed to comply with 24 CFR 578 Subpart B and with the HMIS requirements from HUD; and a code of conduct and recusal process for the board, its chair and any person acting on behalf of the board.
- 3.1.7 Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers.
- 3.1.8 Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care Program, and report to HUD
- 3.1.9 In consultation with recipients of Emergency Solutions Grants program within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- 3.1.10 The PIC - CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD.
- 3.1.11 In consultation with recipients of Emergency Solutions Grants program within the geographic area, establish, and consistently follow written standards for providing Continuum of Care assistance.
- 3.1.12 Consult annually with the City and County of Honolulu in determining how to allocate its ESG for eligible activities.
- 3.1.13 Designate and operate an HMIS, per 24 CFR 578 Subpart B.
- 3.1.14 Update and maintain the Continuum of Care plan, per 24 CFR 578 Subpart B.
- 3.1.15 Prepare and oversee the development and submission of the annual application for CoC funds.
- 3.1.16 Establish funding priorities for funding projects in its geographic area.
- 3.1.17 Design, operate and follow a collaborative process for developing applications and approving the submission of applications in response to a HUD NOFA in concert with the funding priorities and plan adopted by the PIC - CoC.
- 3.1.18 Designate the Collaborative Applicant in conjunction with the reauthorization of the governance structure (every 5 years) or as needed.

4 PIC COC GENERAL MEMBERSHIP

4.1 GENERAL MEMBERSHIP STURUCTURE

- 4.1.1 To be eligible for funds under the Continuum of Care program, representatives from relevant organizations within the HI-501 geographic area, must establish a Continuum of Care to: (1) Operate the Continuum of Care (2) designate an HMIS for the Continuum of Care (3) designate a CES coordinator (4) designate a Lead Agency (5) plan for the Continuum of Care.
- 4.1.2 The PIC - CoC General Membership allows the PIC - CoC Advisory Board and the PIC - CoC Lead Agency to act on their behalf.
- 4.1.3 Members may be individuals or agency representatives; Membership is open to the general public
- 4.1.4 On behalf of the PIC - CoC, the Lead Agency will issue a public invitation for new members to officially join the Continuum of Care from within the service area on an annual basis.

4.2 GENERAL MEMBERSHIP RESPONSIBILITIES

- 4.2.1 The PIC - CoC general membership decides on a process for selecting a Board to govern the operations and planning of the CoC.
- 4.2.2 The PIC - CoC general membership votes to approve a Governance charter every 5 years and on an as-needed basis.
- 4.2.3 The designation of the Lead Agency is valid for a maximum of 5 years before the designation must be reviewed and renewed by the PIC - CoC General Membership and the PIC - CoC Advisory Board. No requirement for a request for proposals (RFP) will be made if no other agencies are interested.
- 4.2.4 In response to negligence or poor performance of the CoC lead Agency, the PIC - CoC reserves the right to open an RFP process prior to the five-year mark and designate a new CoC Lead agency.

4.3 VOTING MEMBERSHIP

- 4.3.1 A PIC - CoC member can be an individual, agency and/or representative of a Government Office who is concerned with and/or providing services to the various homeless sub-populations furthering the direction of the PIC - CoC. An agency and/or department with more than one individual representing that organization will be recognized as one member
- 4.3.2 The PIC - CoC Voting Members shall have voting privileges for all items on the PIC - CoC agenda requiring a formal action, as published on the agenda. Voting privileges shall be one vote per PIC - CoC member individual and one vote per PIC - CoC member agency.

4.4 VOTING MEMBERSHIP RESPONSIBILITIES

- 4.4.1 Complete and sign an annual PIC - CoC Membership Packet (Including the Membership Application Form, Participation agreement & Voting Member Conflict of Interest Disclosure Form)

- 4.4.2 Pay annual dues or request and receive a fee waiver
- 4.4.3 Attend the majority of the PIC - CoC's general meetings each year to align with the HUD NOFA requirements.
- 4.4.4 Join, attend, and contribute to a majority of committee meetings each year to align with the HUD NOFO requirements.
- 4.4.5 Vote at the PIC - CoC General Membership Meetings as well as any special PIC - CoC meetings that may occur.
- 4.4.6 Become a member of and attend most meetings of one of the committees of PIC - CoC

4.5 COMMUNITY MEMBERSHIP

- 4.5.1 Any individual or agency that has not completed the voting membership requirements, may become a nonvoting member of the PIC - CoC

4.6 COMMUNITY MEMBERSHIP RESPONSABILITES

- 4.6.1 Complete and submit an annual PIC - CoC Community Membership Form
- 4.6.2 Attend at least two PIC - CoC General Membership Meetings
- 4.6.3 Attend or participate in PIC - CoC activities each year including the Point in Time Count, Homeless Awareness Week events, Annual Conference, etc.
- 4.6.4 Community Memberships are encouraged to adhere to the Voting Membership requirements in Section 3.3.

4.7 HUD FUNDED PROGRAMS: MEMBERSHIP

- 4.7.1 Members that receive HUD funding through the CoC and/or ESG programs are required to adhere to the following:
 - 4.7.1.1 Timely payment of the PIC - CoC annual membership fee (See section 3.7).
 - 4.7.1.2 Sign and adhere to the PIC - CoC Agreement (Agencies will not be considered for any funding via the CoC for HUD funding without signature to the agreement).
 - 4.7.1.3 Adherence to the policies and procedures of the Homeless Management Information System (HMIS).
 - 4.7.1.4 Ensure that the agency is completing and entering HMIS intake, service utilization, and discharge data in a timely and accurate manner as required by the PIC - CoC.
 - 4.7.1.5 Comply with the Coordinated Entry System adopted by the PIC - CoC.
 - 4.7.1.6 Comply with PIC - CoC Code of Conduct
 - 4.7.1.7 Ensure that a person with the authority to represent and make decisions and commitments on behalf of their agency attends 75% of general membership meetings.

- 4.7.1.8 Accept any PIC - CoC recommendations that CoC awarded homeless services funds be reallocated to other eligible agencies or de-prioritized in annual renewal applications when it has been determined that significant portions of past funding have not been expended to meet grant requirements. The PIC - PIC - CoC may also choose to reallocate funding due to poor performance of grantees.
 - 4.7.1.8.1 The above decision will be done only after significant review by the PIC - CoC Advisory Board.
 - 4.7.1.8.2 The above decision will only be made by the PIC - CoC Advisory Board if the agency is unable to meet the agreed upon goals.
 - 4.7.1.8.3 The above decision requires the PIC - CoC Advisory Board to determine when, where, and how much funding will be shifted so that the PIC - CoC can serve more persons experiencing homelessness and retain the funding.

4.8 MEMBERSHIP FEE

- 4.8.1 The PIC - CoC Advisory Board is granted authority to establish and change a fee schedule as deemed necessary.
- 4.8.2 Any fee schedule established by the PIC - CoC Advisory Board shall include the provision for a waiver so that membership in the PIC - CoC is not closed to economically disadvantaged individuals or groups.
- 4.8.3 Once established, future changes to the fee schedule shall not be considered an amendment to this charter.
- 4.8.4 The PIC - CoC membership application includes the most current Fee Schedule for both individuals and agencies as well as information on how to request a membership fee waiver. Annual membership fees are due in full in January.

4.9 MEMBERSHIP FEE WAIVERS

- 4.9.1 The provision of a Membership fee waiver is reserved to individuals who have lived experience or due to financial hardship.
- 4.9.2 Individual requesting a membership fee waiver must provide a written request to the PIC - CoC Advisory Board.
- 4.9.3 Decisions on fee waiver requests are made on a case-by-case basis by the PIC - CoC Advisory Board after careful consideration of the rationale for the request.

5 PIC - COC ADVISORY BOARD

5.1 PIC - COC ADVISORY BOARD STRUCTURE

- 5.1.1 The PIC - CoC Advisory Board is comprised of representatives from agencies that serve persons, families, youth and veterans experiencing homelessness, at risk of homelessness or those with a history of homelessness as well as representatives from school districts, mental health agencies, hospitals, universities, affordable housing developers, public housing offices, law enforcement agencies, government departments, businesses, social service providers, advocates of persons experiencing homelessness and any other identified stakeholder that benefits the mission of the CoC to the extent these stakeholders are represented in the geographic area and available to participate.
- 5.1.2 One board member may represent the interests of more than one homeless subpopulation, and the board must represent all subpopulations within the CoC to the extent that someone is available and willing to represent that subpopulation on the board. The PIC - CoC Advisory Board is established by the CoC in accordance with the process approved. (*Reference Appendix A - 24 Code of Federal Regulations (CFR) part 578.7(a) (3)*).
- 5.1.3 No more than one representative from the same organization may serve on the PIC - CoC Advisory Board.
 - 5.1.3.1 On a case-by-case basis, subject to approval of the PIC - CoC Advisory Board, the at-large and homeless/formerly homeless positions may be exempt from the maximum number of representatives from the same organization.
- 5.1.4 The PIC - CoC Advisory Board is comprised of the following positions:
 - 5.1.4.1 Chair
 - 5.1.4.2 Vice Chair
 - 5.1.4.3 Secretary
 - 5.1.4.4 Treasurer
 - 5.1.4.5 Chair of Planning and Housing Committee
 - 5.1.4.6 Chair of Data Committee
 - 5.1.4.7 Chair of Advocacy Committee
 - 5.1.4.8 Chair of Membership Relations Committee
 - 5.1.4.9 Chair of the Awareness and Communications Committee
 - 5.1.4.10 Chair of CES Oversight
 - 5.1.4.11 OYAB Committee Chair
 - 5.1.4.11.1 State Representative designated by the Governor
 - 5.1.4.11.2 City Representative designated by the Mayor
 - 5.1.4.11.3 Persons with lived experience of homelessness

5.1.4.11.4 At-Large members representing persons with lived experience not already represented by other PIC - CoC Advisory Board members

5.1.4.11.5 At-Large members representing their communities and committed to the mission of the CoC

5.1.5 The board will contain a maximum of 17 members.

5.1.6 The Officers of PIC - CoC Advisory Board are the Executive Chair (“Chair”), the Vice-Chair, the Secretary, and the Treasurer. All Officers must be voting members.

5.2 PIC - COC ADVISORY BOARD MEMBER SELECTION PROCESS

5.2.1 Representation of the PIC - CoC may expand or be reduced, based on the HEARTH Act requirements or the determination that greater or fewer representation serves in the interest of the CoC while accurately reflecting the relevant organizations and representatives of homelessness subpopulations.

5.2.2 Nominations will be solicited via the Lead Agency. Interested persons can be nominated by a PIC - CoC member or can nominate themselves by completing the O’ahu CoC Nomination Form. All nominees must complete a PIC - CoC Membership Packet by the delineated deadline. Nominations are voted on during the December O’ahu CoC General Meeting, or on an interim basis to fill any vacancy. Nominations may be screened or limited to those persons that represent a homeless subpopulation that is not already represented by other members of the Board.

5.2.3 Each member of the PIC - CoC Advisory Board of Directors is elected for a term of two years. Terms will begin on a staggered basis starting January 1. Board Members may not serve more than two consecutive terms in any position.

5.2.4 No member of the PIC - CoC Advisory Board shall vote upon, or participate in the discussion of, any matter that has a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions. Board members shall also be governed by the PIC - CoC Conflict of Interest Policy.

5.2.5 Board members must disclose any potential conflict when it arises and recuse themselves from voting on issues that would directly and disproportionately affect their agencies.

5.3 PIC - COC ADVISORY BOARD RESIGNATION AND REMOVAL

5.3.1 Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Co-Chairs and Partners In Care.

- 5.3.2 Members may be removed from the Board by a majority vote of remaining Board members for repeated absence, misconduct, failure to participate, or violation of code of conduct policies.
- 5.3.3 When a representative resigns, is removed from the Board, or cannot serve his/her full term for any reason, a special election will be held to fill the unexpired term.

5.4 PIC - COC ADVISORY BOARD RESPONSIBILITIES

- 5.4.1 Establish broad policies and objectives.
- 5.4.2 Select, appoint, support, and review the performance of the Lead Agency.
- 5.4.3 Ensure the availability of adequate financial, human, and other resources.
- 5.4.4 Receive committee recommendations and act on those recommendations on behalf of the PIC - CoC membership.
- 5.4.5 Receive recommended funding decisions from the Evaluation Committee and work with the Collaborative Applicant to represent these decisions in the HUD CoC Program application.
- 5.4.6 Act on behalf of the Lead Agency in accordance with established contracts, MOUs, and other formally adopted documents.
- 5.4.7 Support the Lead Agency Executive Director in assuring compliance with applicable standards, regulations, requirements, and guidelines. These include but are not limited to:
 - 5.4.7.1 Coordinated Entry System
 - 5.4.7.2 Emergency Solutions Grants (ESG)
 - 5.4.7.3 Consolidated Plan
 - 5.4.7.4 Project performance monitoring
 - 5.4.7.5 Homeless Management Information System
- 5.4.8 In consultation with sub-recipients of Emergency Solutions Grants program funds within the geographic area, establish, and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - 5.4.8.1 Policies and procedures for evaluating individuals and family's eligibility for assistance;
 - 5.4.8.2 Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance
 - 5.4.8.3 Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - 5.4.8.4 Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - 5.4.8.5 Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.

5.5 The PIC - COC ADVISORY BOARD OFFICERS

- 5.5.1 The officers of PIC - CoC Advisory Board are the Executive Chair (“Chair”), the Vice-Chair, the Secretary, and the Treasurer. All Officers must be voting members.
- 5.5.2 The PIC - CoC Advisory Board Officers are authorized to act on behalf of the CoC membership when time is of the essence. In handling of controversial issues which have not been considered by general membership, the CoC Chair, Advocacy Committee Chair, and the Lead Agency Executive Director are authorized to provide general comment and informational testimony only.

5.6 DUTIES OF OFFICERS

5.6.1 Executive Chair

- 5.6.1.1 Schedule and facilitate meetings of the PIC - CoC Advisory Board.
- 5.6.1.2 Following approval by the PIC - CoC Advisory Board, sign contracts, MOUs, and other documents on behalf of the CoC.
- 5.6.1.3 Serve as a liaison with regard to general funding issues or regulatory matters.
- 5.6.1.4 Serve as the CoC’s primary liaison to the Lead Agency. Work in collaboration with the Lead Agency to implement the Strategic Plan and assure compliance with the Governance Charter.
- 5.6.1.5 Oversee the above responsibilities when delegated to the Collaborative Applicant or other individual or entity.

5.6.2 Vice-Chair

- 5.6.2.1 Assist the Executive Chair as requested.
- 5.6.2.2 Act on behalf of the Executive Chair in the event that the Executive Chair is temporarily unavailable.
- 5.6.2.3 Serve as the point of contact for formal grievances and matters relating to ethics.

5.6.3 Secretary

- 5.6.3.1 Record and maintain the PIC - CoC general membership files including the PIC - CoC membership packets and agreements, PIC - CoC General Membership Meeting minutes, Board meeting attendance lists.
- 5.6.3.2 Disseminate information, coordinate PIC - CoC Advisory Board and General membership meeting agendas, dates and locations, post announcements, and maintain and update the PIC - CoC roster and list serve.
- 5.6.3.3 Provide current information as to which members are voting members and read voting member list to gather attendance at general PIC - CoC meetings.
- 5.6.3.4 Oversee the above responsibilities when delegated to the CoC Collaborative Applicant or other individual or entity.

5.6.4 Treasurer

- 5.6.4.1 Oversee the O'ahu CoC finances and bank accounts, provide monthly balance of the O'ahu CoC's account at General membership meetings, and make payments with approval from the PIC - CoC Advisory Board or the PIC - CoC Advisory Board Executive Chair.
- 5.6.4.2 Collect dues from members, record receipts, and report status of members.
- 5.6.4.3 Make all O'ahu CoC finances and bank account balance freely accessible upon request for inspection by any member of the PIC - CoC Advisory Board.
- 5.6.4.4 Provide a written financial report to the PIC - CoC Advisory Board on a quarterly basis.
- 5.6.4.5 Review financial reports for all PIC - CoC related income/expenses. Receive checks for deposit (and/or cash), from the PIC Director, processes for deposit and reconcile against monthly bank statement in a timely manner.
- 5.6.4.6 Oversee the above responsibilities when delegated to the PIC - CoC Collaborative Applicant or other individual or entity.

6 PIC - COC COMMITTEES

6.1 PIC - COC COMMITTEE STRUCTURE

- 6.1.1 All PIC - CoC Advisory Board members or their alternate shall serve on at least one Committee. Board members who have conflicts with attending Committee meetings shall contact the respective Committee Chair to develop alternative means of participation. Committees should remain open to public participation.
- 6.1.2 PIC - CoC General Members with voting privileges are entitled to vote on Committee recommendations made to the PIC - CoC Advisory Board. Committee members are entitled to one vote per agency.
- 6.1.3 All fiscal and policy matters must be forwarded to the PIC - CoC Advisory Board with recommendations by the Committee. The CES Oversight Committee retains privileges to enact policy changes without board approval under circumstances where waiting for board approval would deny an individual or family housing.

6.2 COMMITTEE CHAIR MEMBERSHIPS

- 6.2.1 Available Committee Chair positions are publicized via the Lead Agency. Interested persons can be nominated by a PIC - CoC member or can nominate themselves by completing a PIC - CoC Nomination Form. Nominations are voted on during the Annual PIC - CoC meeting or as needed
- 6.2.2 Committee Chairs are limited to four consecutive years in any one position.

6.3 COMMITTEE CHAIR RESPONSABILITIES

- 6.3.1 Committee Chairs schedule and lead committee meetings, assign tasks to committee members, monitor member attendance, and follow up with committee members who have been absent from committee meetings.
- 6.3.2 Committee Chairs represent the PIC - CoC to state and city homeless planning divisions and policy academies in relation to homelessness issues, and document PIC - CoC participation in outside activities.
- 6.3.3 The Committee Chair is responsible for disseminating regular updates to the PIC - CoC membership to communicate meetings and events; updates, decisions, and actions.

6.4 PIC - COC COMMITTEE RESPONSABILITES

- 6.4.1 At the adoption of the governance charter, the following Committees are established with associated responsibilities.
- 6.4.2 The Awareness and Communications Committee is charged with the following items
 - 6.4.2.1 Increase community awareness of the PIC - CoC
 - 6.4.2.2 Engage community partners
 - 6.4.2.3 Provide trainings and awareness activities for community groups and other stakeholders to address stigma and “Not in my backyard” concerns.
 - 6.4.2.4 Coordinate the annual Statewide Homeless Awareness Week events
 - 6.4.2.5 Assist the Lead Agency and the PIC - CoC Advisory Board develop news releases and provide feedback to the community.
 - 6.4.2.6 Create an Awareness Plan to address education on the issues relating to homelessness for the broad community.
- 6.4.3 The Membership Relations Committee is charged with the following items
 - 6.4.3.1 Develop initiatives to solicit and orient new general members.
 - 6.4.3.2 Oversee the recruitment and selection of the PIC - CoC Advisory Board members, and present nominations for a vote at the December O’ahu CoC general meeting or as needed on an interim basis.
 - 6.4.3.3 Collaborate with the Awareness Committee to solicit names of potential new committee members from existing PIC - CoC members.
 - 6.4.3.4 Conduct annual review of COC governance charter, and all referenced policies and procedures, and make recommendations for changes, first to Board of Directors and then to general membership for approval.
 - 6.4.3.5 Develop strategies to engage stakeholders that are typically underrepresented in the PIC - CoC and expand the invitation list to include a broader range of community groups
 - 6.4.3.6 Recruit members to join the PIC-CoC and provide new member orientation and training.
 - 6.4.3.7 Address challenges identified by PIC-CoC members.

- 6.4.4 The Planning and Housing Committee is charged with the following items
 - 6.4.4.1 Coordinate with the Lead Agency to complete the annual CoC Program funding application
 - 6.4.4.2 Regularly update Hawai`i's Plan to End Homelessness
 - 6.4.4.3 Make recommendations to the PIC - CoC Advisory Board to present to the general membership for discussion and approval.
 - 6.4.4.4 Develop recommendations for funding priorities
 - 6.4.4.5 Develop recommendations for funding strategies and other cross-agency funding opportunities.
 - 6.4.4.6 Develop recommendations for the PIC - CoC Advisory Board for the criteria by which new and existing HUD CoC funded projects are evaluated and scored, as well as whether new projects will be included in each year's application.
 - 6.4.4.7 Evaluate outcomes of projects funded under the ESG and CoC programs and provide findings to the Board of Directors for HUD reporting purposes.
 - 6.4.4.8 Represent the PIC - CoC at legislative task force meetings to assist in developing policies regarding long-range planning, funding, and evaluation of initiatives to prevent and reduce homelessness.
 - 6.4.4.9 Train the Ad-Hoc Evaluation Committee members with regard to the PIC - CoC Advisory Board's process and criteria for making funding decisions. Develop and implement the PIC - CoC Advisory Board's Communications Plan
 - 6.4.4.10 Develop strategies for community partnerships and outreach
 - 6.4.4.11 Develop strategies for media and online communication channels
 - 6.4.4.12 Develop messaging for elected officials and policy makers, including relevant data, in collaboration with the Advocacy Committee.
 - 6.4.4.13 Develop relationships with elected officials and staff by conducting in person meetings and providing data specific to legislative/council districts
 - 6.4.4.14 Design and develop marketing collateral (print, web, and social media)
 - 6.4.4.15 Support media coverage of the Annual Homeless Awareness Conference
 - 6.4.4.16 Implement a communications calendar to include earned media (press releases/conferences), website promotion and social media that aligns with strategic goals and initiatives of committees and membership
 - 6.4.4.17 Implement the communications strategy for release of annual PIT count report
 - 6.4.4.18 Develop and coordinate a speakers' bureau to deliver Homeless 101 curriculum to reduce the stigma of homelessness, increase the community's understanding of homelessness, and encourage compassion towards homeless persons.
 - 6.4.4.19 work with stakeholders to develop a housing plan for the PIC - CoC
- 6.4.5 The Data Committee is charged with the following items
 - 6.4.5.1 Provide counsel and assistance to the HMIS Lead, governing bodies, and contributing providers within the CoC on all matters regarding HMIS.

- 6.4.5.2 Assist with the coordination of the annual Point-In-Time count for O’ahu.
 - 6.4.5.3 Disseminate information to the PIC - CoC Advisory Board about committee activities, minutes, membership, and approved policies & procedures.
 - 6.4.5.4 Review, revise, and approve a privacy plan, security plan, and data quality plan for HMIS.
 - 6.4.5.5 Ensure consistent participation of recipients and sub-recipients in HMIS.
 - 6.4.5.6 Ensure HMIS is administered in compliance with HUD requirements.
 - 6.4.5.7 Ensure participation in HMIS to collect unduplicated counts of homeless people, analyze patterns of program use, determine needs, and operate in accordance with data protection and confidentiality standards.
 - 6.4.5.8 Approve new providers for HMIS access. If a provider is denied access the agency can appeal the decision by submitting a letter of concern to the PIC - CoC Advisory Board for review.
- 6.4.6 The Advocacy Committee is charged with the following items
- 6.4.6.1 Recommend broad strategy, positions of support or opposition, and priorities for legislative advocacy. CoC membership shall approve or reject advocacy committee recommendations by majority vote during a general membership meeting.
 - 6.4.6.2 Act on behalf of PIC - CoC membership to support/oppose bills or issues within the overall strategy, positions, and priorities approved by CoC membership.
 - 6.4.6.3 Establish an issue-based core team of community stakeholders, and delegate to them specific responsibilities. Due to the intensity and volume of tasks needed for effective advocacy, strong support from, and empowerment of, these stakeholders is critical.
 - 6.4.6.4 Post all position statements on the lead agency website
- 6.4.7 The CES Oversight Committee is charged with the following
- 6.4.7.1 Recommend to the PIC - CoC Advisory Board the criteria by which participants in various sub-populations are to be referred into the Coordinated Entry System (CES).
- 6.4.8 The O’ahu Youth Action Board is charged with the following
- 6.4.8.1 Assist in guiding, informing, and influencing the development and implementation of the Coordinated Community Plan and projects aimed at preventing and ending youth homelessness.
 - 6.4.8.2 Serve as an approving authority in any request for funds from the US Dept. of Housing and Urban Development that are related to the Youth Homelessness Demonstration Program.
 - 6.4.8.3 Designate a representative from the OYAB to the PIC - CoC Advisory Board.

6.5 AD-HOC WORKING GROUP STRUCTURE

- 6.5.1 Creation of an Ad Hoc Working Group shall be approved by the PIC - CoC Advisory Board. The creation of an Ad Hoc Working Group(s) may be requested by a PIC - CoC Advisory Board member or a Committee Chair, in order to meet the operational needs of the CoC.
- 6.5.2 Ad Hoc Working Groups are formed to do additional research, brainstorm discuss and/or evaluate programs, projects, or issues, in order to provide information, strategies or proposals for the PIC - CoC and/or the PIC - CoC Advisory Board. Periodic updates and/or report outs will be presented to the PIC - CoC Advisory Board and may include recommendations (if appropriate). The subject, composition and scope for each Ad Hoc Working Group shall be defined at the time the working groups are created. Ad Hoc Working groups are encouraged to remain open to public observation and/or participation when appropriate.

6.6 PIC - COC AD HOC WORKING GROUPS

- 6.6.1 At the adoption of the governance charter, the following Ad Hoc Working groups are established
 - 6.6.1.1 The Evaluation Committee is established to score and rank applications for CoC Program funding and consists of PIC voting members who do not receive HUD funding and non-voting members who are knowledgeable about grants. The PIC - CoC Advisory Board is responsible for soliciting nominations each year to determine the make-up of the Evaluation Committee.
 - 6.6.1.2 The Evaluation Committee uses the processes and tools developed by the Planning and Housing Committee (and approved by PIC - CoC members) to score and rank project applications. The Planning and Housing Committee is responsible for providing the Evaluation Committee with the information, data, and training needed to complete this activity in accordance with the PIC CoC-established process. The scoring, ranking, and funding decisions made by the Evaluation Committee are binding.

7 PIC - COC LEAD AGENCY

7.1 PIC - COC LEAD AGENCY STRUCTURE

- 7.1.1 For the purposes of this charter Lead Agency is considered synonymous with Collaborative Applicant.
- 7.1.2 Pursuant to the PIC - CoC Program interim rule the General Membership is responsible for designating an agency to act as a Collaborative Applicant on the PIC - CoC's behalf.

- 7.1.3 The PIC - CoC will entertain applications for the Lead Agency every 5 years, or as needed. The PIC - CoC Advisory Board is responsible for reviewing, evaluating, and making a recommendation to the PIC - CoC.
- 7.1.4 The Lead Agency must be an eligible applicant for CoC Program funds.
- 7.1.5 The MOU between the Lead Agency and the PIC - CoC may contain additional responsibilities beyond those listed in this governance charter.

7.2 PIC - COC LEAD AGENCY RESPONSABILITES

- 7.2.1 The PIC - CoC requires the lead agency to carry out the following CoC activities in relation to Operating the PIC - CoC:
 - 7.2.1.1 Hold meetings of the full membership, with published agendas, at least semi-annually (see Section 5).
 - 7.2.1.2 Make an annual public invitation for new members within the geographic area.
 - 7.2.1.3 Consult with recipients, sub-recipients, and contractors to establish appropriate performance targets for population and program types, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers.
 - 7.2.1.4 Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) and CoC programs and to report the findings to the U.S. Department of Housing and Urban Development (HUD) (see Section 10). Consult with the City and County of Honolulu in developing performance standards for and evaluating the outcomes of projects and activities assisted with ESG funds.
 - 7.2.1.5 Establish and operate a centralized or coordinated assessment system to include, at a minimum, CoC- and ESG-funded programs, including a specific policy to guide the system in addressing the needs of individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, or stalking and who are seeking shelter or services from non-victim service providers.
 - 7.2.1.6 Establish and consistently follow written standards for providing CoC assistance in consultation with the sub-recipient(s) of ESG program funds. Consult annually with the City and County of Honolulu in determining how to allocate its ESG grant for eligible activities.
- 7.2.2 The PIC - CoC requires the lead agency to carry out the following activities in relation to CoC Planning:
 - 7.2.2.1 Plan and implement a comprehensive system that aligns with the needs of the homeless population and subpopulations and persons experiencing a housing crisis within O'ahu, including the following components of the system:
 - 7.2.2.1.1 Outreach, engagement, and assessment
 - 7.2.2.1.2 Shelter, housing, and supportive services
 - 7.2.2.1.3 Homelessness prevention strategies

- 7.2.2.2 Plan for and conduct an annual point-in-time count of homeless persons within the geographic area that meets HUD requirements.
- 7.2.2.3 Conduct an annual gaps analysis of the homeless needs and services available on Oahu.
- 7.2.2.4 Provide information required to complete the Consolidated Plan(s).
- 7.2.3 The PIC - CoC requires the lead agency to carry out the following activities as the Collaborative Applicant:
 - 7.2.3.1 The PIC - CoC Advisory Board shall determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area.
 - 7.2.3.2 If more than one application will be submitted, the PIC - CoC Advisory Board will designate an eligible applicant to be the collaborative applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has selected funding.
 - 7.2.3.3 If the PIC - CoC chooses to apply for CoC planning funds, the Collaborative Applicant is the only eligible applicant able to apply for these funds on behalf of the CoC.
 - 7.2.3.4 The Collaborative Applicant works with the Planning and Housing Committee to prepare for and submit the annual CoC Consolidated Application for funding on behalf of the PIC - CoC.
 - 7.2.3.5 The Collaborative Applicant must submit quarterly reports to the Board of Directors on the activities undertaken to accomplish the above responsibilities.
 - 7.2.3.6 In addition, if the Collaborative Applicant receives CoC Planning funds, it must submit reports to the Board of Directors quarterly (or more often if requested) on funding spent and remaining in the grant.

8 MEETINGS

8.1 GENERAL MEETINGS

- 8.1.1 The PIC - CoC General Meetings shall be held at a minimum of twice per year.
- 8.1.2 All PIC - CoC members are expected to review the minutes and materials provided prior to the General Meeting, to contribute to discussions at the meeting, and, if a voting member, be authorized and prepared to vote on agenda items.
- 8.1.3 Non-member attendees are encouraged to participate in membership meetings and Committee Meetings
- 8.1.4 Non-members shall not hold voting privileges

8.2 ANNUAL MEETING

8.2.1 An annual meeting of the PIC - CoC shall be held each year in December at a time and place to be set by the PIC - CoC Advisory Board. The annual meeting will serve as a forum for electing members of the PIC - CoC Advisory Board.

8.3 PIC - COC ADVISORY BOARD MEETINGS

8.3.1 All meetings of the PIC - CoC Advisory Board shall be held at a location stated in the meeting notice. Any meeting, regular or special, of the PIC - CoC Advisory Board may be held by any means of communication by which all Officers participating in the meeting may simultaneously hear each other. All such officers participating in a meeting by this means shall be deemed to be present in person at the meeting.

8.4 SPECIAL MEETINGS OF THE PIC - COC ADVISORY BOARD

8.4.1 Special meetings of the PIC - CoC Advisory Board may be called by the Executive Chair or any two officers of the PIC - CoC Advisory Board.

8.5 PIC - COC COMMITTEE MEETINGS

8.5.1 Committee meetings are open to all members and to the public. Committee meeting minutes shall be posted on the Lead Agency website prior to the next meeting.

8.5.2 Committee meetings may go into executive sessions, thereby excluding non-committee members, to discuss personnel or sensitive membership issues. These sessions will exclude guests who are not formally part of the Committee.

8.6 NOTICE OF MEETINGS

8.6.1 Notices of PIC - CoC Advisory Board meetings, including committee meetings, will be distributed to the PIC - CoC general membership via email in a timely manner. Meetings will also be advertised by the Lead Agency. Agendas will be published in advance by the Lead Agency and made publicly available on the CoC website in advance of the meeting and will be distributed to all attendees during the meeting.

8.7 MINUTES AND TRANSPARENCY

8.7.1 PIC - CoC General Meetings are open to all members and to the public. General Meeting minutes are posted by the Lead Agency within 10 days after their approval by PIC - CoC Voting Members.

8.8 VOTING

8.8.1 Each voting member (individual or agency), including those that have received membership fee waivers, is allowed one vote per action item. Under certain circumstances CoC members shall publicly recuse themselves from the vote.

- 8.8.2 The PIC - CoC Advisory Board Executive Chair shall not vote except in the case of a tie, in which case they will cast the deciding vote.
- 8.8.3 Any voting member has the right to call a motion or any action to a vote.
- 8.8.4 Votes are conducted via:
 - 8.8.4.1 Majority Vote at regularly scheduled meetings
 - 8.8.4.2 A quorum of voting members (defined as fifty percent of voting members) must be present at the meeting to approve action items.
 - 8.8.4.3 Electronic Ballot emailed to each voting member with:
 - 8.8.4.4 "Action Required" in the subject line
 - 8.8.4.5 A clear description of the proposed action
 - 8.8.4.6 A deadline by which ballots must be received in order to be counted.
- 8.8.5 Issues may be discussed in the absence of a quorum, but no votes can be taken, or recommendations made.

8.9 ACTION BY THE PIC - COC ADVISORY BOARD WITHOUT A MEETING

- 8.9.1 Any action required or permitted to be taken at a meeting of the PIC - CoC Advisory Board may be taken without a meeting if the action is taken by all Officers and members of the PIC - CoC Advisory Board. The action must be evidenced by one or more written consents describing the action taken, signed by each Officer and member of the PIC - CoC Advisory Board, whether manually or by Electronic Signature, and filed with the records of the meetings of the PIC - CoC Advisory Board.
- 8.9.2 Action taken without a meeting is effective when the last Officer signs and dates or delivers (including by means of Electronic Transmission) the consent, unless the consent specifies a different effective date. Such consent in writing shall have the same effect as unanimous vote of the PIC - CoC Advisory Board.

9 HOMELESS MANAGEMENT INFORMATION SYSTEM GOVERNANCE

9.1 HMIS DESIGNATION

- 9.1.1 Pursuant to 24 CFR 578 Subpart B, the PIC - CoC is responsible for designating and operating an HMIS. These responsibilities are further outlined in the attached HMIS Memorandum of Agreement.
- 9.1.2 Designation of an eligible applicant to manage the PIC - CoC's HMIS, known as the HMIS Lead.
- 9.1.3 The HMIS Lead and the O'ahu CoC will agree upon and sign a Memorandum of Understanding that shall define roles and responsibilities of each party. (See Appendix)

10 THE PIC - COC CODE OF CONDUCT

10.1 CODES OF CONDUCT

- 10.1.1 It is the responsibility of all PIC - CoC members, not just the Officers, Board Members, or Committee Chairs, to ensure a safe and inclusive environment for all.
- 10.1.2 All PIC - CoC participants, Lead Agency employees, PIC - CoC members, Committee members, and Officers must agree to abide by the PIC - CoC Code of Conduct and shall:
 - 10.1.2.1 Treat each other in a professional business manner and with respect and dignity.
 - 10.1.2.2 Ensure that all PIC - CoC participants, PIC - CoC members, Committee members and Officers are able to participate in PIC - CoC meetings, activities and discussions in an environment that is free of harassment, bullying and discrimination.
- 10.1.3 The following behavior will not be tolerated in any form, including but not limited to:
 - 10.1.3.1 unwelcomed remarks, gestures, or physical contact; the display, distribution, or circulation of derogatory, discriminatory, or sexually explicit materials; offensive, derogatory, or discriminatory comments or jokes; verbal abuse; physical abuse; or threats of harm.

10.2 VIOLATIONS OF THE CODE OF CONDUCT POLICY

- 10.2.1 If any PIC - CoC participants, Lead Agency employees, PIC - CoC members, Committee members or Officers have reasonable cause to believe a participant or member has violated the Code of Conduct, they shall inform the Vice Chair in writing, who shall inform the participant or member of the complaint and afford the participant or member an opportunity to respond to the complaint. After hearing the participant's or member's response, the Vice Chair shall inform the PIC - CoC Advisory Board of the complaint and response.
- 10.2.2 The PIC - CoC Advisory Board shall determine if the participant or member violated the Code of Conduct and shall take appropriate corrective action.
- 10.2.3 After hearing a disclosure of the complaint, response and review of all material facts, the PIC - CoC Advisory Board will determine if a violation of the Code of Conduct occurred.
- 10.2.4 After exercising due diligence in determining whether a violation of the Code of Conduct occurred, the PIC - CoC Advisory Board will report its findings to the appropriate persons, committee or to the PIC - CoC General Membership.

10.2.5 If a violation has been determined to have occurred, the PIC - CoC Advisory Board shall determine the appropriate corrective action including but not limited to termination of the PIC - CoC membership or reporting to the participant's agency.

11 CONFLICT OF INTEREST

11.1 RECOGNITION OF CONFLICT

11.1.1 A conflict of interest occurs when a PIC - CoC participant, Lead Agency employee, PIC - CoC member, PIC - CoC Committee member, and/or PIC - CoC Officer takes an action which results, or has the appearance of resulting in personal, organizational, or professional gain.

11.1.2 No participant, employee, member of the PIC - CoC, Advisory Board or its Committees shall knowingly take action to influence the PIC - CoC in such a way as to confer financial benefit on themselves, family members, spouse or partner, or organization in which the participant employee, member of the PIC - CoC, Advisory Board or its Committees, family members, spouse or partner serves in an official capacity.

11.1.2.1 Official capacity shall include service as an employee, owner, stockholder, director, board member, consultant, or officer who represents any such entity or organization which seeks to receive funding through the CoC process. Official capacity shall not include service solely as a volunteer (who does not serve as a board member or consultant) or recipient of services.

11.2 DUTY TO DISCLOSE

11.2.1 All participants, employees, and members of the PIC - CoC Board or its Committees shall indicate relationships that may present potential conflicts on their annual membership application or an interim basis as the conflict arises to the Vice Chair. Any conflict of interest that is disclosed shall be recorded in the meeting minutes.

11.2.2 All participants, employees, and members of the PIC - CoC Advisory Board or its Committees shall also verbally disclose potential conflicts of interest prior to participating in discussions that may result in decisions that may confer financial benefit on themselves, family members, spouse or partner, or organization in which participants, employees and members of the PIC - CoC, Advisory Board or its Committees family members, spouse or partner serves in any official capacity.

11.3 RECUSAL

11.3.1 All participants, employees, and members of the PIC - CoC Advisory Board or its Committees shall recuse themselves, stating reason, from voting on issues that would directly and/or disproportionately affect their agencies. Individuals with a conflict of interest must disclose their conflict of interest prior to any discussion but may participate by stating their position on a particular issue; however, they must remove themselves from the room during further discussion and voting on the issue. The recusal will be noted in the minutes. This applies to all discussions in relation to all PIC - CoC funding allocations and prioritization.

11.4 VIOLATIONS OF THE CONFLICT-OF-INTEREST POLICY

11.4.1 If any person has reasonable cause to believe an individual has failed to disclose actual or possible conflicts of interest, they shall inform the Vice Chair in writing, who shall inform the individual with potential conflict of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose. After hearing the individual's response, the Vice Chair shall inform the PIC - CoC Advisory Board of the complaint and response, and the PIC - CoC Advisory Board shall determine if the individual failed to disclose an actual or possible conflict, and shall take appropriate corrective action such as, but not limited to, terminating the participants membership.

11.5 DETERMINING WHETHER CONFLICT EXISTS

11.5.1 After hearing a disclosure of potential conflict of interest and reviewing all material facts, the PIC - CoC Advisory Board will determine if a conflict exists without the participation of the individual with the potential conflict of interest.

11.6 ADDRESSING CONFLICT OF INTEREST

11.6.1 After exercising due diligence in determining whether a conflict exists, the PIC - CoC Advisory Board will report its findings to the appropriate persons, committee or to the PIC - CoC General Membership.

11.6.2 If a conflict has been determined to exist, the individual involved will not participate in any decision-making. The PIC - CoC Advisory Board shall determine whether to investigate alternatives that would not involve a conflict of interest.

11.7 ACCEPTANCE OF GIFTS

11.7.1 In the discharge of duties as a member of the PIC - CoC, PIC - CoC Committee member, PIC - CoC Advisory Board Member, or Lead Agency employee, one shall not accept or solicit any personal gift in excess of \$25, or favor where the receipt would either compromise impartial performance or would be viewed by the public as compromising impartial performance.

11.8 FRAUD INTOLERANCE

- 11.8.1 Fraudulent acts by PIC - CoC participants, Lead Agency employees, PIC - CoC members, PIC - CoC Committee members or PIC - CoC Advisory Board Member will not be tolerated and may result in termination from the PIC - PIC - CoC Membership or PIC - PIC - CoC Committee Membership. A PIC - CoC member, PIC - CoC Committee member, employee, or PIC - CoC Advisory Board Member who has reason to believe that there may have been an instance of fraud, improper action, or other illegal act in connection with a PIC - Pic - CoC program, function or activity shall report it immediately to the Vice Chair. Reported instances shall be investigated in a timely manner and if an investigation confirms fraud has occurred, appropriate corrective action will be taken.
- 11.8.2 Fraud refers to but is not limited to: intentionally entering false data into the HMIS or other related systems; any dishonest or fraudulent act; forgery or alteration of any official document; the misappropriation of funds, supplies or PIC - PIC - CoC materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records or equipment; accepting or seeking anything of value from vendors or persons providing services or materials to the PIC - PIC - CoC for personal benefit.

12 AMENDMENTS TO THE GOVERNANCE CHARTER

12.1 SCHEDULED REVIEWS FOR AMENDMENTS

- 12.1.1 The Planning Committee will be responsible for bringing to the PIC - CoC Advisory Board their review of the governance structure on an annual basis, in order to make recommendations for changes.

12.2 NON-SCHEDULED REVIEWS FOR AMENDMENTS

- 12.2.1 Circumstances may arise that that are not explicitly covered by the policies and procedures of this Governance Charter. The lead agency will be responsible for bringing to the PIC - CoC Advisory Board any circumstances for which this governance charter does not provide guidance. A majority vote by the PIC - CoC Advisory Board will be called to rule on any circumstances not covered.
- 12.2.2 There may be instances where the Governance Charter must be amended outside of the annual review conducted by the Planning and Housing Committee. Requests for these amendments will be submitted to the PIC - CoC Advisory Board via the Chair, who will review the requests in collaboration with the Lead Agency. A majority vote of the PIC - CoC Advisory Board will decide if the proposed amendment will be added to the next meeting of the membership. If the vote is added, the membership will vote by majority to decide whether to approve the amendment."

12.3 VOTING ON AMENDMENTS

12.3.1 In the event the Planning and Housing Committee recommends an amendment to the Governance Charter, the amendment must be proposed at a regular PIC - CoC Advisory Board meeting and scheduled for action at a subsequent PIC - CoC meeting. The Governance Charter shall be amended by majority affirmative vote of the PIC - CoC membership in attendance.

12.4 DISTRIBUTION OF ADOPTED AMENDMENTS

12.4.1 Proposed amendments must be provided to all PIC - CoC members within ten (10) business days following the PIC - CoC Advisory Board meetings where the amendment was proposed. Amendments may be distributed via email or whatever latest technology is available at that time.

CHARTER VERSION HISTORY

Date	Comments/Changes
2014	Initial adoption
Jan 20, 2015	Approved by general membership 1/20/15
Aug 16, 2016	Approved by Executive Committee 8/4/16; approved by general membership 8/16/16
June 20, 2017	Approved by the Board of Directors 6/1/17; approved by general membership [date]
January 2021	Approved by the PIC - CoC Advisory Board (formerly the O'ahu CoC Board) January 2021 Approved by the General Membership January 2021
June 2022	Reviewed by the PIC-CoC Advisory Board June 2022

The O’ahu Continuum of Care, Partners In Care 501c3 and CoC Committee’s: Roles and Responsibilities

Reference	Responsibility	Roles and Responsibilities		
		Approval and/or Oversight (Note 1)	Primary Lead	Support Roles
24 CFR 578	Operating a Continuum of Care			
	1. Adopt and follow a written process to select a board to act on behalf of the PIC CoC.	PIC - CoC Full Membership (approval)	PIC - CoC Advisory Board	Lead Agency/Collaborative Applicant
	2. Develop, follow, and update annually the governance charter, which will include all procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Advisory Board, its chair(s), and any person acting on behalf of the CoC Advisory Board.	PIC - CoC Full Membership (approval)	CoC Advisory Board of Directors	Lead Agency/Collaborative Applicant
	3. In consultation with recipients of Emergency Solutions Grant (ESG) and CoC funds within the PIC CoC’s geographic area, as well as other community stakeholders, establish and operate a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.	PIC - PIC - CoC Advisory Board of Directors (oversight)	HMIS Lead	CES Oversight Committee
	4. In consultation with recipients of ESG and CoC funds within the PIC - CoC, as well as other community stakeholders, establish and consistently follow written standards for providing PIC - CoC assistance.	PIC - PIC - CoC Advisory Board of Directors (approval)	Planning and Housing Committee	Lead Agency/Collaborative Applicant
	5. Consult with funding recipients, subrecipients, and other community stakeholders to establish performance targets appropriate for population and program type.	PIC - CoC Advisory Board of Directors (approval)	Planning and Housing Committee	PIC
	6. Educate the community on homeless issues.	CoC Board of Directors (oversight)	Lead Agency/Collaborative Applicant	Awareness and Communications Committee
	7. Hold meetings of the CoC full general membership, at least semi-annually, and make a public invitation for new members at least annually.	PIC - CoC Advisory Board of Directors	Lead Agency/Collaborative Applicant	PIC General Membership Committee
	8. Monitor performance of CoC and ESG recipients and subrecipients, as well as subrecipients of State funding for homelessness which flows through the PIC - CoC Lead Agency.	PIC - CoC Advisory Board of Directors (oversight)	Planning and Housing Committee	Lead Agency/Collaborative Applicant
	9. Evaluate the outcomes of projects funded under ESG, CoC, and State homelessness funding programs.	CoC Board of Directors (oversight)	Planning Committee	PIC
	10. Provide technical assistance and support to underperforming projects and programs.	CoC Board of Directors (oversight)	Data Committee	PIC
	11. Take appropriate action against ESG-funded, CoC-funded projects	CoC Advisory Board	PIC; HPO and ESG recipients	Planning Committee
12. Report the outcomes of ESG and CoC projects to HUD annually.	CoC Board of Directors (oversight)	Data Committee	PIC	

	13. Report the outcomes of State-funded programs to the State of Hawai'i upon request by State.	HPO (Approval / Oversight)	PIC	Data Committee and Planning Committee
24 CFR 578, FS 420	CoC Planning			
	1. Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of individuals and families experiencing homelessness. At a minimum, such a system encompasses the following: a. Outreach, engagement, and assessment. b. Shelter, housing, and supportive services (supportive services include, but are not limited to mental health, substance abuse, medical services). c. Prevention strategies (preventing an episode of homelessness).	CoC Board of Directors (approval)	Planning Committee and General Membership	PIC
	2. Develop strategies to end homelessness locally, based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources.	CoC Board of Directors (oversight)	CoC General Membership	PIC
	3. Plan for and conduct an annual point-in-time count of persons experiencing homelessness within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for persons who are homeless, in general, and persons who are chronically homeless and veterans experiencing homelessness, specifically, as HUD requires.	CoC Board of Directors (oversight)	PIC	Point In Time Count Sub Committee
	4. Conduct an annual gaps analysis of the needs of people experiencing homelessness, as compared to available housing and services within the CoC geographic area.	CoC Board of Directors (oversight)	PITC Sub Committee & Planning Committee	PIC
	5. Provide information required to complete the Consolidated Plan(s) within the CoC catchment area.	CoC Board of Directors (oversight)	Planning Committee	PIC
	6. Consult with State and local government ESG recipients within the CoC catchment area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients	CoC Board of Directors (oversight)	Planning Committee	PIC
24 CFR 578	Designate an HMIS Lead Agency to Operate HMIS			
	1. Designate a single HMIS for the CoC's catchment area, and an eligible applicant to serve as the CoC's HMIS Lead Agency.	CoC Board of Directors (approval)	CoC Full Membership	PIC, Planning and Data Committee's
	2. Review, revise and approve a CoC HMIS data privacy plan, data security plan, and data quality plan.	CoC Board of Directors (approval)	Data Committee	PIC
	3. Ensure that the HMIS is administered in compliance with HUD requirements.	CoC Board of Directors (oversight)	Data Committee	PIC
	4. Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.	CoC Board of Directors (oversight)	Data Committee	PIC
	5. The relationship between the CoC and the HMIS Lead Agency and its responsibilities will be outlined in a Memorandum of Understanding.	CoC Board of Directors (approval) &	Data Committee	PIC

		PIC Board of Directors (approval)		
24 CFR 578, FS 420	Designate a Single Organization to Serve as Collaborative Applicant and CoC Lead Agency			
	1. Designate a single eligible Collaborative Applicant and CoC Lead Agency to collect and combine the required application information from all applicants for the annual HUD CoC funding competition. This entity also serves as the agency eligible for State of Hawai'i CoC funding related to homelessness, including but not limited to the State Emergency Solutions Grant.	CoC Board of Directors (approval)	CoC Full Membership	PIC and Planning Committee
	2. Establish the local process for applying, reviewing, and prioritizing project applications for funding in the annual HUD CoC funding competition, State of Hawai'i Emergency Solutions Grant funding, and any other funding for which the CoC Lead Agency is the eligible applicant on behalf of the CoC.	CoC Board of Directors (oversight)	Planning Committee	PIC
	3. Establish priorities that align with local and federal policies for recommending projects for HUD CoC grant funding and all funding for which the CoC Lead Agency is the eligible applicant on behalf of the CoC.	PIC - PIC - CoC Advisory Board of Directors (approval)	PIC - PIC - CoC General Membership	Lead Agency & Planning Committee
	4. Determine whether to require the PIC - CoC Lead Agency to apply for Unified Funding Agency designation from HUD.	PIC - CoC Advisory Board of Directors (approval)	Planning and Housing Committee	
	5. Approve the final submission of applications in response to the HUD CoC Notice of Funding Availability and other funding for which the CoC Lead Agency is the eligible applicant on behalf of the CoC.	CoC Board of Directors (approval) PIC Board of Directors	Planning and Housing Committee Lead Applicant	
6. The relationship between the PIC - CoC and the PIC - CoC Lead Agency, and its responsibilities will be outlined in a Memorandum of Understanding.	PIC - Lead Applicant Board of Directors (approval) & PIC - CoC Advisory Board of Directors (approval)	Planning and Housing Committee		

Note 1: "Approval" indicates a requirement for a formal vote of the responsible body. "Oversight" indicates that reports and information will be provided to that responsible body by the lead agency and/or council committee.

Note 2: Define roles and responsibilities of Primary lead and Support Roles

Primary Lead is responsible for

Support role is responsible for

Partners In Care - O'ahu Continuum of Care Organizational Chart

General Membership

PIC - CoC Advisory Board

Membership Relations

Planning and Housing

Data

CES Oversight

Advocacy

Awareness and Communications

O'ahu Youth Advisory Board
OYAB