

## Governance Charter

### Alabama Balance of State Continuum of Care AL-507 Includes Attachment of PromisSE Policies and Procedures

Adopted 2014

Reviewed and Approved, January 2015 Updated, August 2017

Updated December 2018

Reviewed July 2019

Updated January 2020

Approved March 2021

(The final approved Governance Charter for AL-507 has been reviewed.

All findings were resolved and therefore the charter has been  
successfully accepted. Thank you, SNAPS HMIS Team)

Updated April 2022

### Continuum of Care

A Continuum of Care (CoC) is a geographically based group of representatives that carries out the planning responsibilities required by the U.S. Department of Housing and Urban Development's (HUD) CoC Program. These representatives generally come from organizations that provide services to persons experiencing homelessness.

### The Alabama Balance of State Continuum of Care

The Alabama Balance of State Continuum of Care (AL BOS COC) represents the 42 largely rural counties in Alabama. Within these 42 counties there are approximately 6 homeless programs including emergency shelters, transitional housing, rapid re-housing programs, and permanent supportive housing. On any given month, these programs can serve over 80 persons experiencing homelessness.

This charter outlines how the AL BOS COC will be governed for purposes of assisting the CoC to achieve its vision.

### Alabama BOSCO Membership

#### Members

AL BOSCO members are defined as those organizations and persons attending meetings of the continuum, committees/workgroups, local CoC groups (i.e., county or city-level homeless/housing coalitions), or AL BOSCO committees/ workgroups and/or participating in local homeless planning efforts.

The AL BOSCO can determine who is identified as an AL BOS COC member, and must update their membership lists annually.

#### Alabama BOSCO Homeless Planning Regions

The 42 counties in the AL BOSCO is divided into seven regions based on congressional districts. Homeless program representatives in these regions plan and coordinate local and regional homeless systems and programs and are responsible for working with the Alabama Rural Coalition for the Homeless, Inc. to ensure all HUD homeless program requirements are met.

#### Alabama BOSCO Voting Members

Each AL BOSCO member is allotted a maximum of two voting members dependent on their level of membership. These voting members are the only ones who may cast a vote on a business matter presented to the full AL BOSCO during any voting matter presented during the AL BOS COC membership or workgroup meetings. Only those members whose names appear on the AL BOS COC voting member list will be allowed to cast votes at a membership meeting; last-minute substitution of voters will not be allowed.

#### Alabama BOSCO Full Membership Meetings

Meetings of the full AL BOSCO membership are held at least twice annually. The meetings will be held virtually.

## Alabama BOSCO Structure and Organization

### Role of Alabama Rural Coalition for the Homeless

The Alabama Rural Coalition for the Homeless (ARCH), has been designated by the AL BOS COC Board to serve as the Collaborative Applicant and the grantee for the CoC Planning grant. Additionally, ARCH staff have a standing seat on all other BOS COC committees/workgroups.

ARCH is also the agency responsible for administering federal Emergency Solutions Grant funds and state homeless program funds. In this role, ARCH works to align state and federal program requirements and to ensure coordinated community planning across funding streams.

### Role of Coalition on Homelessness and Housing in Alabama

ARCH provide primary staff support for the AL BOS COC.

Additionally, ARCH has been designated by the AL BOS COC Board to serve as the Homeless Management Information System (HMIS) Lead. In that role, ARCH applies directly for the CoC HMIS grant annually through the HUD COC competition and supplies approximately two staff to the management of the AL BOSCO HMIS.

## Alabama BOSCO Workgroups

### *Roles and Responsibilities*

The AL BOSCO workgroups are responsible for planning and coordinating local homeless systems and programs, including the implementation of a CoC-wide coordinated entry system. In addition, homeless and non-homeless providers and formerly homeless work with ARCH to ensure all HUD homeless program requirements and state-level homeless program requirements are met.

## Structure and Organization

Each workgroup can determine how to organize itself to meet its responsibilities under the Alabama BOS COC.

## Alabama BOS COC Board

### Role and Responsibilities

The AL BOS COC Board (hereafter referred to as 'The Board' or 'Board') is the primary planning body for the AL BOS COC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as required by the U.S. Department of Housing and Urban Development (HUD) and other state entities as relevant. Additionally, The Board oversees and approves the work of BOSCO committees and workgroups and the appointed Executive Director.

### Membership

Membership of The Board must be representative of relevant organizations in the AL BOSCO and include at least one homeless or formerly homeless person. Board representation may include the following:

- A representative from the Alabama Department of Mental Health, Formerly Homeless individual, Law enforcement representative, City or County representative and a representative from a state-wide entity.
- A representative of the Board may be a grantee or partner of COC or ESG projects but will excuse themselves from voting matters directly effecting a project for which they or an affiliate is connected to.

- One homeless or formerly homeless person- this person is permitted to vote.
  - If a representative meeting one of the other requirements from this list also happens to be homeless or formerly homeless, then another homeless/formerly homeless person need not be appointed to the BOS COC Board.
- At-Large representatives
  - Examples of at-large representatives may include veteran's services representative, Alabama Medicaid representative, LBGTQ representative, homeless youth representative, Alabama Department of Mental Health representative, and domestic violence victim services representative- each representative is permitted to vote.
- ARCH representative
  - ARCH may appoint multiple staff to the BOS COC Board, but only one representative is permitted to vote.
- BOS COC representative
  - BOSCOG will appoint multiple representatives, including at least one CoC staff member and at least one HMIS staff member, but only one representative is permitted to vote. The CoC Director, who provides primary staff support to the BOS COC, will not be permitted to vote.

#### Alabama BOSCOG Board Staff Support

The CoC Director will provide primary staff support to The Board. The CoC Director or his/her designee will also provide staff support to all other BOS COC committees and workgroups.

#### Alabama BOSCOG Board Chair

##### *Chair Selection*

Annually, The Board will select a Board Chair. During the first meeting of the calendar year nominations for Chair will be solicited from present Board members. The Chair will be determined by majority vote of those present.

##### *Chair Responsibilities*

The Board Chair will serve as the signatory for The Board and act on its behalf as needed.

#### Term of Office

Board members will serve staggered terms of two years. There is no limit to the number of terms a Board member may serve. Terms begin January 1 and end December 31 of the following year.

#### Nominations and Member Selection

Each year, the AL BOS COG will solicit recommendations for new Board members. Based on the response to the solicitation, the AL BOS COG will develop for Membership and Board approval a slate of candidates for election to The Board, giving preference to those candidates who help satisfy the membership requirements and goals laid out in the *Membership* section above.

#### Resignation and Removal

Board members may resign at any time by giving written or oral notice. Board members can be removed from the Board by a majority vote of the remaining Board members for repeated absence, misconduct, or violation of the conflict-of-interest policy.

#### Vacancies

When a Board member resigns or is removed from his/her seat the Board may appoint another representative to fill the unexpired term.

#### Meetings

Board meetings will be held at minimum on a quarterly basis. Additional meetings to approve the annual Coe consolidated application or conduct other time sensitive business may be held as needed.

#### Quorum

A number equal to a majority of those serving on the Alabama BOS COC Board shall constitute a quorum for the purposes of conducting business at any meeting.

#### Voting

All items presented to The Board for a vote will be decided by a simple majority vote. No member may vote on any item that presents a real or perceived conflict of interest. Voting can occur by written notice to include email time and dated.

#### Additional Action Without a Meeting

Any action that may be taken at a meeting may also be taken without a meeting, such as *via* email. Preferably, any action to be taken outside of a meeting will have been discussed at a Board meeting and deferral of action approved by The Board. Board members may take votes by email, provided that at least 48 hours, over the course of two business days, are given for members to cast their votes.

Where action is taken without a meeting, any *vote* counts and the results of the action shall be reflected in the written minutes of the next regular meeting.

#### Proxies

Board members may have proxies participate in Board meetings in their place. Proxies are permitted to vote on business items unless there is a real or perceived conflict of interest.

#### Conflicts of Interest

All Board members will annually complete and sign a *Conflict-of-Interest Form* that identifies any potential conflicts of interest that may arise, including association with organizations that may have a financial interest in business items coming before The Board.

Additionally, before any item is put to a vote at a Board meeting all members will be asked to disclose any real or perceived conflicts of interest related to the business item at hand. These members will refrain from voting on items where a conflict exists.

#### CoC Board Member Compensation

There is no compensation for Board members.

#### AL BOSCO Board Requirements and Processes

All requirements related to operation of The Board laid out in this section are subject to review, update, and approval at least every five years. AL BOSCO members will vote on approving reviewed/updated AL BOSCO Board requirements and processes at the in-person full membership meeting.

#### Designation of the Alabama BOSCO Collaborative Applicant, CoC Staff Lead, and HMIS Lead

##### *Collaborative Applicant Designation*

The Board will elect an entity to serve as the Collaborative Applicant (CA) for the AL BOSCO. The CA is responsible for submitting to HUD the annual CoC Competition consolidated application and project priority listing, being the applicant/grantee for CoC Planning funds, and submitting the Annual Performance Report (APR) for the Coe Planning grant.

If at any point in time the currently elected CA significantly fails in its duties, The Board has the authority to hold an emergency meeting, as agreed to by a majority of current Board members, and elect a new CA.

The CoC Board has selected ARCH to serve as the AL BOSCO Collaborative Applicant.

#### AL BOSCO Staff

##### *Lead Designation*

ARCH serves as the CoC Staff Lead for the AL BOS COC. ARCH, in its role as Collaborative Applicant, ARCH provide CoC staff for the BOSCO to manage all aspects of the CoC, including work for the annual CoC Program Competition, and ensuring all federal CoC Program requirements are met.

If at any point in time the CoC Staff Lead significantly fails in its duties, The Board, in conjunction with the CA, may consider options for terminating or revising the contract with the CoC Staff Lead.

##### *HMIS Lead Designation*

The Board will elect an entity to serve as the HMIS Lead for the AL BOS COC. The HMIS Lead is responsible for submitting to HUD the annual Coe HMIS application, for receiving and appropriately managing HMIS grant funds, and for the administration of the BOSCO HMIS, which includes training, technical assistance, and data collection for all AL BOS COC HMIS-participating providers.

If at any point in time the currently elected HMIS Lead significantly fails in its duties, The Board has the authority to hold an emergency meeting, as agreed to by a majority of current Board members and elect a new HMIS Lead.

The CoC Board has selected ARCH to serve as the AL BOS COC HMIS Lead.

#### Alabama BOSCO Committees and Workgroups

The AL BOSCO has six standing committees/workgroups, as outlined below. Unless explicitly given permission in advance by the BOS COC Board, no standing committee or workgroup can take action on behalf of the BOSCO Board without approval by the BOS COC Board.

The CoC Director/Coordinator (or their designee) provides staff support to all committees and workgroups identified here.

#### Alabama BOSCO Steering Committee

- Role and Responsibilities: The AL BOSCO Steering Committee (also referred to as the 'Steering Committee') is responsible for managing the day-to-day work of the AL BOS COC. Steering Committee work that involves funding recommendations, the annual CoC consolidated application, or the development of new policies or products requires final approval by the AL BOS COC Board.
- Membership: Membership of the AL BOS COC Steering Committee will include:
  - o BOS COC representatives
    - One to two representatives
  - o ARCH representatives
    - Two to three representatives
    - Includes one ARCH HMIS staff person
  - o Board Chair
- Decision Making: Whenever possible, decisions will be made by arriving at a consensus. If a vote is necessary, a decision will be made based on the majority vote of the members present.

#### Alabama BOSCO HMIS Management Workgroup

- Role and Responsibilities: The AL BOS COC HMIS Management Workgroup is responsible for ensuring the ongoing operation and monitoring of the AL BOS COC HMIS. Management Committee work includes addressing issues concerning adherence to HMIS policies and procedures, compliance with data quality standards, and breaches of security; and responding to requests for access to AL BOS COC HMIS data by outside organizations and researchers.
- Membership: Membership of the AL BOS COC HMIS Management workgroup is as follows:
  - o All ARCH HMIS staff
  - o All CoC staff

#### Alabama BOSCO Performance and Outcomes workgroup

- Role and Responsibilities: The AL BOS COC Performance and Outcomes workgroup is responsible for developing and implementing plans for the monitoring and improvement of performance of homeless programs and the homeless system.

#### Alabama BOSCO Project Evaluation Workgroup

- Role and Responsibilities: The AL BOS COC Project Evaluation Workgroup develops the annual project evaluation process that is used to evaluate, score, and rank renewal CoC projects and facilitate funding recommendations for projects included in the annual CoC consolidated application.

#### Alabama BOSCO Coordinated Entry Workgroup

- Role and Responsibilities: The AL BOS COC HMIS Coordinated Entry Workgroup is responsible for the monitoring and evaluation of the BOS COC Coordinated Entry system as administered through the CoC. The workgroup will address issues with adherence to the AL BOS COC Coordinated Entry Systems Standards, discuss revisions and updates to the standards, and provide guidance to all users of the coordinated entry system.

#### Alabama BOSCO Veterans Homelessness Workgroup

- Role and Responsibilities: The AL BOS COC Veterans Homelessness Workgroup is responsible for the implementation, evaluation, and monitoring of the AL BOS COC coordinated systems response to end veteran homelessness in the AL BOS COC.
  - o In addition, the Executive Director will Chair the State of Alabama - Alabama Executive Veterans Network Housing and Supportive Services Committee.
    - The AL BOSCO will meet regularly with SSVF State teams for coordination efforts.

#### Rural Youth Action Board

- Role and Responsibilities: The Rural Youth Action Board (RYAB) will be created by 2021 and serve as a planning and decision-making component of the AL BOS COC. At a future time, the CoC may look to expand the RYAB's focus to include serving as an advisory group on all matters relating to ending youth homelessness across the entire AL BOS COC.
- Membership: Membership of the Youth Action Board will be open to youth ages 16 - 24 who have lived experience of homelessness or an interest in ending youth homelessness.

#### Ad Hoc Workgroups

The ALBOSCO Board forms short-term workgroups on an as-needed basis to accomplish certain tasks. Work group membership will vary depending on the particular needs of the group. Unless explicitly given permission in advance by the AL BOSCO Board, no ad-hoc committee or workgroup can take action on behalf of the AL BOSCO Board without approval by the AL BOS COC Board.

The CoC Director/Coordinator (or their designee) provides staff support to all ad hoc committees and workgroups.

#### Term of Office

Except for the AL BOS COC Steering Committee, the HMIS Management Committee, and the Youth Action Board, AL BOSCO standing committee/workgroup members will serve one-year terms. Members of ad-hoc workgroups will serve until the assigned task is completed.

#### Nominations and Member Selection

Except for the AL BOS COC Steering Committee, the HMIS Management Committee, and the Youth Action Board, AL BOS COC standing committee/workgroup members will be solicited from the CoC every two years. The AL BOS COC Steering Committee will administer this process and, upon receipt of committee/workgroup membership applications, will develop for Board approval a slate of candidates for election to the standing committees/workgroups.

Ad-hoc workgroup membership will be solicited as needed depending on the task assigned to the workgroup.

#### Resignation and Vacancies

AL BOSCO committee/workgroup members may resign at any time by giving written or oral notice. The resigning committee/workgroup member may suggest another representative to fill their unexpired term.

#### Meetings

Some standing committee/workgroup meetings are held on a weekly basis (i.e. Coordinated Entry), a monthly basis and some on a quarterly basis. Every effort will be made to develop and distribute a year-long meeting schedule for all committees/workgroups at the beginning of the calendar year. Additionally, wherever possible, committee/workgroup meetings will be held on a regularly occurring basis (e.g., the last Tuesday of every month) to ease planning for members.

Ad-hoc workgroup meeting schedules will be determined by the workgroup as needed.



### Alabama BOSCO Performance Management

The AL BOSCO Performance and Outcomes Committee, with assistance from the CoC Director, will take primary responsibility for fulfilling HUD's CoC Program requirements related to monitoring and will be responsible for evaluating program performance. In this role, the AL BOSCO Performance and Outcomes Establish performance targets for, at minimum, CoC and ESG funded projects:

- Monitor grantee performance
- Evaluate project outcomes
- Take action against poor performers

### Alabama BOS COC Coordinated Entry System

The AL BOS COC will operate coordinated entry systems within each of the 42 AL BOS COC Homeless counties and will maintain a standing committee or workgroup to ensure that all users are operating in accordance with the AL BOS COC system standards.

### Alabama BOS COC Standards for Provision Of Homeless Assistance

The AL BOS COC established follows written standards for providing homeless program assistance. These standards address the following:

- Evaluation of eligibility for transitional housing, rapid re-housing, and permanent supportive housing assistance
- Policies for prioritizing eligible households for the receipt of assistance.

### Alabama BOSCO HMIS

#### Designation

The CoC Board has designated ServicePoint as the single Homeless Management Information System (HMIS) database for the AL BOSCO. Wellsky serves as the vendor for ServicePoint.

If at any point in time the designated HMIS and/or HMIS vendor significantly fail in their duties, The Board, in conjunction with the CA, HMIS Lead, and CoC Staff Lead, may consider options for designating a different HMIS.

#### HMIS Lead Designation

The CoC Board has designated ARCH to serve as the HMIS Lead for the AL BOS COC. In this role, ARCH serves as the CoC Program HMIS project grantee and is responsible for managing all aspects of the AL BOSCO HMIS and ensuring it meets all federal requirements.

#### HMIS Policies and Standards

The PromisSE Statewide Policies and Procedures attached to this governance charter outlines the process the Balance of State CoC as the HMIS lead will follow to develop and maintain required HMIS policies and standards related to functionality, privacy, security, and data quality. PromisSe is a shared HMIS platform utilized by HUD Continuums of Care across the states of Alabama and the Florida Panhandle. (Attachment)

#### End User HMIS Agreements

End users are people who will interact with the data entered into PromisSe HMIS. They play a critical role in ensuring data security. The End Users will understand and agree to their responsibility as stewards of client's confidential information. All end-users with access to client-level data must be trained in data security protocol and sign an End User agreement or Data Use agreement. These agreements are updated annually.

## Partner Agency Agreements

Partner Agency Agreements are signed by all participating agencies in the PromisSe HMIS system. They typically cover general HMIS information, confidentiality protocol, data entry and use, required agency roles, reporting, insurance information, and standards terms and conditions. The partner level agreement will be assigned by the agencies designated administrator. The administrator will be responsible at the agency level in ensuring that their assigned end-users are following security and data protocol as outlined in the PromisSe statewide policies and procedures.

## Record keeping of Agreement

All agreements will be maintained in a secure location by the HMIS Lead. The HMIS Lead Administrator is responsible for ensuring that all user and partner agreements are updated annually and that procedures are followed for providing and removing licenses, as necessary.

## HMIS End-User Fee Structure

HMIS end user fees can be an essential component of the overall Alabama Balance of State HMIS budget and can be used to cover a variety of expenses needed to operate the Continuum's HMIS. User fees may change depending on the CoC budget, grant requirements or an increase in vendor expenses.

- Staff expenses for administration of the system
  - The AL BOS COC does not charge fees for any of their HMIS trainings.
- There are no annual cost for each User License (regardless of a User's role/system access). The AL BOSCO currently has 67 licenses.

## Alabama BOSCO Annual CoC Program Application Collaborative Applicant

As the designated Collaborative Applicant (CA) for the AL BOS COC, ARCH is responsible for ensuring the timely and accurate submission to HUD of the annual consolidated CoC Program Application. ARCH may contract with others to provide primary support for tasks associated with completion of the annual CoC Program Application.

### Components of the Annual CoC Program Application Process

The AL BOSCO will include the following minimum components in its annual CoC Program Competition process design, operate, and follow a collaborative process for the development of applications and approval of the submission of applications in response to a Notice of Funding Availability (NOFA) published by HUD.

- Establish priorities for funding projects.
- Designate a Collaborative Applicant (see previous sections for details about how and when the CA is designated).

## Alabama BOSCO Annual HIC and PIT Count Collaborative Applicant

As the designated Collaborative Applicant (CA) for the AL BOS COC, ARCH is responsible for ensuring the timely and accurate submission to HUD of annual Housing Inventory Count (HIC) and Point-in-Time (PIT) Count data. ARCH and the BOS COC provide staff support for all planning, data quality review, and data compilation associated with the submission of annual HIC and PIT Count data.