**Maine Continuum of Care Governance**

**Revised January 2020**

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**Maine Continuum of Care Governance**

**Article 1. Mission**

The mission of Maine Continuum of Care (hereafter “MCoC”) is to plan and coordinate an inclusive system that helps Maine people avoid or exit quickly from homelessness, and to address the underlying causes of homelessness.

**Article 2. Responsibilities**

The MCoC shall accomplish this mission by conducting the following activities:

1. Operating the Continuum of Care, designating and operating an HMIS System in compliance with HUD Regulations.
2. Develop and manage the annual Continuum of Care (CoC) Application process to ensure that MCoC receives the maximum amount of federal McKinney-Vento funding from HUD, including:
   1. Review and approve recommendations from the Board to establish priorities for funding projects in the geographic area;
   2. Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD.
   3. Following the MCoC Reallocation Process, as defined in Appendix A; and
   4. Adhering to the MCoC Application Appeals process, as defined in Appendix B.
3. Foster and promote comprehensive, cohesive, and coordinated approaches to housing and community resources for people and families who are homeless or at risk of becoming homeless through Coordinated Entry. The Coordinated Entry System (CES) provides initial, comprehensive assessment of the needs of individuals and families for housing and services. The goal of CES is to increase the efficiency of the local crisis response systems and improve fairness and ease of access to resources for Maine’s homeless residents, through:
   1. Diversion and prevention
   2. Outreach and engagement services
   3. Emergency shelters and supportive services
   4. Transitional housing
   5. Permanent housing, including permanent supportive housing, rapid rehousing, market rate, and affordable housing.
   6. Linkages to mainstream and community resources.
4. Identify and prioritize the housing and service needs of people who are homeless, and supports a system of intervention, assessment, referral, direct care and aftercare for individuals and families experiencing homelessness.
5. Identify and address service gaps, risk factors, and priorities on an annual basis. MCoC develops specific priorities and action steps to address homelessness throughout the service area. These are posted publicly on MaineHomelessPlanning.org.
6. Participate in planning activities supporting Maine’s Plan to End and Prevent Homelessness with the following:
   1. The CoC Board;
   2. The Statewide Homeless Council;
   3. The Regional Homeless Councils; and
   4. Local groups, alliances, and coalitions.
7. Collaborate with community providers and stakeholders, including persons with lived experience, regarding continuum specific goals and objectives related to ending and preventing homelessness in Maine.
8. Advocate for necessary funding at the state and federal level to develop needed housing and services for people who are homeless in Maine.
9. Develop and support public policy to assist people who are homeless and advocates for systems change to help end and prevent homelessness in Maine.
10. Educate and help advocate for people experiencing homelessness in Maine.
11. Educate and help advocate for entities that help people who are homeless.
12. Nominate members to the Board of Directors in accordance with the Board Bylaws.
13. Recommend a Collaborative Applicant and HMIS Lead to the Board for approval in accordance with the Board Bylaws and HUD regulations.

**Article 3. Organizational Structure**

1. **The U.S. Department of Housing and Urban Development** (HUD) oversees federal programs designed to help Americans meeting their housing needs, including the management of the Continuum of Care (CoC) program. The CoC Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.
2. **The Maine Continuum of Care** is established by, and in accordance with, the U.S. Department of HUD regulations. The MCoC covers the entire State of Maine and is led by three tri-chairs.
3. **The COC Board of Directors** serves as the oversight body for the Maine Continuum of Care to ensure compliance with HUD requirements and work toward continually improving the homeless system within the state of Maine. The Board shall assume and carry out duties as detailed by the Maine Continuum of Care Board of Directors Bylaws.
4. **The Collaborative Applicant** (CA) is responsible for the general coordination, oversight, and planning efforts of MCoC for the purpose of submission of the funding application. The CA also has the authority by the MCoC to certify and submit the annual HUD Homeless Assistance Grant funding application on behalf of the MCoC. More information is available in the Collaborative Applicant Roles and Responsibilities.
5. **The HMIS Lead** ensures consistent participation of recipients/subrecipients in HMIS; ensures that the HMIS is administered in compliance with HUD requirements, and maintain other obligations as laid out in the HMIS Governance.
6. **The MCoC Committees** were created to help the MCoC fulfill its mission and work. Additional information is available in Article 8.

**Article 4. Meetings**

1. MCoC shall hold scheduled meetings of the general membership at a time and place agreed upon by the membership at least semi-annually.
2. All meetings of the MCoC are open to the public and an invitation to join the MCoC is posted publicly at least annually.
3. Notice of meetings will be provided to the full MCoC membership by the CA.
4. A quorum must be in attendance to hold a vote or conduct business at regular MCoC meetings. A quorum shall be greater than 50% of the number of eligible voting members and determined prior to the start of each meeting. If a quorum is not present at a meeting, discussion may still take place, but business and voting will not be conducted. The CA shall track attendance and voting member status to determine quorum status for meetings.
5. Committee meetings shall not require a quorum.
6. Voting shall be conducted as outlined in Article 6 for general meetings.
7. All Conflicts of Interest must adhere to the policy, defined in Article 10.
8. In all procedural matters not otherwise specified in this document, MCoC shall be guided by the provisions of [*Robert’s Rules of Order Newly Revised (11*th *ed.)*](http://www.robertsrules.com/) *– Simplified and Applied* (A Webster’s new World Book © 1999 by Robert McConnell Productions)

**Article 5. Membership**

Each member of MCoC is a vital link in a collaborative community network, and as such, shares in ideas, concerns and decisions regarding the development and deployment of resources to address the needs of people who are homeless and those at risk of becoming homeless.

1. MCoC has open membership and welcomes all individuals, including persons with lived experience, and/or organizations within the service area that have an interest in and subscribe to the mission and policies of MCoC, and who, through their participation, will contribute to MCOC’s ability to carry out its mission.
2. There are no membership dues or fees.
3. MCoC membership and participation is **required** for all agencies actively receiving MCOC funds. At a minimum, participation shall be defined as maintaining voting eligibility at regular meetings.
4. Regular meeting attendance will be recorded and maintained by the CA. The CA will provide MCoC Chairs with attendance tracking sheets prior to the regularly scheduled MCoC meetings and confer with the MCoC Chairs as needed to determine voting eligibility as defined in Article 6.

**Article 6. Members General Voting Rights**

1. There shall be one vote per Agency, Association, or Individual in attendance and eligible to vote on all MCoC matters that come up at general MCoC meetings. No one person can represent more than one Agency, Association, or Individual in any given meeting.
2. Participation by conference call or other electronic means shall count as attendance, and eligible members may vote by electronic means.
3. For voting purposes: An Agency is defined as “an IRS Corporate Entity.” Therefore, if a person receives a 1099 as a consultant or a W-2 as an employee they are a member of said Agency. An Association is defined as a group of people who voluntarily enter into an agreement to establish an organization to accomplish a specific purpose. An Individual shall be defined as anyone who has no formal or informal relationship to any Agency or Association otherwise recognized by MCoC.
4. If an agency, association, or company holds different corporations, it is the intention of Article 5 that only the parent agency and not the separate corporations may cast a vote. It is the responsibility of said agency, association, parent company, or corporation to determine who will vote on their behalf.
5. An Agency or Association shall be considered in attendance if they are represented by any member of their organization (it need not be the same person at all meetings).
6. A member must have attended 50% or more of the meetings in the previous 12 months to be eligible to vote.
7. Committee meetings and Board meetings will not be included for voting or quorum calculation purposes.
8. All items placed for voting must be made by motion and seconded. Motions may be made and seconded by anyone in attendance (you need not be eligible to vote in order to make or second a motion or participate in the discussion).
9. A simple majority (greater than 50%) affirmative vote by those in attendance and eligible to vote shall determine the outcome of the vote. If specified in the motion, a vote may be taken by roll call or by written ballot, and/or via electronic means.

**Article 7. Officers & Elections**

1. MCoC will have three Chairs, who have the knowledge, experience, and organizational capacity to serve, and represent
   1. Eligible voting organizations or members, and
   2. Geographic and/or population diversity.
2. MCoC Chairs are responsible for:
   1. Planning and conducting of MCoC Meetings,
   2. Being a designated signatory for MCoC Correspondence,
   3. Initiating the Reallocation Process, as outlined in Appendix A, as applicable for NOFA submission.
   4. Oversees compliance with the Appeals Process, as outlined in Appendix B, when applicable for NOFA submission,
   5. Initiating the nomination process for MCoC Chairs each November.
3. **MCoC Chair/s - Annual Election**: One new Chair shall be nominated and elected by MCoC annually to three-year, staggered terms. *Announcement for upcoming nominations shall occur in November* and be sent to the Collaborative Applicant. *Nominations for a new Chair will be taken prior to and at the December MCoC meeting.* Should there be more than one nominee, each nominee will submit a brief bio summarizing their background, capacity, and interest in being Chair. Bios will be posted, with the formal announcement for open voting. *Elections shall be conducted in January*, and in accordance with Voting Procedures outlined in Article 6. The new Chair will begin serving upon election.
4. **Terms of Office:** Each chair will serve three-year, staggered terms. The terms of service are to be tracked by the Collaborative Applicant and posted to the MCoC website. There is no limit on terms, but all Chairs must be re-nominated and re-elected to serve another term once their initial term has expired.
5. **Resignation:** Chairs may resign in writing during their term and shall, to the best of their ability, give at least a one-month notice of such resignation. Any vacancies shall be filled for the remainder of the term by nomination and election at the next regular meeting in accordance with Voting Procedures outlined in Article 6.

**Article 8. Committees and Advisory Boards**

The MCoC is supported by committees to help fulfill its mission and work. The committees detailed below shall be Standing Committees of MCoC. Ad Hoc Committees are time-limited committees designed to address emerging needs, created and approved by the MCoC or the CoC Board of Directors.

1. **Committee Responsibilities** 
   1. Each standing committee shall elect Chair/s annually after the January meeting of the MCoC. These Co-Chairs are responsible for planning, organizing, calling, and conducting committee meetings.
   2. The Committee Co-Chair/s shall attend, or send a representative from the Committee, to MCoC meetings.
   3. All Standing Committees shall designate a Secretary to record minutes and attendance of the meetings and make them available monthly on the MCoC website.
   4. Each Standing Committee must keep an updated Committee Charter available for members and the public. Edits to Charters must be presented and approved by the MCoC.
   5. In addition to the duties detailed within the Charters, Committees may investigate other topics or perform other tasks as assigned by MCoC.
2. **Committee Membership** is voluntary, but all MCoC members, specifically funded agencies, are expected to be an active participant on at least one committee.
3. **Standing Committees**
4. ***NOFA Committee:*** The NOFA Committee organizes and prepares information for the annual Continuum of Care Program Application for Funding, including reviewing all data, developing narratives, and recommending the final product for approval by MCoC prior to final submission. This Committee is responsible for working with the Data Committee and Project Monitoring Committee Project to determine performance targets appropriate for population and program type.
5. ***Project Monitoring Committee:*** The Project Monitoring Committee monitors MCoC and Emergency Solutions Grant (ESG) recipient(s) for compliance and system performance measures. This Committee is responsible for working with the NOFA Committee to determine performance targets appropriate for population and program type, monitoring recipient and subrecipient performance, evaluating outcomes, and recommending action to be taken action against poor performers. Project Monitoring Committee is also responsible to ensure that projects *consistently follow written standards for providing Continuum of Care assistance.*
6. ***Template Committee*:** The Template Committee establishes the criteria and protocols used to score and rank projects seeking funding through the MCoC.
7. ***HMIS Data Committee*** *-* The HMIS Data Committee ensures that the HMIS is managed in accordance with MCoC policies, procedures, and goals as well as developing and enforcing community level data quality plan and standards.
8. ***Resources Committee*** - The Resource Committee exists to engage the community and the MCoC members, and collects, organizes, and shares information on homelessness in the state of Maine.
9. ***Selection Committee*** - The Selection committee reviews, scores, and ranks all projects to be included in the annual MCoC Collaborative Application.
10. ***Policy Committee*** -The Policy Committee is a Joint Standing Committee of the MCoC and the Statewide Homeless Council, formally known as the Maine Homeless Policy Committee. This committee is an action-oriented group that collects, organizes, and shares information regarding numerous, ongoing policy initiatives. This committee advocates on the local, state, and federal levels for resources and funding for homeless services necessary to fulfill the mission, goals, and objectives of the Continuum of Care.
11. ***Youth Committee*** – The Homeless Youth Provider Group works to ensure that there is a system of services in place for youth who are identified as homeless or at risk of homelessness that follows best practices and meets federal and state standards of care.  We work to improve communication between provider agencies and coordinate care across the state so that youth have access to shelter, outreach and transitional living services.
12. ***Advisory Boards and Committees-***Advisory Boards and Committees will inform and advise the MCoC Board of Directors, MCoC, and other committees with advice (including population specific information), recommendations and updates, as relevant.
    1. ***Statewide Homeless Council (SHC)*** – The SHC was created by state statute in 2005 to: provide support to Maine’s three Regional Homeless Councils; to serve in an advisory capacity to the Governor, Legislature, and various state agencies: to educate people on issues regarding homelessness; to identify potential resources and improve access to them; and review, monitor and implement plans to end and prevent homelessness in Maine.
    2. ***Youth Action Board (YAB)***– The Youth Action Board was created in 2019 to represents Youth and Young Adults (YYA) with lived experience of homelessness and to infuse the MCoC policies and decisions with their unique expertise and perspectives. *Youth-Relevant Tasks*: Review MCoC, DOE, DOC and Child Welfare policies with a YYA lens; Coordinate across MCoC committees and state systems to provide feedback and support decision-making; Train MCoC and system partners in the YYA experience of homelessness, adultism, and other important issues; Support the evaluation and selection of MCoC projects during the annual CoC Competition.
    3. ***Maine Homeless Veteran Action Committee (HVAC)*** – The Maine HVAC coordinates the services of homeless providers for Veterans in the state of Maine with the goal of creating a system that ends Veteran homelessness.
    4. ***Maine Coalition to End Domestic Violence (MCEDV)*** –Founded in 1977 by Maine’s network of domestic violence resource centers. MCEDV supports its membership to do the very best work they can for survivors of abuse through both residential and non-residential services and represents its membership on the state and national levels. It also provides training and support for community partners as they respond to abuse; creates frameworks to inform the public’s understanding of the issue; and advocates for policies that will hold abusive people to account and keep survivors safe.

**Article 9. Code of Conduct**

1. All members of the Maine Continuum of Care have the responsibility for maintaining high standards of honesty, integrity, courtesy, respect, and ethical conduct in all MCoC activities. Members are expected to conduct themselves in a professional and responsible manner while carrying out the business of MCoC and to:
   1. Advocate on behalf of all people experiencing homelessness, or at imminent risk of homelessness, with respect, concern, courtesy, compassion, and responsiveness.
   2. Exercise reasonable care, good faith, and due diligence in all MCoC business, and act within the boundaries of their authority regarding MCoC business.
   3. Carefully prepare for, regularly attend, and actively participate in MCoC meetings, committees, and other assignments.
   4. Accept personal responsibility to be informed of emerging issues and to administer MCoC business with professional competence, fairness, efficiency, and effectiveness.
   5. Approach MCoC activities with a positive attitude and constructively support open communication, cooperation, creativity, dedication, and collaboration.
   6. Respect and value the diversity of opinions expressed, and work done by other members of MCoC, and any partnering agencies and organizations, and to express any dissent or disagreement with the utmost appropriateness and professionalism.
2. Any concerns regarding Code of Conduct matters must be brought to the attention of the Tri-Chairs and MCoC Board of Directors Officers, as applicable, who will consider all facts and make a recommendation to the full MCoC regarding what further action, if any, should be taken.

**Article 10. MCoC Member Conflict of Interest Policy**

The MCoC has established the following Conflict of Interest policy, to which all members must adhere. The purpose of this conflict of interest policy is to protect the Maine Continuum of Care and its members and to emphasize the MCOC’s commitment to the highest standards of integrity, fairness and conduct, so as to ensure the maximum public trust. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest. See HUD regulation [24 CFR 578.95](https://www.law.cornell.edu/cfr/text/24/578.95).

1. **Definitions**
   1. **MCoC Member** – Is defined as any person who attends any MCoC meeting or Sub Committee meeting in any capacity.
   2. **Conflict of Interest** –Is defined as when the interests or activities of any MCoC Member may be seen as competing with the interest and activities of the MCoC; when the member, director or officer, derives a financial or other material gain as a result of a direct or indirect relationship. Such conflicts are presumed to exist in those circumstances in which an MCoC Member’s actions may have a preferential impact upon the agency or entity employing the MCoC Member. Such actions are presumed to include, but are not limited to, the development of policies in which a self-serving bias may be present as well as in decisions affecting the allocation of resources. Any members of the MCoC may not participate in decisions concerning awards of grants, provisions of financial benefits to such member or the member’s organization or implementing corrective actions as a result from MCoC Collaborative Applicant monitoring activities of MCoC and ESG activities. The intent of this policy is to be guided by 24 CFR 578.95.
   3. **Financial Interest** – is defined as when a person has, directly or indirectly, through business, investment, or family:
      1. An ownership or investment interest in any entity with which the MCoC has a transaction or arrangement;
      2. A management position in any entity which has a financial interest, such as serving on the Board of an organization with a financial interest in the MCoC;
      3. A compensation arrangement with the MCOC or with any entity or individual with which the MCoC has a transaction or arrangement; or
      4. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the MCoC is negotiating a transaction or arrangement.
   4. **Compensation** – is defined as direct and/or indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists, in accordance with this policy and outlined below.
2. **Procedures**
   1. **Duty to Disclose** – The MCoC Member Conflict of Interest Policy applies to all MCoC Members and includes specific requirements for MCOC Board Members. It is the responsibility of each MCoC Member to avoid actual, potential, or perceived conflicts of interest.
      1. For the elected members of the MCoC Board, the *Annual Code of Conduct/ Conflict of Interest Statements*, located in Appendix C, will be reviewed, signed, and collected annually.
      2. For all other MCoC participants, they are required to review this policy regularly and disclose in writing to the MCoC Chairs any actual, potential, or perceived conflict of interest. This would include any activity, association, or investment which might influence, or give the appearance of interfering with, the independent exercise their judgment in conducting the MCoC’s activities or in dealing with the MCoC. All activities shall be conducted with the best interest of the MCoC in mind and in response to its priorities.
   2. **Abstention or Recusal of Self** – MCoC Members have a duty to abstain or recuse themselves at any time from involvement in decision making in which the member believes they may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
   3. **Record Keeping** - The Collaborative Applicant shall collect and review all *Annual Code of Conduct/ Conflict of Interest Statements*, located in Appendix C, from Board Members and any written disclosures of actual, potential, or perceived conflicts of interest from members of the MCoC.
      1. MCoC Board Member’s shall annually sign a statement which affirms such person:
         1. Has received a copy of the conflict of interest policy;
         2. Has read and understands the policy; and
         3. Has agreed to comply with the policy.
   4. If at any time during the year, a real, possible, or perceived conflict of interest arises, the MCoC Member or Board Member shall disclose such changes to the MCoC at the earliest opportunity as outlined in the Duty to Disclose.
   5. The Board shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking any other actions as necessary for effective oversight.
   6. **Determining Whether a Conflict of Interest Exists** – If a Conflict of Interest is identified this item will be reviewed and action will be determined by the Board. After disclosure of the conflict of interest and all material facts, and after any discussion with the CoC Member, he/she shall leave the Board meeting, if in attendance, while the determination of a conflict of interest is discussed and voted upon. The remaining Board or members shall decide if a conflict of interest exists. If it is decided that a conflict does exist, the Procedure for Addressing Conflict of Interest will be followed.
   7. **Procedure for Addressing Conflict of Interest.** 
      1. The chairperson of the Board may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed arrangement or relationship which results in the identified conflict.
      2. After exercising due diligence, the Board shall determine whether the Board can obtain a more favorable relationship with reasonable efforts from a person or entity that would not result in a conflict of interest.
      3. If a more favorable relationship or option is not reasonably identified without resulting in a conflict of interest, the Board shall determine by a majority vote, whether the relationship is in the MCoC 's best interest, for its own benefit, and presents as fair and reasonable to meet the needs of the MCoC, and shall make its decision as to whether to enter into the arrangement or relationship in conformity with such determination. This conflict shall be noted, and parameters and scope established and monitored.
   8. **Violations of the Conflicts of Interest Policy**
      1. If the Board has reasonable cause to believe a MCoC Member, or MCoC Board Member, has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
      2. If, after hearing the Member’s response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or perceived conflict of interest, it shall take appropriate action, up to and including, notifying HUD.
3. **Records of Proceedings -** The minutes of the Board shall contain: The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an potential conflict of interest, the nature of the financial interest, and any Board decision (where applicable) as to whether a conflict of interest in fact existed, and any remedial efforts to address the conflict if necessary
4. **Compensation -** A member of the Board or any of its committees, an employee or consultant who receives compensation, directly or indirectly, from the MCoC for services or property is precluded from voting on matters pertaining to that compensation or its related subject matter except that that person may provide information to the Board of Directors regarding the subject matter of the compensation.
5. **Exceptions and Changes to Policy -** The MCoC reserves the right to make an exception to this policy and procedures based on communication from HUD that impacts the MCoC’s ability to carry out the policy and procedures as described above. Such exceptions shall be documented and recorded in the minutes. The MCoC also reserves the right to amend this policy on an annual basis or as needed.

**Article 11. Adoption and Amendment of Governance Document**

1. This Governance document [including all appendices] shall be adopted and thereafter amended at a regular MCoC meeting by a simple majority (greater than 50%) affirmative vote of the members present and eligible to vote.
2. Proposed amendments must be in written form and distributed to the members of the MCoC prior to the presentation and vote.
3. The MCoC can choose to fully revise the governance policy to include an agreed upon change or an Amended Article may be added for insertion into the existing document.

**Appendix A: Reallocation Procedure**

HUD expects communities to use the reallocation process to ensure that funding for the CoC program remains as competitive as possible. The goals include helping communities make progress toward HUD-identified priority areas, ensuring high standards for performance outcomes, and ensuring effective use of limited funding. CoCs are scored overall each year through the CoC Consolidated Application, and this score determines the CoC’s competitiveness for renewal and new funding. Part of the score has historically included the CoC’s use of the reallocation process.

HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services, and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts.

The MCoC is responsible for decisions regarding the reallocation process each year. This includes consideration for voluntary and involuntary reallocations.

Voluntary reallocations are initiated by a renewal project applicant by choice. There are different reasons a renewal project applicant might choose reallocation. An applicant might see a greater need in the community for a different type of project from the one they are currently operating. They might also recognize that a different type of project will better meet the MCoC’s gaps and needs and/or HUD’s priorities for the CoC program. Or, an applicant may be prompted to consider changes to their project if they scored very low during the most recent CoC renewal competition.

Renewal applicants may voluntarily reallocate their project(s), in whole or in part, at any point in time, up to the Call for Renewal Projects and the Intent to Apply for New Funding deadlines established and publicly posted by the MCOC. Renewal applicants may choose to voluntarily reallocate funding for their project(s) and instead submit a new application for funding, based upon new project eligibility outlined in the HUD COC NOFA. All projects submitted will be scored and ranked according to the MCOCs scoring template and ranking protocol, which will be approved by the MCOC and publicly posted during each annual competition. Notification of voluntary reallocation must be shared with the MCoC Chairs and the Collaborative Applicant before or during the annual “Call for Renewals.”

Involuntary reallocations include any renewal projects that are entirely eliminated by the MCoC, or that have their possible renewal funding reduced by the MCoC. The MCoC may pursue involuntary reallocation for renewal projects for multiple reasons, such as unspent funds, repeated negative findings during the annual monitoring process, scoring very low during the most recent MCOC competition, or gaps and needs identified via the MCOC’s Gaps & Needs Analysis and other available tools and resources which outline the MCOC gaps and needs.

**Appendix B: Application Appeals Process**

The original decision or action being appealed shall remain in effect throughout the Appeals Process unless or until a Final Decision is reached. Timeframes may be adjusted in order to expedite the MCoC Application Process. However, MCoC makes no assurances that an appeal will be resolved within any timeframe other than that outlined below or as prescribed by HUD.

**STEP ONE APPEAL:** An appeal must be submitted in writing to the Collaborative Applicant within three (3) working days from the date of the decision or action (such as the posting of the MCoC Project Scoring and Ranking Summary) the individual or agency is appealing. The appeal should include the date of the filing of the appeal, the specific decision or action the individual or agency is in disagreement with, suggestions about possible ways to resolve the situation, and must include how the individual or agency can be reached. (Send the appeal via email to the attention of the Collaborative Applicant and the MCoC Coordinator.)

Within three (3) working days of receiving the appeal, the MCoC Coordinator shall contact the MCoC Tri-Chairs to review and respond in writing to the Step One Appeal. If one of the affected parties is a Tri-Chair, the non-affected Chairs will then contact a non-affected Committee Chair to participate in the review.

If the individual or agency is not satisfied with the outcome of the Step One Appeal, the individual or agency may appeal as outlined in Step Two.

**STEP TWO APPEAL:** Within three (3) working days of receiving the appeal decision from Step 1, the individual or agency can submit a second appeal, including their Step 1 Appeal, to the Officers of the Board who will then convene an ad hoc committee of non-affected members of the Board to review and respond in writing to the Step Two Appeal. The Step Two Decision shall be Final barring eligibility to appeal to HUD.

The above steps outline the MCoC Appeals Process. However, in the event the project does not agree with the MCoC decision, the agency may send a complaint to the local HUD field office.

**Appendix C: Annual Code of Conduct/ Conflict of Interest Statement**

All members of the Maine Continuum of Care have the responsibility for maintaining high standards of honesty, integrity, courtesy, respect, and ethical conduct in all MCOC activities. Members are expected to conduct themselves in a professional and responsible manner while carrying out the business of MCOC as outlined in the *Maine Continuum of Care Governance Structure under Article 10 Code of Conduct.* My signature below acknowledges I have reviewed those standards and agree to uphold them as a valued member of the MCOC.

All members of the Maine Continuum of Care have the responsibility in their activities on behalf of and in their dealings with the MCOC to avoid actual, potential, or perceived conflicts of interest. Each member must be free of any activity, association, or investment which might influence, or give the appearance of interfering with, the independent exercise of his or her judgment in conducting the MCOC’s activities or in dealing with the MCOC. All activities shall be conducted in good faith and with the best interest of the MCOC in mind and in response to its set priorities. No member of the MCOC shall use the MCOC platform to advance any personal interest, financial or otherwise.

By signing below, I certify that I have received and reviewed the policy regarding conflict of interest as outlined in the *Maine Continuum of Care Governance Structure: Conflict of Interest Policy under Article 13* and in the spirit of24 CFR 578.95. After full review of the above policy, I affirm the following (please check one):

\_\_\_ I am unaware of any conflict or perceived conflict of interest in accordance with MCOC Conflict of Interest policies as noted above and outlined in the *Maine Continuum of Care Governance Structure.*

**Or**

\_\_\_ I am aware of the following conflict, possible conflict, or perceived conflict of interest. Please identify the Conflict and plan to mitigate. Board Chair will Review and Counter Sign.

I hereby agree to disclose any personal or business conflicts that I may have when dealing with MCOC as a member and agree that if any future conflict of interest should arise prior to my annual declaration of conflict, to notify the MCOC Board Chair of any new conflicts.

Real, Perceived, or Potential Conflict outlined below:

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| --- |
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COC Member Organization (Print)

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COC Board Member Name (Print) Signature Date

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Authorized Member Organization Representatives:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Appendix D: Additional information, addresses and related documents**

**MCoC Business Address**

Maine Continuum of Care (MCoC)

MaineHousing

353 Water Street

Augusta, Maine 04330-4633

**MCoC Web Address**

[www.mainehomelessplanning.org](http://www.mainehomelessplanning.org)

**RELATED DOCUMENTS**

**HMIS Governance**

**ESG Written Standards**

**COC Written Standards**

**Coordinated Entry Policies and Procedures and Written Standards**

**Roles and Responsibilities**

**Addendum 1: NOFA Committee Charter**

**Section 1. Purpose**

The NOFA Committee successfully submits the Maine Continuum of Care Program Application and related tasks.

**Section 2. Responsibilities**

*The NOFA Committee exists to* organize and prepare information for the annual Continuum of Care Program Application for funding, including reviewing all data, developing narratives, and recommending the final product for approval by MCOC prior to final submission.

1. Ensure compliance with HUD Regulations, including:
   1. Work with the Data Committee and Project Monitoring Committee to determine performance targets (*for monitoring purposes*) appropriate for population and program type.

**Section 3: Membership**

1. The NOFA Committeeconsists of members of the MCOC and the Collaborative Applicant.
2. Membership will be advertised and promoted each spring to add additional members to the committee.
3. All members must comply with the Conflict of Interest policy of the MCOC.
4. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. The NOFA Committee meets every other month between NOFA application cycles.
2. During the NOFA Application process the committee will meet twice a month, or as needed to complete and submit the Application on time.

**Section 5: Resources**

The NOFA Committeerequires the following resources:

1. Information collected and provided by the other MCOC Committees
2. Guidance issued by HUD.
3. System Performance Measures
4. Other relevant data.

**Section 6: Communication**

1. The NOFA Committee will report all relevant information at regular Continuum and Board meetings and will communicate with Continuum and Board leadership between regular meetings as needed.
2. The NOFA Committee will share information of the Continuum of Care Program Application, in whole or in part as it is developed, and other data, reports, and information related to the application, or the application process, with both the full Continuum and the Board.
3. Other suggestions or recommendations will be documented and shared with the Continuum and Board, as relevant.

**Addendum 2: Project Monitoring Committee Charter**

**Section 1. Purpose**

The Project Monitoring monitors of HUD funded Maine Continuum of Care and Emergency Solutions (ESG) projects in the state of Maine.

**Section 2. Responsibilities**

*The Project Monitoring Committee exists to:*

1. Oversee the processes and methodologies used to monitor MCoC and Emergency Solutions Grant (ESG) recipient(s) for compliance and system performance measures.
2. Monitor Renewal Projects that receive ongoing funding through MCoC and Emergency Solutions Grant (ESG) recipient(s) and provide results and recommendations to the MCoC.
3. Ensure compliance with HUD Regulations, including:
   1. Work with the NOFA Committee and Data Committee to create and evaluate performance targets (*for monitoring purposes*) appropriate for population and program type,
   2. Monitoring recipient and subrecipient performance,
   3. Evaluating outcomes, and
   4. Recommending action to be taken action against poor performers.
4. Ensure projects consistently follow written standards for providing Continuum of Care assistance.

**Section 3: Membership**

1. The Project Monitoring Committee consists of agencies and/or individuals who are members of the Maine Continuum of Care.
2. Membership will be advertised and promoted each spring to add additional members to the committee.
3. All members must comply with the Conflict of Interest policy of the MCOC.
4. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. Meetings are held monthly, the third Monday of the month.
2. Additional meetings may be scheduled to ensure Monitoring of COC projects are complete before the NOFA.

**Section 5: Resources**

The Project Monitoring Committee requires the following resources in order to complete the Monitoring Process:

1. APRs
2. Sage Report
3. Individual Project Monitoring Forms
4. HUD’s Priorities
5. COC’s Priorities

**Section 6: Communication**

1. The Project Monitoring Committee will report progress monthly at MCOC meetings, as relevant.
2. Other suggestions or recommendations will be documented and shared with the Continuum and Board, as relevant.

**Section 7. Project Monitoring Process for COC Funded Projects**

1. Refer and adhere to the Monitoring and Evaluation Policies and Procedures.
2. Develop and refine the Monitoring Questionnaires and methodology used to monitor and evaluate ongoing program performance. The Monitoring Questionnaires will be presented for approval by MCoC prior to the start of the Monitoring process.
3. Once approved, the Monitoring Questionnaires will be provided to all projects up for renewal in the current funding round, along with a request for the project’s most recent Sage APR.
4. The Project Committee will monitor project performance which results in a threshold score. If an agency fails to meet threshold, as determined by the MCoC, they will be put on a Performance Improvement Plan which will be reviewed as needed, annually at minimum, and with technical assistance from the appropriate MCoC committee(s) will be required to demonstrate performance improvement. The Project Committee will also offer and/or refer agencies to appropriate assistance and training if available.
5. If an agency or project fails to demonstrate performance improvement, the Project Committee, may recommend involuntary reallocation, as defined in Appendix A, to the MCOC Chairs and membership.
6. This Committee then prepares the information collected and presents their recommendations to the MCoC membership for processes of prioritization and performance improvement and the Selection Committee for scoring and ranking.

**Section 8: Project Monitoring Process for ESG Recipients**

1. Refer and adhere to the Monitoring and Evaluation Policies and Procedures.
2. Develop and refine the monitoring process and methodology used to monitor and evaluate ESG program performance. This process will be presented for approval by MCOC prior to the start of the Monitoring process.
3. Once approved, the monitoring process will be provided to the ESG recipient(s).
4. This Committee then prepares the information collected and presents their monitoring recommendations to the MCoC membership for review and approval.

**Addendum 3: Template Committee Charter**

**Section 1. Purpose**

The Template Committee establishes the criteria and protocols used to score and rank projects seeking funding through the MCoC Collaborative Application.

**Section 2. Responsibilities**

*The Scoring Template Committee exists to:*

1. Develop and refine the Scoring Templates, methodologyand ranking protocols used to score and rank project applications seeking funding through the MCoC Annual Collaborative Application.
2. Collaborate with other committees to determine appropriate criteria for the separate scoring templates for all new and renewal projects applications. Scoring Templates will be based on priorities established by HUD and the MCOC and will be reviewed and adjusted annually at least at the start of the NOFA to account for changing HUD priorities.
3. Establish a list of protocols and instructions for use of scoring templates.
4. Present the scoring templates, protocols, and instructions to the MCoC for approval for all new and renewal projects.
5. Share all approved templates, protocols and instructions with the Selection Committee.

**Section 3: Membership**

1. The Template Committee consists of agencies and/or individuals who are members of the Maine Continuum of Care.
2. Membership will be advertised and promoted each spring to add additional members.
3. Membership may include, but is not limited to, representatives from: Housing Authorities, Entitlement Communities, and the United Way.
4. All members must comply with the Conflict of Interest policy of the MCOC.
5. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. Meetings are scheduled in anticipation of the NOFA. Templates are to be completed prior posting for NOFA project applications.
2. Additional meetings may be scheduled as needed.

**Section 5: Resources**

The Template Committee requires the following resources in order to complete the Monitoring Process:

1. HUD’s Priorities
2. COC’s Priorities
3. Prior year’s scoring templates
4. Suggestions and recommendations from previous year’s NOFA.

**Article 6: Communication**

1. The Template Committee will report progress monthly at MCOC meetings, as relevant.
2. Final draft templates, protocols and instructions are to be shared with the MCoC and Board for approval.

**Addendum 4: HMIS Data Committee Charter**

**Section 1. Purpose**

The HMIS Data Committee ensures that the HMIS is managed in accordance with MCoC policies, procedures, and goals as well as developing and enforcing community level data quality plan and standards.

**Section 2. Responsibilities**

*The HMIS Data Committee* *exists to:*

1. Designate review, develop, revise, and recommend to the MCoC Board privacy, security, and data quality plans;
2. Encourage consistent participation of CoC recipients/subrecipients in HMIS;
3. Evaluate the HMIS Lead Agency’s administration of HMIS for compliance with HUD requirements and best practices;
4. The MCOC HMIS Data Committee will establish a continuing relationship with the HMIS Lead to address HMIS issues and or concerns along with review of HUD changes or requirements which may need to be adopted into the HMIS governance;
5. The Data Committee will review monthly reports as detailed in the Data Quality Plan and Best Practices Guide, and make recommendations accordingly;
6. The MCoC HMIS Data Committee will review the annual Point-in-Time count of sheltered and unsheltered persons and the annual Housing Inventory prior to submission to the CoC and HUD;
7. Conducts research and reviews of “Best Practices” on data collection methods;
8. Coordinates with the other Standing Committees to ensure that they have the information they need to properly perform their functions;
9. Review data obtained through the annual Point-in-Time count of sheltered and unsheltered persons and the annual Housing Inventory of shelter, transitional housing, and permanent supportive housing in the MCOC area;
10. Evaluate best practices, new guidance, and emerging approaches on data collection, methodology, sharing, and analysis;
11. Review and makes recommendations pertaining to HMIS data quality and completeness for all HMIS participating projects within the MCOC;
12. Coordinate with the other Standing Committees to ensure that they have the information they need to properly perform their functions; and
13. Include at least one member of MaineHousing, as MaineHousing is also the statewide HMIS Lead Agency

**Section 3: Membership**

1. The HMIS Data Committeeconsists of members of the MCOC and the HMIS Lead Agency.
2. Membership will be advertised and promoted to add additional members to the committee.
3. Membership may include, but is not limited to, representatives from: MaineHousing and MCOC funded agencies.
4. All members must comply with the Conflict of Interest policy of the MCOC.
5. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. Meetings are monthly, as needed.

**Section 5: Resources**

The HMIS Data Committeerequires the following resources:

1. MCoC system and project data, including ESG and non-CoC HMIS participating programs, and HMIS related issues.

**Section 6: Communication**

1. The Committee should be notified at least one month before all HUD mandated reports are due.
2. The Committee will review and share information regarding: MCoC system and project data, including ESG and non-CoC HMIS participating programs, and HMIS related issues.
3. The HMIS Data Committee will communicate with the MCOC and/or COC Board of Directors as needed.
4. Other suggestions or recommendations will be documented and submitted to the MCoC or the CoC Board as relevant.

**Addendum 5: Resource Committee Charter**

**Section 1. Purpose**

The Resource Committee engages the community and the MCoC members, and collects, organizes, and shares information on homelessness in the state of Maine.

**Section 2. Responsibilities**

*The Resource Committee exists to:*

1. Work to recruit new members to the MCoC through various organizations, regional councils, share by email and post, annually.
2. Orient new members to MCoC and its Committees.
3. Plan and implement training and education opportunities for members and other providers. Assist with the development of resources that aid in the understanding of the MCoC and its functions to include providing an orientation to new MCoC members as applicable.
4. Engage with the community and support local initiatives to reduce and end homelessness throughout the state, particularly in our rural communities.
5. Seek to educate and inform MCoC member organizations and the general public on issues regarding homelessness, as well as availability and access to mainstream and other resources whenever applicable.
6. Involve, engage, and educate the broader public on issues of homelessness as pertains to MCoC planning activities, whenever applicable. The broader public includes, but is not limited to, private businesses, landlords, law enforcement, educators, citizens, faith-based organizations, and persons who are homeless or were formerly homeless.
7. Plan and organize the annual Point in Time (PIT) count for the MCoC.
8. Provide and/or facilitate access to technical assistance, resources, and support related to issues of homelessness in Maine.
9. Identify gaps in resources related to homelessness in Maine and the MCoC and seek out answers to questions regarding these gaps.

**Section 3: Membership**

1. The Resource Committeeis comprised of MCoC Members.
2. Membership will be advertised and promoted each spring to add additional members to the committee.
3. Membership may include, but is not limited to, representatives from: MaineHousing and MCOC funded agencies.
4. All members must comply with the Conflict of Interest policy of the MCoC.
5. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. Meetings occur monthly
2. Trainings are scheduled quarterly and as needed or as opportunities arise.

**Section 5: Resources**

The Resource Committeerequires the following resources:

1. Information from HUD regarding training opportunities and resources.
2. Information from COC regarding desired training.
3. Training experts and resources.

**Section 6: Communication**

1. The Committee will share training and information monthly, quarterly, or as needed.
2. Other suggestions or recommendations will be documented and submitted to the MCoC or the CoC Board as relevant.

**Section 7: Trainings and Orientation**

1. Providing quarterly trainings on issues related to people experiencing homelessness or at risk of homelessness.
2. Providing training and support for the annual unsheltered PIT count.
3. Committee members are availableto provide orientation about the MCOC to new members of the MCoC.

**Addendum 6: Selection Committee Charter**

**Section 1. Purpose**

The committee is responsible for the selection, scoring, and ranking of projects to be included in the annual MCoC Collaborative Application

**Section 2. Responsibilities**

*The Selection Committee exists to:*

1. Read, review, and score all CoC applications;
2. Rank applications based on score and make recommendations based on the MCoC’s Ranking Protocol (established annually);
3. Follow Articles 6: Selection Process, outlined below
4. Provide recommendations for continuous improvement.

**Section 3: Membership**

1. The Selection Committee consists of agencies and/or individuals not competing for project funding, found to be without real or perceived conflict of interest, during the current round of the MCoC application process.
2. Membership will be advertised and promoted each spring to add additional members to the committee.
3. Membership may include, but is not limited to, representatives from: Housing Authorities, Entitlement Communities, and the United Way.
4. All members must comply with the Conflict of Interest policy of the MCoC.
5. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. Meetings times are dictated by the NOFA, but typically require sufficient time to score new and renewal applicants.
2. New applicants may be given the opportunity to present their projects to the committee.

**Section 5: Resources**

The Selection Committee requires the following resources in order to complete the Selection Process:

1. New and Renewal Score Card
2. New and Renewal Score Guide
3. Ranking Protocol
4. Individual Project CoC NOFA Applications
5. Monitoring results as it pertains to scoring

**Article 6: Communication**

1. The Selection Committee shall draw up a slate of project applications in ranked order of prioritization to be recommended to MCoC for discussion, approval, and inclusion in the Application.
2. Other suggestions or recommendations will be documented and shared with the Continuum and Board, as relevant.

**Article 7. Selection Process**

1. MCOC shall provide information and materials to all Selection Committee members to familiarize them with the purpose and responsibilities of the committee.
2. Applications, Scoring Templates, and all other relevant materials will be given to the Selection Committee members for review prior to scoring.
3. All projects shall be scored using the appropriate approved Scoring Template.
4. Ranking of applications will be based on scoring results and the Ranking Protocol, as defined and approved by the MCOC. The purpose of the Ranking Protocol is to address MCoC and HUD priorities as well as Gaps and Needs in the CoCs geographic region.

**Addendum 7: Policy Committee Charter**

**Section 1. Purpose**

This Policy Committee is a Joint Standing Committee of the MCOC and the Statewide Homeless Council, formally known as the Maine Homeless Policy Committee. This committee is an action-oriented group that collects, organizes, and shares information regarding numerous, ongoing policy initiatives. This committee advocates on the local, state, and federal levels for resources and funding for homeless services necessary to fulfill the mission, goals, and objectives of the Continuum of Care.

**Section 2. Responsibilities**

*The Policy Committee exists to:*

1. Disseminate information on a regular basis pertaining to current and upcoming policy initiatives relating to homelessness at the regional and statewide levels so Maine presents as a united front around homeless policy;
2. Serve as an informative liaison to the Statewide Homeless Council, Regional Homeless Councils, the MCoC, and other local committees and coalitions regarding local, state, and federal legislation as it pertains to homelessness;
3. Advocate for fully funding McKinney Vento so that the HEARTH Act can be properly implemented; Advocate for adequate Section 8 funding; Advocate for funding for the National Housing Trust Fund; Advocate for the continuation of the Low Income Housing Tax Credit program, including ensuring support for the continuation of the Community Reinvestment Act;
4. Maintain contact with the State and Federal Delegations, acting as a resource for information pertaining to homeless services in Maine; Advocate for federal resources for homeless services and affordable housing; Advocate for state resources for homeless services and affordable housing;
5. Advocate for local/municipal resources for homeless services and affordable housing;
6. Advocate for a sustainable state budget to protect homeless services; Maintain Maine’s Plan to Prevent and End Homelessness as a local priority; Engage with the community and support local, state, and federal policy initiatives to reduce and end homelessness.

**Section 3: Membership**

1. Membership may include, but is not limited to, representatives from the MCOC, Statewide Homeless Council, and others.
2. Membership will be advertised and promoted each spring to add additional members to the committee.
3. All members must comply with the Conflict of Interest policy of the MCOC.
4. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. Meetings are monthly, as determined.
2. The Legislature sessions influence the committee’s work. [first session January-July, second session January-April (usually)] and the federal budget process (the federal budget operates on Federal Fiscal Years beginning 10/1).

**Section 5: Resources**

The Policy Committee requires the following resources in order to complete their work:

1. Information on local, state, and federal legislation and budget items pertaining to homelessness.

**Article 6: Communication**

1. The committee will share information regarding State and Federal legislation and any policy-related items pertaining to people experiencing homelessness. This information is initially gathered by the Chairs, with input from the Committee and other groups as applicable.
2. This information is shared with the
   1. MCOC via updates at each meeting and
   2. CoC Board of Directors as needed and/or requested.
   3. SHC, all three RHCs, and ESAC on a monthly basis.
3. Other suggestions or recommendations will be documented and shared with the Continuum, Board and Statewide Homeless Council, as relevant.

**Addendum 8: Homeless Veteran Action Committee Charter**

**Section 1. Purpose**

The Maine Homeless Veteran Action Committee (HVAC) coordinates the services of homeless providers for Veterans in the state of Maine with the goal of creating a system that ends Veteran homelessness.

**Section 2. Responsibilities**

*The Maine Homeless Veteran Action Committee pursues the*

1. Implementation of a statewide Coordinated Entry System (CES),
2. Implementation of a Veteran specific coordinated entry and permanent housing plan assessment,
3. Maintenance of an accurate Veteran By-Name List, and
4. Participation in weekly case consultation, and

This committee will also continue to develop, plan, and implement strategies necessary to engaging those community stakeholders pertinent to obtaining the support and resources necessary for the development and improvement of its system to functionally end veteran homelessness in Maine.

**Section 3: Membership**

1. Membership may include, but is not limited to, agencies of the MCOC who serve Veterans. membership is open to any individual or organization interested in supporting the overall purpose and mission of this committee.
2. Membership will be advertised and promoted each spring to add additional members to the committee.
3. All members must comply with the Conflict of Interest policy of the MCOC.
4. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. Members meet weekly for case consultation and monthly for Steering meeting.

**Section 5: Resources**

The HVAC Committee requires the following resources in order to complete their work:

1. An updated By- Name List, which offers the data necessary to fulfill all the duties outlined above.

**Article 6: Communication**

1. This committee will share any pertinent updates regarding the progress that is being made by the community to reach a systematic end to veteran homelessness. This report will contain monthly report backs on data from Maine’s veteran By Name List, which is managed by HVAC.
2. Other suggestions or recommendations will be documented and shared with the Continuum, and Board, as relevant.

**Addendum 9: Youth Committee Charter**

**Section 1. Purpose**

The Homeless Youth Provider Group works to ensure that there is a system of services in place for youth who are identified as homeless or at risk of homelessness that follows best practices and meets federal and state standards of care.  We work to improve communication between provider agencies and coordinate care across the state so that youth have access to shelter, outreach and transitional living services.

**Section 2. Responsibilities**

*This Homeless Youth Provider Group exists to:*

* 1. Build awareness of best practices for serving homeless and at risk of homeless youth, and disseminate that information to provider agencies.
  2. Create opportunities for youth voice to be present and/or represented in policies and decisions regarding systems, services and programs that directly impact their lives.
  3. Advocate for policies that improve access to resources for homeless and at risk of homeless youth.
  4. Create opportunities for coordination of services between state agencies and youth serving organizations.
  5. Serve as an expert resource on youth homelessness to the MCOC, SHC and Maine State Agencies.
  6. Stay abreast of current national initiatives aimed at ending and preventing youth homelessness and advocate on a statewide level for the pursuit of resources to end and prevent youth homelessness in Maine.

**Section 3: Membership**

1. The Homeless Youth Provider Groupconsists of homeless youth providers, and all interested in furthering the mission of the Committee.
2. Membership will be advertised and promoted to add additional members to the committee.
3. All members must comply with the Conflict of Interest policy of the MCOC.
4. The Committee Chair/s will be elected by its members.

**Section 4: Meetings**

1. Meetings occur monthly.

**Section 5: Resources**

The Homeless Youth Provider Grouprequires the following resources:

1. Point In Time Count
2. Evaluation and Deduplication of Addendum
3. McKinney Vento

**Section 6: Communication**

1. The Homeless Youth Provider Group will communicate with the MCOC and/or COC Board of Directors bimonthly, or as needed.
2. Any action items generated by the group, policy recommendations, funding opportunities, guidance on inclusion of youth voice into policy decision-making, best practices for youth serving programs and HUD mandated procedures.

**Addendum 10: Maine Continuum of Care Board of Directors Bylaws**

To be inserted.