

**Maine Continuum of Care**  
**Governance**  
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# Maine Continuum of Care Governance

## Article 1. Mission

The mission of the Maine Continuum of Care (“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:

- A. Operate the MCoC, and designate and operate Maine’s Homeless Management Information System (“HMIS”) in compliance with the U.S. Department of Housing and Urban Development (“HUD”) regulations related to the Continuum of Care (“CoC”) Program.
- B. Develop and manage the annual Continuum of Care Program Consolidated Application (“CoC Application”) process in response to HUD’s CoC Program Notice of Funding Availability (“NOFA”) to ensure that the MCoC receives the optimal amount of federal McKinney-Vento Homeless Assistance Act funding from HUD, including:
  1. Review and approve recommendations from the MCoC Board of Directors (“Board”) to establish local priorities for funding projects in Maine;
  2. Design, operate, and follow a collaborative process for the development of the CoC Application;
  3. Approve the submission of the CoC Application;
  4. Follow the *MCoC Reallocation Process*; and
  5. Adhere to the *MCoC Application Appeals* process.
- C. Foster and promote comprehensive, cohesive, and coordinated approaches to housing and community resources for people and families who are experiencing homelessness or at risk of homelessness through a Coordinated Entry process. The Coordinated Entry System (“CES”) is established to provide initial, comprehensive assessment of the needs of individuals and families for housing and services. The goal of the CES is to increase the efficiency of the local crisis response systems, and to improve fairness and ease of access to resources for Maine’s residents experiencing homelessness or at risk of homelessness 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; and
  6. Linkages to mainstream and community resources.
- D. Identify and prioritize the housing and service needs of people who are experiencing homelessness, and support a system of intervention, assessment, referral, direct care, and aftercare for individuals and families experiencing homelessness.
- E. Identify and address service gaps, risk factors, and priorities on an annual basis. The MCoC develops specific priorities and action steps to address homelessness throughout the service area. These are posted publicly on [www.MaineHomelessPlanning.org](http://www.MaineHomelessPlanning.org).
- F. Participate in planning activities supporting *Maine’s Plan to End and Prevent Homelessness* in concert with the following:

1. The MCoC Board;
  2. The Statewide Homeless Council;
  3. The Regional Homeless Councils; and
  4. Local groups, alliances, and coalitions.
- G. Collaborate with community providers and stakeholders, including persons with lived experience of homelessness, regarding MCoC-specific goals and objectives related to ending and preventing homelessness in Maine.
- H. Advocate for necessary funding at the state and federal level to develop needed housing and services for people who are experiencing homelessness in Maine.
- I. Develop and support public policy to assist people who are experiencing homelessness and advocate for systems change to help end and prevent homelessness in Maine.
- J. Educate and help advocate for people experiencing homelessness in Maine.
- K. Educate and help advocate for entities that help people who are experiencing homelessness.
- L. Nominate members to the Board in accordance with the Board Bylaws.
- M. Recommend a Collaborative Applicant (“CA”) and HMIS Lead to the Board for approval in accordance with the Board Bylaws and HUD regulations.

### **Article 3. Organizational Structure**

- A. **U.S. Department of Housing and Urban Development (“HUD”)** – HUD oversees federal programs designed to help Americans meeting their housing needs, including the management of the CoC Program. The CoC Program is designed to:
1. Promote communitywide commitment to the goal of ending homelessness;
  2. Provide funding for efforts by nonprofit providers, and state and local governments to quickly rehouse individuals and families experiencing homelessness while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness;
  3. Promote access to and effect utilization of mainstream programs by individuals and families experiencing homelessness; and
  4. Optimize self-sufficiency among individuals and families experiencing homelessness.
- B. **Maine Continuum of Care (“MCoC”)** – The MCoC is established by, and in accordance with, HUD regulations. The MCoC covers the entire state of Maine and is led by three Chairs.
- C. **MCoC Board of Directors (“Board”)** – The Board serves as the oversight body for the MCoC 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*.
- D. **Collaborative Applicant (“CA”)** – The CA is responsible for the general coordination, oversight, and planning efforts of the MCoC for the purpose of submission of the CoC Application. The CA has also been authorized by the MCoC to certify and submit the annual CoC Application on behalf of the MCoC. More information is available in the *Roles and Responsibilities*.
- E. **Homeless Management Information System (“HMIS”) Lead Agency** – The HMIS Lead ensures consistent participation of recipients and subrecipients in HMIS. The HMIS Lead also ensures that the HMIS is administered in compliance with HUD requirements and maintains other obligations as laid out in the *HMIS Governance*.
- F. **MCoC Member** – An MCoC Member is an agency or association, or any individual, who attends any MCoC meeting or Committee meeting in any capacity. A Voting MCoC Member is a Member who has

met the MCoC attendance requirements. Additional information is available in the “Membership” Article.

- G. **MCoC Standing Committees** – The Standing Committees were created to help the MCoC fulfill its mission and work. Additional information is available in the “Committees and Councils” Article and the Committee Charters.

#### **Article 4. Meetings**

- A. The MCoC shall hold scheduled meetings of the general membership at a time and place agreed upon by the membership at least semi-annually.
- B. All meetings of the MCoC are open to the public and an invitation to join the MCoC is posted publicly at least annually.
- C. Notice of meetings will be provided to the full MCoC membership by the CA.
- D. 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.
- E. Committee meetings shall not require a quorum.
- F. Voting shall be conducted as outlined in the “Members General Voting Rights” Article for general meetings.
- G. All conflicts of interest must adhere to the policy, defined in the *MCoC Member Conflict of Interest Policy*.
- H. In all procedural matters not otherwise specified in this document, the MCoC shall be guided by the provisions of Robert’s Rules of Order – *Simplified and Applied (3<sup>rd</sup> ed.)*(A Webster’s New World © 2014 by Robert McConnell Productions).

#### **Article 5. Membership**

Each member of the 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 experiencing homelessness and those at risk of homelessness in Maine.

- A. The MCoC has open membership and welcomes all individuals, including persons with lived experience of homelessness and/or organizations within Maine that have an interest in and subscribe to the mission and policies of the MCoC, and who, through their participation, will contribute to the MCoC’s ability to carry out its mission.
- B. There are no membership dues or fees.
- C. MCoC membership and participation is **required** for all agencies actively receiving CoC funds (recipients and subrecipients). At a minimum, participation shall be defined as maintaining voting eligibility at regular MCoC meetings.
- D. Regular meeting attendance will be recorded and maintained by the CA. The CA will provide MCoC Chairs with attendance tracking sheets prior to regularly scheduled MCoC meetings and confer with the MCoC Chairs as needed to determine voting eligibility as defined in the “Members General Voting Rights” Article.

#### **Article 6. Members General Voting Rights**

- A. There shall be one vote per MCoC Member 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 MCoC Member Agency or Association in any given meeting.
- B. Participation by telephonic conference call or other electronic means shall count as attendance, and eligible members may vote by electronic means.
- C. For voting purposes, members are defined as:
  - 1. **Agency** – An Agency is defined as “an IRS Corporate Entity.” Therefore, if a person receives a US Internal Revenue Service (“IRS”) Form 1099 as a consultant or an IRS Form W-2 if they are employed by the Agency.
  - 2. **Association** – An Association is defined as a group of people who voluntarily enter into an agreement to establish an organization to accomplish a specific purpose.
  - 3. **Individual** – An Individual is defined as a person who has no formal or informal relationship to any Agency or Association otherwise recognized by the MCoC.
- D. If an agency, association, or company holds different corporations, it is the intention that, under the “Membership” Article, only the parent agency and not the separate corporations may cast a vote. It is the responsibility of a MCoC Member Agency, Association, parent company, or corporation to determine who will vote on their behalf.
- E. A MCoC Member Agency or Association shall be considered in attendance if they are represented by any member of their organization (the same person need not attend all meetings).
- F. A MCoC Member must have attended 50% or more of the meetings in the previous 12 months to be eligible to vote.
- G. MCoC Committee meetings and Board meetings will not be included for voting or quorum calculation purposes at regular MCoC meetings.
- H. 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).
- I. A simple majority (greater than 50%) 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, written ballot, and/or electronic means.

## **Article 7. Officers & Elections**

- A. The MCoC shall have three Chairs, who have the knowledge, experience, and organizational capacity to serve, and represent:
  - 1. Eligible voting MCoC Member Agencies or Associations, or MCoC Member Individuals as themselves; and
  - 2. Geographic and/or population diversity.
- B. MCoC Chairs are responsible for:
  - 1. Planning and conducting of MCoC Meetings;
  - 2. Being a designated signatory for MCoC correspondence;
  - 3. Initiating the *MCoC Reallocation Process* of project applications, as applicable for the CoC Application submission;
  - 4. Overseeing compliance with the *MCoC Project Application Appeals Process* for project applications, where applicable for CoC Application submission; and
  - 5. Initiating the nomination process for MCoC Chairs each November.

- C. **Annual Election: MCoC Chair/s** – One new Chair shall be nominated and elected by the MCoC annually to a three-year, staggered term to fill expiring terms. Announcement for upcoming nominations shall occur in November and be sent to the CA. Nominations for a new Chair shall be taken prior to and at the December MCoC meeting. Should there be more than one nominee, each nominee shall submit a brief biographic summary of 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 “Members General Voting Rights” Article. The new Chair will begin serving upon election to the position.
- D. **Terms of Office** – Each Chair will serve a three-year, staggered term of office are to be tracked by the CA and posted to the Maine Homeless Planning website. There is no limit on the number of terms a Chair may serve, but all Chairs must be re-nominated and re-elected to serve another term once their current term has expired.
- E. **Resignation** – Chairs may resign at any point during their term and shall, to the best of their ability, give at least a one-month written notice of such resignation. Any vacancies shall be filled for the remainder of the term by nomination and election will be held at the next regular MCoC meeting in accordance with the “Members General Voting Rights” Article.

## **Article 8. Committees and Councils**

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

### **A. Committee Responsibilities**

1. Each Standing Committee shall elect Chair/s annually after the January meeting of the MCoC. Each Standing Committee Chair is responsible for planning, organizing, scheduling, and conducting Committee meetings.
  2. The Standing Committee 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 Committee meetings. The minutes will be made available monthly on the Maine Homeless Planning website.
  4. Each Standing Committee shall keep an updated Committee Charter available for members and the public to view. Edits to Committee Charters must be presented and approved by the MCoC.
  5. In addition to the duties detailed within the Committee Charters, Standing Committees may investigate other topics or perform other tasks as assigned by the MCoC.
- B. Committee Membership is voluntary. However, all CoC-funded MCoC Members (CoC recipients and subrecipients) are expected to be active members of at least one committee.
  - C. Standing Committees are comprised of MCoC members, and report and perform work on behalf of the MCoC and/or the Board of Directors.
    1. **NOFA Committee** – The NOFA Committee organizes and prepares information for the annual CoC Application, including reviewing all data, developing narratives, and recommending the final product for approval by the MCoC prior to final submission to HUD. The Committee is responsible for working with the HMIS Data Committee and the Project Monitoring Committee to determine performance targets appropriate for population and program type.
    2. **Project Monitoring Committee** – The Project Monitoring Committee monitors all MCoC projects, Emergency Solutions Grant (“ESG”), and associated CoC recipients and subrecipients

for compliance and system performance measures. The 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 with poorly performing projects. The Project Monitoring Committee is also responsible for ensuring that all projects consistently follow written standards for providing CoC assistance.

3. **Template Committee** – The Template Committee establishes the criteria and protocols used to score and rank projects seeking funding through the MCoC.
  4. **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 plans and standards.
  5. **Resources Committee** – The Resource Committee engages the community and MCoC Members. The Committee collects, organizes, and shares information on homelessness in Maine.
  6. **Selection Committee** – The Selection Committee reviews, scores, and ranks all MCoC project applications to be included in the annual CoC Application to HUD.
  7. **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. The Committee is an action-oriented group that collects, organizes, and shares information regarding numerous, ongoing policy initiatives. The Committee advocates on the local, state, and federal level for resources and funding for homeless services necessary to fulfill the mission, goals, and objectives of the MCoC.
  8. **Youth Committee** – The Youth Committee or Homeless Youth Provider Group works to ensure there is a system of services in place for youth who are identified as experiencing homelessness or at risk of homelessness that follows best practices and meets federal and state standards of care. The Committee works to improve communication between provider agencies and coordinate care across the state so that youth have access to shelter, outreach, and transitional living services.
- D. **Population-Based Committees** – are an integral part of the MCoC structure which inform and advise the MCoC Board of Directors, the MCoC, and other MCoC Committees with advice regarding population-specific recommendations and updates, as relevant. They are comprised of both MCoC Members and other community members.
1. **Youth Action Board (“YAB”)** – The Youth Action Board was created in 2019 to represent 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 are to:
    - a. Review MCoC, DOE, DOC, and Child Welfare policies with a YYA lens;
    - b. Coordinate across MCoC Committees and state systems to provide feedback and support decision-making;
    - c. Train the MCoC and system partners in the YYA experience of homelessness, adulthood, and other important issues; and
    - d. Support the evaluation and selection of MCoC projects during the annual CoC Application process.
  2. **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.

3. **Maine Coalition to End Domestic Violence (“MCEDV”)** – MCEDV was 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 by:
  - a. Providing residential and non-residential services;
  - b. Representing its membership on the state and national levels;
  - c. Providing training and support for community partners as they respond to abuse;
  - d. Creating frameworks to inform the public’s understanding of the issue; and
  - e. Advocating for policies that will hold abusive people to account and keep survivors safe.

#### **E. Homeless Councils**

1. **Statewide Homeless Council (“SHC”)** – The SHC was created by Maine statute in 2005 to:
  - a. Provide support to Maine’s three Regional Homeless Councils;
  - b. Serve in an advisory capacity to Maine’s Governor, Legislature, and various state agencies;
  - c. Educate people on issues regarding homelessness;
  - d. Identify potential resources and improve access to them; and
  - e. Review, monitor and implement plans to end and prevent homelessness in Maine.
2. **Regional Homeless Councils** – Maine’s Regional Homeless Council System is divided into three regions. Each Regional Homeless Council meets monthly to discuss the state of homelessness in their respective regions.
  - a. Region 1 covers York and Cumberland County.
  - b. Region 2 covers Oxford, Franklin, Androscoggin, Kennebec, Somerset, Waldo, Knox, Lincoln, and Sagadahoc counties.
  - c. Region 3 covers Aroostook, Piscataquis, Penobscot, Hancock, and Washington counties.

The Regional Homeless Councils’ purpose is to:

- a. Serve as the central point of coordination for all homeless services that are provided within their respective regions;
- b. Advocate to influence local and regional policies with regard to homelessness;
- c. Network, communicate, and educate all stakeholders about homelessness and related services;

Develop strategies and goals specific to their respective region to implement the Statewide Homeless Council *Maine’s Plan to End and Prevent Homelessness*.

#### **Article 9. Code of Conduct**

- A. All MCoC Members have the responsibility for maintaining high standards of honesty, integrity, courtesy, respect, and ethical conduct in all MCoC activities. MCoC Members are expected to conduct themselves in a professional and responsible manner while carrying out the business of the 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 MCoC Members as well as any partnering agencies and organizations, and to express any dissent or disagreement with the utmost appropriateness and professionalism; and
  7. Adhere to the *MCoC Conflict of Interest Policy* and submit any known conflicts to the MCoC Chairs.
- B. Any concerns regarding Code of Conduct matters must be brought to the attention of the MCoC Chairs and/or the Board, 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. Adoption and Amendment of MCoC Governance**

- A. This MCoC Governance shall be adopted and thereafter amended at a regular MCoC meeting by a simple majority (greater than 50%) affirmative vote of MCoC Members present and eligible to vote.
- B. Proposed amendments must be in written form and distributed to MCoC Members prior to the presentation and vote.
- C. The MCoC can choose to fully revise the MCoC Governance to include an agreed upon change or an amended Article may be added for insertion into the existing document.

## Appendix A:

# Maine Continuum of Care **Conflict of Interest Policy**

### Section 1. Purpose

The purpose of this Conflict of Interest Policy is to protect the (“MCoC”) 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. All MCoC members must adhere to this Conflict of Interest Policy. 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.

### Section 2. Definitions

- A. **MCoC Member** – is defined as any person who attends any MCoC meeting or MCoC Committee meeting in any capacity.
- B. **Conflict of Interest** – is defined as:
1. When the interests or activities of any MCoC Member may be seen as competing with the interest and activities of the MCoC and /or
  2. When any MCoC Member, including a member of the Board of Directors (“Board”), director , 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 a 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. MCoC Members may not participate in decisions concerning awards of grants, provision of financial benefits to such member or the member’s organization, or implementation of corrective actions resulting from the MCoC Collaborative Applicant’s (“CA”) monitoring activities of MCoC and/or ESG activities. The intent of this policy is to be guided by 24 CFR 578.95.
- C. **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.
- D. **Compensation** – is defined as direct and/or indirect remuneration, as well as gifts or favors, which 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.

### Section 3. Procedures

- A. **Duty to Disclose** – The MCoC 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 Board Members, the *Annual Code of Conduct/ Conflict of Interest Statement* will be reviewed, signed, and collected annually.
  2. All other MCoC Members are required to review this policy regularly, when sent out by the MCoC, 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 of 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.
- B. **Abstention or Recusal of Self** – MCoC Members have a duty to abstain or recuse themselves at any time from involvement in decision-making for which a member believes they may have a conflict of interest, without going through a formal process of determining whether a conflict of interest exists.
- C. **Record Keeping** – The CA shall collect and review all *Annual Code of Conduct/ Conflict of Interest Statements*, from Board Members and any written disclosures of actual, potential, or perceived conflicts of interest from other MCoC Members.
1. MCoC Board Members shall sign the Statement annually, which affirms such person:
    - a. Has received a copy of the *MCoC Conflict of Interest Policy*;
    - b. Has read and understands the Policy; and
    - c. Has agreed to comply with the Policy.
  2. 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 Chairs at the earliest opportunity as outlined in the Duty to Disclose (B.1. above).
  3. The Board shall regularly and consistently monitor and enforce compliance with the Policy by reviewing annual statements and by taking any other actions as necessary for effective oversight.
- E. **Determining Whether a Conflict of Interest Exists** – If an actual, potential, or perceived conflict of interest is identified, the conflict will be reviewed and action will be determined by the Board at its next regular meeting with or without the MCoC Member in attendance. After the conflict of interest is identified, all material facts are made known, and any discussion with the MCoC Member has concluded, he/she shall leave the Board meeting, if in attendance in person or electronically, while a determination of a conflict of interest is deliberated and voted upon by the remaining Board Members (or the person in question is a member of the Board).. If it is determined that a conflict does exist, the “Procedure for Addressing Conflicts of Interest” Section will be followed.
- F. **Procedure for Addressing Conflicts of Interest**
1. The Board Chair may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the existing or proposed arrangement or relationship which resulted or will result 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 continuing with or 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; the Board shall make its decision as to whether to

enter into the arrangement or relationship is in conformity with such determination. The conflict shall be noted, and parameters and scope will be established and monitored.

#### **G. Violations of the Conflict of Interest Policy**

1. If the Board has reasonable cause to believe a MCoC Member or a MCoC Board Member has failed to disclose an actual, potential, or perceived conflict 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, potential, or perceived conflict of interest, it shall take appropriate action, up to and including notifying HUD.

#### **Section 4. Records of Conflict of Interest Proceedings**

The minutes of the Board shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with a potential conflict of interest;
- B. The nature of the financial interest; and
- C. 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.

#### **Section 5. Compensation**

A Board Member or a member of any Board 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 regarding the subject matter of the compensation.

#### **Section 6. Exceptions and Changes to the MCoC Conflict of Interest Policy**

The MCoC reserves the right to make an exception to this policy based on directives or communication from HUD that impacts the MCoC's ability to carry out the Policy as described above. Such exceptions shall be documented and recorded in the MCoC or Board meeting minutes. The MCoC also reserves the right to amend this policy on an annual basis or as needed.

**Appendix B:**

**Maine Continuum of Care**

**Annual Code of Conduct/ Conflict of Interest Statement**

All members of the Maine Continuum of Care (“MCoC”) have the responsibility for maintaining high standards of honesty, integrity, courtesy, respect, and ethical conduct in all MCoC activities. MCoC Members are expected to conduct themselves in a professional and responsible manner while carrying out the business of the MCoC as outlined in “Code of Conduct” of the *Maine Continuum of Care Governance*. Your signature below acknowledges that you have reviewed this guidance and agree to uphold the standards as a valued member of the MCoC.

All MCoC Members 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 MCoC Member shall use the MCoC platform to advance any personal interest, financial or otherwise.

\_\_\_ I am unaware of any actual, potential, or perceived conflict of interest in accordance with the *MCoC Conflict of Interest Policy* and the “Code of Conduct” Article of the *Maine Continuum of Care Governance*- “

**Or**

\_\_\_ I am aware of the following actual, potential, or perceived of interest. Possible conflicts may include a personal or professional relationship with a MCoC-funded Agency. Please identify the conflict and plan to mitigate. The MCoC Board Chair will review and counter sign.

I hereby agree to disclose any personal or business conflicts that I may have when dealing with the MCoC as a member and agree that, if any future conflict of interest should arise prior to signing my annual MCoC Annual Code Conduct/MCoC Conflict of Interest Statement, I shall notify the MCoC Board Chair of any new conflicts.

Actual, Potential, or Perceived conflict outlined below:

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MCoC Member Organization (Agency/Association) or Individual (Please Print)

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MCoC Board Member	Name (Please Print)	Signature	Date
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Authorized Member Organization (Agency/Association) Representatives:

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## Appendix C:

# Maine Continuum of Care Reallocation Process

### Section 1. Purpose

The U.S. Department of Housing and Urban Development (“HUD”) expects Continuums of Care (“CoC”) 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, and ensuring high standards for performance outcomes and effective use of limited funding. CoCs are scored overall each year through the CoC Program Consolidated Application (“CoC 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 and priorities.

### Section 2. Voluntary and Involuntary Reallocation

The Maine Continuum of Care (“MCoC”) is responsible for decisions regarding the reallocation process each year. This includes consideration for voluntary and involuntary reallocations:

- A. Voluntary reallocations are initiated by a renewal project recipient/applicant by choice.
  1. There are different reasons a renewal project applicant might choose reallocation.
    - a. A recipient/applicant might see a greater need in the community for a different type of project from the one they are currently operating;
    - b. A recipient/applicant 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
    - c. A recipient/applicant may be prompted to consider changes to their project if they scored very low during the most recent CoC renewal competition.
  2. A renewal recipient/applicant 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.
  3. A renewal recipient/applicant may choose to voluntarily reallocate funding for their project(s) and instead submit a new project application for funding, based upon new project eligibility outlined in the HUD CoC Program Notice of Funding Availability (“NOFA”).
  4. All projects submitted will be scored and ranked according to the MCoC’s scoring template and ranking protocol, which will be approved by the MCoC and publicly posted during each annual competition.
  5. Notification of voluntary reallocation must be shared with the MCoC Chairs and the Collaborative Applicant (“CA”) before or during the annual “Call for Renewals.”
- B. 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 CoC Consolidated, 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 D:

# **Maine Continuum of Care** **Project Application Appeals Process**

### **Section 1. Purpose**

If a project does not agree with the score and rank of their project application receives on a Continuum of Care (“CoC”) Program Consolidated Application (“CoC Application”), the project recipient/applicant may appeal their score and rank. However, the original decision or action (such as posting of the Maine Continuum of Care (“MCoC”) Project Scoring and Ranking Summary) being appealed shall remain in effect throughout the Application Appeals Process until a final decision is reached. Timeframes may be adjusted in order to expedite the CoC Application Process. Please be advised that the MCoC makes no assurances that an appeal will be resolved within any timeframe other than that outlined below or as prescribed by the U.S. Department of Housing and Urban Development (“HUD”).

#### **A. STEP ONE APPEAL**

1. An appeal must be submitted in writing to the Collaborative Applicant (“CA”) 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) for the project application which the recipient/applicant is appealing. The appeal should include the following:
  - a. The date of the filing of the appeal;
  - b. The specific decision or action (e.g., MCoC Project Scoring and Ranking) with which the recipient/applicant is in disagreement;
  - c. Any suggestions about possible ways to resolve the situation; and
  - d. The means by which the recipient/applicant contact person can be reached. (Send the appeal via email to the attention of the CA and the MCoC Coordinator.)
2. Within three (3) working days of receiving the appeal, the MCoC Coordinator shall contact the MCoC Chairs to review and respond in writing to the Step One Appeal. If one of the affected recipients/applicants (or an employee of the recipient/applicant) is a MCoC Chair, the non-affected Chairs will then engage a non-affected Committee Chair to participate in the review.
3. If the recipient/applicant is not satisfied with the outcome of the Step One Appeal, the recipient/applicant may appeal as outlined in Step Two.

#### **B. STEP TWO APPEAL**

1. Within three (3) working days of receiving the Step One Appeal decision, the recipient/applicant can submit a second appeal, including their Step One Appeal, to the Officers of the MCoC Board of Directors (“Board”).
2. The Board 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.
3. The Step Two Appeal decision shall be final barring eligibility to appeal to HUD.

Please note: 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 an appeal to the local HUD field office.



## **Appendix E:**

# **Maine Continuum of Care** **Additional information, addresses and related documents**

### **MCoC Business Address**

Maine Continuum of Care (MCoC)  
MaineHousing  
353 Water Street  
Augusta, Maine 04330-4633

### **MCoC Website**

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

### **RELATED DOCUMENTS**

**HMIS Governance**

**ESG Written Standards**

**MCoC Written Standards**

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

**Roles and Responsibilities**

## **Addendum 1:**

# **Maine Continuum of Care** **Notice of Funding Availability (“NOFA”) Committee Charter**

### **Section 1. Purpose**

The NOFA Committee successfully submits the Continuum of Care (“CoC”) Program Consolidated Application (“CoC Application”) for the Maine Continuum of Care (“MCoC”) to by the U.S. Department of Housing and Urban Development (“HUD”), which oversees the CoC Program, as well as related tasks.

### **Section 2. Responsibilities**

*The NOFA Committee exists to:*

- A. Submit the annual CoC Application by:
  1. Organizing and preparing information for the annual CoC Application for funding, including reviewing all data;
  2. Developing narratives for the CoC Application; and
  3. Recommending the CoC Application for approval by the MCoC prior to final submission to HUD.
- B. The NOFA Committee also ensures compliance with HUD Regulations, including:
  1. Working with the MCoC Data Committee and MCoC Project Monitoring Committee to determine performance targets (*for monitoring purposes*) appropriate for population and program type.

### **Section 3: Membership**

- A. The NOFA Committee consists of members of the MCoC and the MCoC Collaborative Applicant (“CA”).
- B. Membership will be advertised and promoted to add members to the Committee as needed.
- C. All members must comply with the *MCoC Conflict of Interest Policy*.
- D. The NOFA Committee Chair/s will be elected by members of the Committee.

### **Section 4: Meetings**

- A. The NOFA Committee meets every other month between CoC Application cycles.
- B. During the CoC Application process, the committee will meet twice a month or as needed to complete and submit the CoC Application prior to the deadline set in that current CoC Application NOFA.

### **Section 5: Resources**

The NOFA Committee requires the following resources:

- A. Information collected and provided by the other MCoC Committees;
- B. Guidance issued by HUD;
- C. System Performance Measures; and
- D. Other relevant data.

**Section 6: Communication**

- A. The NOFA Committee will report all relevant information at regular MCoC and MCoC Board of Directors (“Board”) meetings and will communicate with MCoC and Board leadership between regular meetings as needed.
- B. The NOFA Committee will share information of the CoC Application, in whole or in part as it is developed, and other data, reports, and information related to the CoC Application, or the application process, with both the full MCoC and the Board.
- C. Other suggestions or recommendations will be documented and shared with the MCoC and Board, as relevant.

## **Addendum 2:**

# **Maine Continuum of Care** **Project Monitoring Committee Charter**

### **Section 1. Purpose**

The Project Monitoring Committee monitors the U.S. Department of Housing and Urban Development (“HUD”)-funded Maine Continuum of Care (“MCoC”) Program and Emergency Solutions Grant (“ESG”) projects in the state of Maine.

### **Section 2. Responsibilities**

*The Project Monitoring Committee exists to:*

- A. Oversee the processes and methodologies used to monitor MCoC and ESG recipients and subrecipients for compliance and system performance measures.
- B. Monitor renewal projects and the MCoC and ESG recipients and subrecipients that receive ongoing funding through the MCoC, as well as provide results and recommendations to the MCoC.
- C. Ensure compliance with HUD Regulations, including:
  1. Work with the MCoC Notice of Funding Availability (“NOFA”) Committee and the MCoC Homeless Management Information System (“HMIS”) MCoC Data Committee to create and evaluate performance targets (*for monitoring purposes*) appropriate for population and program type,
  2. Monitor recipient and subrecipient performance,
  3. Evaluate outcomes, and
  4. Recommend actions to be taken with projects which perform poorly.
- D. Ensure projects consistently follow written standards for providing MCoC assistance.

### **Section 3: Membership**

- A. The Project Monitoring Committee consists of members of the MCoC and the Collaborative Applicant (“CA”).
- B. Membership will be advertised and promoted to add members to the Committee as needed.
- C. All members must comply with the *MCoC Conflict of Interest Policy*.
- D. The Project Monitoring Committee Chair/s will be elected by members of the Committee.

### **Section 4: Meetings**

- A. Meetings are held monthly on the third Monday of each month.
- B. Additional meetings may be scheduled to ensure monitoring of MCoC projects is completed prior to the Continuum of Care (“CoC”) Program Consolidated Application (“CoC Application”) process begins.

### **Section 5: Resources**

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

- A. Annual Performance Reviews (“APR”);
- B. The Sage Report;
- C. Individual Project Monitoring Forms;

- D. HUD's priorities; and
- E. MCoC's priorities.

### **Section 6: Communication**

- A. The Project Monitoring Committee will report progress monthly at MCoC meetings, as relevant.
- B. Other suggestions or recommendations will be documented and shared with the MCoC and the MCoC Board of Directors ("Board"), as relevant.

### **Section 7. Project Monitoring Process for CoC-Funded Projects**

- A. Refer and adhere to the Monitoring and Evaluation Policies and Procedures;
- B. 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 the MCoC prior to the start of the project monitoring process;
- C. Once approved, provide the Monitoring Questionnaires to all MCoC projects up for renewal in the current CoC Application round, along with a request for the project's most recent Sage APR;
- D. Monitor project performance which results in a threshold score;
- E. Implement a Performance Improvement Plan if a project fails to meet the minimum threshold as determined by the MCoC, which will be reviewed as needed, annually at a minimum, and using technical assistance from appropriate MCoC committee(s) required to demonstrate performance improvement;
- F. Offer and/or refer project recipients subject to a Performance Improvement Plan to appropriate assistance and training, if available.
- G. Recommend involuntary reallocation, if necessary, when a project recipient fails to demonstrate improvement in project performance as defined in the MCoC *Reallocation Process*, to the MCoC Chairs and full MCoC membership.
- H. Prepare the information collected and present recommendations to the full MCoC membership for processes of prioritization and performance improvement, and the MCoC Selection Committee for scoring and ranking.

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

- A. Refer and adhere to the Monitoring and Evaluation Policies and Procedures.
- B. Develop and refine the monitoring process and methodology used to monitor and evaluate ESG program performance. This process will be presented for approval by the MCoC prior to the start of the Monitoring process.
- C. Once approved, the monitoring process will be provided to the ESG recipient(s).
- D. The Project Monitoring Committee then prepares the information collected and presents their monitoring recommendations to the full MCoC membership for review and approval.

## **Addendum 3:**

# **Maine Continuum of Care Template Committee Charter**

### **Section 1. Purpose**

The Template Committee establishes the criteria and protocols used to score and rank the U.S. Department of Housing and Urban Development (“HUD”)- funded Maine Continuum of Care (“MCoC”) projects seeking funding through the Continuum of Care (“CoC”) Program Consolidated Application (“CoC Application”).

### **Section 2. Responsibilities**

*The Scoring Template Committee exists to:*

- A. Develop and refine the Scoring Templates, methodology and ranking protocols used to score and rank individual project applications seeking funding through the CoC Application.
- B. Collaborate with other MCoC 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 CoC Application process to account for changing HUD priorities.
- C. Establish a list of protocols and instructions for use of scoring templates.
- D. Present the scoring templates, protocols, and instructions to the MCoC for approval for all new and renewal projects.
- E. Share all approved templates, protocols and instructions with the MCoC Selection Committee.

### **Section 3: Membership**

- A. The Template Committee consists of members of the MCoC.
- B. Membership will be advertised and promoted to add additional members to the Committee as needed.
- C. Membership may include, but is not limited to, representatives from: Housing Authorities, Entitlement Communities, and the United Way.
- D. All members must comply with the *MCoC Conflict of Interest Policy*.
- E. The Template Committee Chair/s will be elected by members of the Committee.

### **Section 4: Meetings**

- A. Meetings are scheduled in anticipation of the CoC Program Notice of Funding Availability (“NOFA”) for CoC Applications. Templates are to be completed prior to posting of the CoC Application’s individual project applications.
- B. Additional meetings may be scheduled as needed.

### **Section 5: Resources**

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

- A. HUD’s priorities;
- B. MCoC’s priorities;
- C. Prior year’s scoring templates; and

D. Suggestions and recommendations from previous year's CoC Application.

**Section 6: Communication**

- A. The Template Committee will report progress monthly at MCoC meetings, as relevant.
- B. Final draft templates, protocols and instructions are to be shared with the MCoC and MCoC Board of Directors ("Board") for approval.

## **Addendum 4:**

# **Maine Continuum of Care** **Homeless Management Information System (“HMIS”) Data Committee Charter**

### **Section 1. Purpose**

The HMIS Data Committee ensures that the HMIS is managed in accordance with Maine Continuum of Care (“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:*

- A. Designate review, develop, revise, and recommend to the MCoC Board of Directors (“Board”) privacy, security, and data quality plans;
- B. Encourage consistent participation of with the U.S. Department of Housing and Urban Development (“HUD”) Continuum of Care (“CoC”) Program recipients and subrecipients in HMIS;
- C. Evaluate the HMIS Lead Agency’s administration of HMIS for compliance with HUD requirements and best practices for HMIS;
- D. Establish a continuing relationship with the HMIS Lead Agency 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;
- E. Review monthly reports as detailed in the Data Quality Plan and Best Practices Guide, and make recommendations accordingly;
- F. Review the MCoC’s annual Point-in-Time (“PIT”) count of sheltered and unsheltered persons and the MCoC’s annual Housing Inventory Count (“HIC”) prior to submission to the MCoC and HUD;
- G. Review data obtained through the MCoC annual PIT count of sheltered and unsheltered persons and the MCoC annual HIC of shelter, transitional housing, and permanent supportive housing in the state of Maine;
- H. Conduct research and reviews of *Best Practices* on data collection methods;
- I. Evaluate best practices, new guidance, and emerging approaches on data collection, methodology, sharing, and analysis;
- J. Review and make recommendations pertaining to HMIS data quality and completeness for all HMIS participating projects within the MCoC; and
- K. Coordinate with the other standing committees to ensure that they have the information they need to properly perform their functions; and

### **Section 3: Membership**

- A. The HMIS Data Committee consists of members of the MCoC and the HMIS Lead Agency.
- B. Membership will be advertised and promoted to add members to the Committee as needed.
- C. Membership may include, but is not limited to, representatives from: MaineHousing and MCoC funded agencies. Include at least one member of MaineHousing, as MaineHousing is also the statewide HMIS Lead Agency.
- D. All members must comply with the *MCoC Conflict of Interest Policy*.
- E. The HMIS Data Committee Chair/s will be elected by members of the Committee.



#### **Section 4: Meetings**

- A. Meetings are monthly, as needed.

#### **Section 5: Resources**

- A. The HMIS Data Committee requires the following resources:  
MCoC system and project data, including ESG and non-MCoC HMIS participating programs and HMIS-related issues.

#### **Section 6: Communication**

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

## **Addendum 5:**

# **Maine Continuum of Care Resource Committee Charter**

### **Section 1. Purpose**

The Resource Committee engages the community and the Maine Continuum of Care (“MCoC”) Members, and collects, organizes, and shares information on homelessness in the state of Maine.

### **Section 2. Responsibilities**

*The Resource Committee exists to:*

- A. Work to recruit new members to the MCoC through various organizations, Regional Homeless Councils, shared by email and posted on the MCoC website, mainehomelessplanning.org, annually.
- B. Orient new members to MCoC and its committees.
- C. Plan and implement training and education opportunities for MCoC Members and other community providers.
- D. 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.
- E. Engage with the community and support local initiatives to reduce and end homelessness throughout Maine, particularly in our rural communities.
- F. Seek to educate and inform MCoC Members (Agencies, Association, and Individuals), as well as the general public on issues regarding homelessness, including availability and access to mainstream and other resources, as applicable.
- G. Involve, engage, and educate the broader public on issues of homelessness as pertains to MCoC planning activities, as 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).
- H. Plan and organize the MCoC annual Point in Time (“PIT”) count for the MCoC.
- I. Provide and/or facilitate access to technical assistance, resources, and support related to issues of homelessness in Maine.
- J. Identify gaps and needs in resources related to homelessness in Maine and the MCoC, and seek out answers to questions regarding these gaps and needs.

### **Section 3: Membership**

- A. The Resource Committee is comprised of members of the MCoC and the Collaborative Applicant (“CA”).
- B. Membership will be advertised and promoted to add members to the Committee.
- C. Membership may include, but is not limited to, representatives from: MaineHousing and MCoC-funded agencies.
- D. All members must comply with the *MCoC Conflict of Interest Policy*.
- E. The Resource Committee Chair/s will be elected by members of the Committee.

### **Section 4: Meetings**

- A. Meetings occur monthly.
- B. Trainings are scheduled quarterly and as needed or as opportunities arise.

### **Section 5: Resources**

The Resource Committee requires the following resources:

- A. Information from the U.S. Department of Housing and Urban Development (“HUD”) regarding training opportunities and resources.
- B. Information from MCoC regarding desired training.
- C. Training experts and resources.

### **Section 6: Communication**

- A. The Resource Committee will share training and information monthly, quarterly, or as needed.
- B. Other suggestions or recommendations will be documented and submitted to the MCoC or the MCoC Board of Directors (“Board”), as relevant.

### **Section 7: Trainings and Orientation**

- A. The Resource Committee will provide:
  - 1. Quarterly trainings on issues related to people experiencing homelessness or at risk of homelessness.
  - 2. Training and support for the annual unsheltered PIT count.
  - 3. Orientation about the MCoC to new members of the MCoC.

## **Addendum 6:**

# **Maine Continuum of Care** **Selection Committee Charter**

### **Section 1. Purpose**

The Selection Committee is responsible for the selection, scoring, and ranking of the U.S. Department of Housing and Urban Development (“HUD”)- funded Maine Continuum of Care (“MCoC”) projects to be included in the annual Continuum of Care (“CoC”) Program Consolidated Application (“CoC Application”).

### **Section 2. Responsibilities**

*The Selection Committee exists to:*

- A. Read, review, and score all MCoC project applications;
- B. Rank individual project applications based on score and make recommendations based on the MCoC’s ranking protocol (established annually according to HUD priorities in the Notice of Funding Availability (“NOFA”) for the CoC Application process and the MCoC’s own local priorities;
- C. Follow Section 7: Selection Process, outlined below; and
- D. Provide recommendations for continuous improvement.

### **Section 3: Membership and Recruitment**

- A. The Selection Committee consists of agencies and/or individuals not competing for MCoC project funding, found to be without actual, potential, or perceived conflicts of interest, during the current round of the CoC Application process.
- B. Membership will be advertised and promoted to add members to the Committee as needed.
- C. Membership may include, but is not limited to, representatives from: Housing Authorities, CDBG Entitlement Communities, United Ways, and CAP Agencies. Other representatives are also welcomed provided no conflict exists. Housing Authorities and CDBG Entitlement Communities have vested interests in participating in the COC given their relationship with HUD and the overlapping reporting required amongst HUD agencies.
- D. All members must comply with the *MCoC Conflict of Interest Policy*.
- E. The Selection Committee Chair/s will be elected by members of the Committee.

### **Section 4: Meetings**

- A. Meetings times are dictated by the release of the NOFA for the CoC Application process, but typically requires sufficient time to score new and renewal project recipient/applicants.
- B. New project 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:

- A. New and Renewal Score Card;
- B. New and Renewal Score Guide;
- C. Ranking Protocol;
- D. Individual MCoC project applications; and

- E. Monitoring results as it pertains to scoring.

### **Section 6: Communication**

- A. The Selection Committee shall draw up a slate of project applications ranked in order of priority to be recommended to the MCoC for discussion, approval, and inclusion in the CoC Application.
- B. Other suggestions or recommendations will be documented and shared with the MCoC and the MCoC Board of Directors (“Board”) as relevant.

### **Section 7. Selection Process**

- A. The MCoC shall provide information and materials to all Selection Committee members prior to the selection process to familiarize committee members with the purpose and responsibilities of the Committee.
- B. Applications, Scoring Templates, and all other relevant materials will be given to the Selection Committee members for review prior to scoring.
- C. All MCoC projects applications shall be scored using the appropriate approved Scoring Template.
- D. Ranking of project 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 identified in the MCoC geographic region.

## **Addendum 7:**

# **Maine Continuum of Care** **Policy Committee Charter**

### **Section 1. Purpose**

This Policy Committee is a Joint Standing Committee of the Maine Continuum of Care (“MCoC”) and Maine’s Statewide Homeless Council (“SHC”), formally known as the Maine Homeless Policy Committee. The Committee is an action-oriented group that collects, organizes, and shares information regarding numerous, ongoing policy initiatives. The Policy 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 U.S. Department of Housing and Urban Development (“HUD”) Continuum of Care (“CoC”) Program and the MCoC.

### **Section 2. Responsibilities**

*The Policy Committee exists to:*

- A. 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;
- B. Serve as an informative liaison to the SHC, Regional Homeless Councils, the MCoC, and other local committees and coalitions regarding local, state, and federal legislation as it pertains to homelessness;
- C. Advocate for fully funding McKinney-Vento Homeless Assistance Act so that the Homeless Emergency Assistance and Rapid Transition to Housing (“HEARTH”) Act can be properly implemented;
- D. Advocate for adequate HUD Section 8 rental voucher funding;
- E. Advocate for funding for the National Housing Trust Fund;
- F. Advocate for the continuation of the Low Income Housing Tax Credit (“LIHTC”) program, including ensuring support for the continuation of the Community Reinvestment Act (“CRA”);
- G. Maintain contact with Maine’s state and federal legislative delegations, acting as a resource for information pertaining to homelessness services in Maine;
- H. Advocate for federal resources for homeless services and affordable housing;
- I. Advocate for state resources for homelessness services and affordable housing;
- J. Advocate for local/municipal resources for homelessness services and affordable housing;
- K. Advocate for a sustainable state budget to protect homelessness services;
- L. Maintain *Maine’s Plan to Prevent and End Homelessness* as a local priority; and
- M. Engage with the community and support local, state, and federal policy initiatives to reduce and end homelessness.

### **Section 3: Membership**

- A. Membership may include, but is not limited to, representatives from the MCoC, SHC, and others.
- B. Membership will be advertised and promoted to add members to the Committee as needed.
- C. All members must comply with the *MCoC Conflict of Interest Policy*.
- D. The Policy Committee Chair/s will be elected by members of the Committee.

#### **Section 4: Meetings**

- A. Meetings are monthly, as determined by the Committee.
- B. 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 October 1 through September 30).

#### **Section 5: Resources**

- A. The Policy Committee requires the following resources in order to complete their work:  
Information on local, state, and federal legislation and budget items pertaining to homelessness.

#### **Section 6: Communication**

- A. The Policy 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.
- B. This information is shared with:
  - 1. The MCoC via updates at each meeting;
  - 2. The MCoC Board of Directors (“Board”) as needed and/or requested; and
  - 3. SHC, all three Regional Homeless Councils, and other local groups focused on issues of homelessness in their home communities, including Portland’s Emergency Shelter Assessment Committee (“ESAC”), on a monthly basis.
- C. Other suggestions or recommendations will be documented and shared with the MCoC, the Board and SHC, as relevant.

## **Addendum 8:**

# **Maine Continuum of Care** **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 exists to:*

- A. Implement Maine’s statewide Coordinated Entry System (“CES”) according to the guidance from the U.S. Department of Housing and Urban Development (“HUD”) Continuum of Care (“CoC”) Program;;
- B. Implement Veteran-specific CES and permanent housing plan assessment;
- C. Maintain accurate Veteran By-Name List;
- D. Participate in weekly case consultation; and
- E. Develop, plan, and implement strategies necessary to engage 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**

- A. Membership may include, but is not limited to, agencies of the Maine Continuum of Care (“MCoC”) who serve Veterans. Membership is open to any individual or organization interested in supporting the overall purpose and mission of the Committee.
- B. Membership will be advertised and promoted to add members to the Committee as needed.
- C. All members must comply with the *MCoC Conflict of Interest Policy*.
- D. The HVAC Chair/s will be elected by members of the Committee.

### **Section 4: Meetings**

- A. Members meet weekly for case consultation and monthly for the Steering meeting.

### **Section 5: Resources**

- A. The HVAC Committee requires the following resources in order to complete their work:  
An updated Veteran By-Name List, which offers the data necessary to fulfill all the duties outlined above.

### **Section 6: Communication**

- A. The Homeless Veteran Action 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.
- B. Other suggestions or recommendations will be documented and shared with the MCoC, and the MCoC Board of Directors (“Board”), as relevant.



## **Addendum 9:**

# **Maine Continuum of Care Youth Committee Charter**

### **Section 1. Purpose**

The Homeless Youth Provider Group or Maine Continuum of Care (“MCoC”) Youth Committee works to ensure that there is a system of services in place for youth who are identified as experiencing homelessness or at risk of homelessness that follows best practices and meets federal and state standards of care. The Committee works 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 Youth Committee exists to:*

- A. Build awareness of best practices for serving youth experiencing homelessness and at risk of homelessness, and disseminate that information to provider agencies.
- B. 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.
- C. Advocate for policies that improve access to resources for youth experiencing homelessness and at risk of homelessness.
- D. Create opportunities for coordination of services between state agencies and youth-serving organizations.
- E. Serve as an expert resource on youth homelessness to the MCoC, Maine’s Statewide Homeless Council (“SHC”) and Maine state agencies.
- F. 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**

- A. The Youth Committee consists of homeless youth providers, and all interested in furthering the mission of the Committee.
- B. Membership will be advertised and promoted to add members to the Committee as needed.
- C. All members must comply with the *MCoC Conflict of Interest Policy*.
- D. The Youth Committee Chair/s will be elected by members of the Committee.

### **Section 4: Meetings**

- A. Meetings occur monthly.

### **Section 5: Resources**

The Youth Committee requires the following resources:

- A. Annual MCoC Point In Time (“PIT”) Count;
- B. Evaluation and Deduplication of Addendum; and
- C. HUD McKinney-Vento Homeless Assistance Act information.

## **Section 6: Communication**

- A. The Youth Committee will communicate with the MCoC and/or MCoC Board of Directors (“Board”) bimonthly, or as needed.
- B. This will include, but is not limited to, any action items generated by the Committee, policy recommendations, funding opportunities, guidance on inclusion of youth voice into policy decision-making, best practices for youth serving programs and the U.S. Department of Housing and Urban Development (“HUD”) -mandated procedures.

**Addendum 10**

**Maine Continuum of Care  
Board of Directors Bylaws**