MID-WILLAMETTE VALLEY HOMELESS ALLIANCE GOVERNANCE CHARTER

MWVHA Board Approved 01.09.2026

ARTICLE I. CONTINUUM OF CARE NAME AND PURPOSE

A. NAME OF THE CONTINUUM OF CARE (COC)

The name of this organization is the Mid-Willamette Valley Homeless Alliance, which serves as the region's Continuum of Care, herein referred to as "the CoC."

B. CONTINUUM OF CARE (COC) OVERVIEW

1. **GEOGRAPHIC BOUNDARIES**. The CoC represents the geographic region within the boundaries of Marion and Polk counties.

2. **PURPOSE**. The CoC is organized to carry out the purposes of the U.S. Housing and Urban Development (HUD) Continuum of Care program as described in 24 CFR Part 578. The CoC promotes communitywide commitment to the goal of preventing and ending homelessness; provides funding for efforts by nonprofit providers and state, tribal and local governments to quickly rehouse homeless individuals, including unaccompanied youth and families, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promotes access to and effective utilization of mainstream housing and homeless services programs by homeless individuals, and optimizes self-sufficiency among individuals and families experiencing homelessness. Its work includes gathering and analyzing data to determine local needs of and resources available to people experiencing homelessness, developing and prioritizing a menu of strategic responses, collaboratively implementing a strategic plan, promoting service coordination, educating the public on homeless issues, providing advice and input on homeless services operations, leveraging resources for maximum impact, and measuring and promoting strong program performance. Through collaborative efforts of local and tribal governments, school districts, nonprofit organizations, and other participating stakeholders, the CoC seeks to develop an evidence-based system of services, including stable housing, designed to meet the unique and complex needs of adults, youth, children, and families in Marion and Polk counties who are at risk of or are experiencing homelessness.

ARTICLE II. CONTINUUM OF CARE GOVERNANCE STRUCTURE

A. BOARD OF DIRECTORS

1. **NAME**. The name of the CoC governing board is the Mid-Willamette Valley Homeless Alliance Board of Directors, herein referred to as the "CoC Board" or the "Board." The CoC has established a governing board as required by 24 CFR part 578.7(a)(3). The Board is responsible for the overall policy and direction of the CoC and may delegate responsibility for day-to-day operations to staff and committees.

2. **VOTING MEMBERSHIP**. The Board will consist of at least thirteen (13) voting members. Board members will serve without compensation, with the exception of board-appointed youth members and designated youth alternates who may receive stipends for board meeting attendance consistent with the board-approved stipend policy. Voting members may not have conflicts of interest, as defined in

Article III of this charter and 24 CFR part 578.95, with the exception of a voting board member who has an organizational conflict of interest and complies with the recusal process described in Article III.

Board membership includes representation from the following organizations or subpopulations.

a. One representative from each of the following organizations:
   i. Union Gospel Mission, a faith-based organization;
   ii. The Confederated Tribes of Grand Ronde;
   iii. Local governments:
      (a). City of Independence
      (b). City of Keizer
      (c). City of Monmouth
      (d). Polk County
   iv. Salem-Keizer School District (24J);
   v. Salem Health;
   vi. Northwest Human Services, a nonprofit organization;
   vii. PacificSource Community Solutions, Marion County and Polk County Coordinated Care Organization; and
   viii. Willamette Health Council

b. One homeless or formerly homeless individual appointed by the Law Enforcement Assisted Diversion Program and two individuals who are currently or have been homeless within the past seven years, recommended by the Collaborative Committee, working with the region's social service agencies serving individuals experiencing homelessness.

c. If desired by Backbone (CoC's Youth Action Board), one Backbone member.

d. Two representatives from the City of Salem and Marion County. In the alternative, pursuant to Section 11 of Article 2, Marion County and the City of Salem may appoint one representative who may exercise two votes.

3. **EX-OFFICIO BOARD MEMBERS**. In addition, seven (7) ex-officio participants may serve as non-voting, ex-officio board members, participating in discussions and representing such groups as:
   a. Marion County, Salem, and West Valley Housing Authorities;
   b. Mid-Willamette Valley Community Action Agency;
   c. Polk County Veteran Services; and
   d. Co-chairs of the CoC Collaborative Committee.

4. **BOARD SELECTION PROCESS**.
   a. The initial CoC Board of Directors will be nominated by the Development Council established by a 2019 Memorandum of Agreement, in consultation with the stakeholders workgroup.
   b. Each organization nominated for representation on the CoC Board will identify persons to serve who hold elected or senior staff roles in decision-making for that organization.
   c. Members serve at the pleasure of the CoC Board.
   d. Any directors representing organizations newly added to the Board by amendment to this charter, will be nominated and confirmed by vote of the CoC Board.
   e. Pursuant to 24 CFR part 578.7(a)(3), the CoC Board will submit this written selection process to the CoC Collaborative Committee, described in Section D of this article, and Board of Directors for review, update, and approval at least once every five (5) years.

5. **BOARD AND PROVIDER FINANCIAL CONTRIBUTIONS, MEMBER STIPENDS**.

a. Each organization represented as a voting member on the CoC Board will contribute funds to supplement CoC operations, contingent on the organization's budgetary authority. Contributions will be reviewed and approved annually by the CoC Board.
b. Any provider awarded CoC Program funds starting with the FY 2021 competition may be assessed 1% of the grant award to support the administrative and system work of the Continuum of Care, pursuant to Article VI, Section 7.
c. Board members representing persons with lived experience may receive stipends, contingent on budget authority. Stipends are not considered compensation. Rather, the purpose of stipends is so that persons with lived experience may overcome barriers that could prevent them from participating in leadership meetings and other board activities.

6. **BOARD ALTERNATES**. Board members may designate an Alternate for a single meeting who can attend in the board member's place if the member must miss a meeting. The Alternate must represent the same organization or subpopulation as the absent board member. Prior to the board meeting, absent board members or their designee must communicate in writing to CoC staff confirming the Alternate's attendance and granting authority for the Alternate to vote. In the alternative, board members may designate a permanent alternate, provided that the alternate meets the requirements in Article II, A, 4 b.

7. **TERMINATION.** The Board may remove any member when it determines it is in the interest of the CoC to do so. Member terminations require a 2/3 vote of the appointed, voting membership. Reasons for removal include excessive absences from meetings, conduct that is contrary to the board's code of conduct, or noncompliance with conflict of interest or other board policies.

8. **RESIGNATION**. Resignations by board members shall be submitted in writing to CoC staff, who will forward the resignation notice to board leadership. Resignations will be announced at the next regularly scheduled board meeting. For board positions representing designated organizations, resignation is implied if persons seated on the Board are no longer affiliated with the organization that appointed them. The appointing organization is then responsible for assuring that another qualified person is appointed to represent that organization.

9. **MEETINGS**. Pursuant to 24 CFR part 578.7(a)(1), the Board will meet at least annually in conjunction with the CoC Collaborative Committee to conduct general CoC business. Inclusive of this annual joint meeting, the Board will meet at least quarterly, and may meet more frequently at the call of the chair. The CoC Board is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public.

10. **QUORUM**. A majority, defined as 50% plus one, of the appointed, voting board membership will constitute a quorum for the transaction of all business at meetings. Members may attend either in person or by conference call, so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone conferencing may be counted towards achieving a quorum.

11. **VOTING**. Each board member will hold one vote on all matters brought before the Board. However, in recognition of their significant financial contributions to the effort, Marion County and the City of Salem may select two persons to represent each organization's interests on the CoC Board, or in the

alternative may select one representative who shall have two votes on any matter. Board decisions shall be made by a majority of the total votes available to the entire appointed, voting board membership.

12. **NOTICE AND INCLUSION.**
    a. The Board will provide for and give public notice, reasonably calculated to give actual notice, to board members, interested persons, news media that have requested notice, and general public notice. Notice shall include the time and place for holding regular meetings. The notice will also include a list of the primary subjects anticipated to be considered at the meeting. Distribution of meeting notices will be in a manner that maximizes the potential of the public awareness of board proceedings and for the public to participate in its deliberations.
    b. Whenever possible, matters resulting in a recommendation to the Board will be deliberated during a minimum of two meetings to assure maximum participation.
    c. The Board encourages input to its deliberations and decision-making from a diversity of stakeholders, including consumers and community members from diverse genders, racial and ethnic origins, cultural groups, and geographic areas within the CoC boundaries. CoC members are encouraged to bring ideas or concerns to the attention of the CoC Board and staff.
    d. The Board will conduct outreach at least semi-annually with business organizations, such as economic development forums, chambers of commerce, and Rotary clubs, to inform business leaders about current issues surrounding homelessness and gather information from a business perspective.

13. **AGENDAS.** Items may be placed on a written meeting agenda by any board member or by CoC staff. The agenda will be distributed to members and through public notice at least one week prior to a Board meeting.

B. BOARD OFFICERS

1. **CHAIR.** The Board will accept nominations and elect a chair annually. The chair may be elected for subsequent terms. The chair will act as leader of the convened meeting and as the parliamentarian. The chair will enforce board policies and membership rules and will guide the conduct of public meetings. The chair is the official board representative and shall be the primary spokesperson to the media.

2. **VICE CHAIR.** The chair will select a vice chair, with board consent. In the absence of the chair, the vice chair will assume the chair's responsibilities. If neither the chair nor vice chair is available for a public meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

3. **EXECUTIVE COMMITTEE LEADERSHIP**. The chair and vice chair serve as leaders of the CoC Executive Committee, as described in Section E.1.

C. STAFF RESPONSIBILITIES TO THE CoC BOARD

1. **STAFF SUPPORT**. Program staff that supports the CoC Board and its committees and workgroups will be provided through the ORS 190 Entity, Mid-Willamette Valley Homeless Alliance. Subject to available funding for CoC operations, Mid-Willamette Valley Council of Governments (COG) will provide additional administrative support, as well as in-kind materials and services, to support the CoC. To maintain a neutral role in facilitating meetings, staff representing the COG will not hold authority to vote on matters placed before the CoC Board.

2. **UNIFIED FUNDING AGENCY.** The CoC will seek designation as a Unified Funding Agency from the U.S. Department of Housing & Urban Development.

3. **MEETING PREPARATION**. CoC staff is responsible for meeting preparation, which includes:
   a. Locating, reserving, and preparing the meeting space;
   b. Sending meeting notice, written agendas, and minutes to the CoC distribution list one week prior to the meeting and a reminder one day prior to the meeting;
   c. Compiling background materials and staff reports;
   d. Planning Board meetings in collaboration with the Executive Committee;
   e. Taking attendance at meetings; and
   f. Providing facilitation as needed.

4. **MINUTES.** CoC staff will serve as the CoC Board Administrator and prepare meeting minutes. Minutes will include a list of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and a vote by each member by name, the substance of any discussions on any matter, and reference to any document discussed at that meeting. Minutes will be posted on the CoC website and distributed to the Board membership one week prior to the monthly meeting.

5. **RECORDS**. Pursuant to 24 CFR part 578.103 and 24 CFR part 578.5(b), staff will maintain CoC records to document compliance with HUD requirements, including the following:
   a. Approved CoC governance charter that includes a written process to select the CoC Board;
   b. Documentation of required reviews and updates, including the annual charter review and review of board selection process every five years;
   c. CoC board and committee rosters, designating representation of sectors and subpopulations;
   d. Agendas and minutes of CoC Board, committee, subcommittee, and workgroup meetings;
   e. Designation of a single Homeless Management Information System (HMIS) for the CoC;
   f. CoC applications for funds as set forth in 24 CFR part 578.9;
   g. Use of planning funds for eligible costs and other grant management documentation, pursuant to 24 CFR part 578.39; and
   h. Completed and signed CoC conflict of interest forms, required in Article III, Section 5 of this charter.

6. **OTHER RESPONSIBILITIES**. CoC staff will maintain distribution lists, distribute communications to CoC members and the community at large, develop and maintain a CoC webpage, support CoC committees and workgroups, produce and submit applications for funds, and perform other duties as assigned by the CoC Board to support the CoC.

D. CoC COLLABORATIVE COMMITTEE

1. **PURPOSE.** The purpose of the CoC Collaborative Committee is to assist the Board in accomplishing the responsibilities of the Continuum of Care, as described in Article IV. CoC Collaborative Committee duties include the following:
   a. Recommend individuals who are homeless or have been homeless within the past seven years to serve on the CoC Board pursuant to Article II.A.2;
   b. Review, update, and recommend the written selection process for CoC board member appointments, described in Article IV.B.3, at least once every five (5) years;
   c. Meet at least annually in conjunction with the CoC Board to conduct general CoC business pursuant to Article II.A.9; and

d. Provide input to the Performance and Evaluation Committee on its recommendations to the CoC Board to improve system performance, pursuant to Article II.E.1.

2. **MEMBERSHIP**. Participation in the Continuum of Care is open through the CoC Collaborative Committee to interested organizations and to interested individuals representing the community at large. Member agencies will be responsible for identifying CoC representatives. Participating agencies may have more than one person identified as a CoC representative. Homeless and formerly homeless people are encouraged and supported to participate. A roster of CoC Collaborative Committee participants will be maintained and posted on the CoC website.

3. **VOTING.** Each member organization and community at large member who has participated in at least two (2) meetings in the preceding twelve (12) months shall have one vote at subsequent meetings on each matter submitted to a vote of CoC members. To the maximum extent possible, committee meetings shall operate on a consensus basis. However, members can request a majority vote on specific issues. Agencies with more than one representative in attendance will determine in advance which representative will vote. In all cases, each member organization has only one vote.

4. **CO-CHAIRS.** The CoC Board will appoint co-chairs to facilitate CoC Collaborative Committee meetings, based on nominations from the CoC Collaborative Committee. One co-chair will represent the public (governmental) sector and the other will represent the private (nongovernmental) sector. Co-chairs will serve for two-year terms and may be reappointed by the Board.

5. **RECRUITMENT AND OUTREACH.** The CoC Board will publish and disseminate an open invitation at least annually for those within the CoC area to join as new CoC Collaborative Committee members. CoC staff will document recruitment efforts. The CoC Board will identify and address membership gaps in essential sectors and will recruit so that membership requirements are being met, pursuant to 24 CFR part 578.7. Outreach will be conducted to obtain representation from the following groups, listed in 24 CFR part 578.5(a):
   a. Nonprofit homeless assistance providers;
   b. Victim service providers;
   c. Faith-based organizations;
   d. Governments;
   e. Businesses;
   f. Advocates;
   g. Public housing agencies;
   h. School districts;
   i. Social service providers;
   j. Mental health agencies;
   k. Hospitals and health care organizations;
   l. Universities;
   m. Affordable housing developers;
   n. Law enforcement;
   o. Organizations that serve Veterans;
   p. Homeless and formerly homeless individuals; and
   q. Other relevant organizations within the CoC's geographic boundaries, such as organizations and coalitions that serve unaccompanied youth, employment councils, substance abuse providers, and early learning hubs.

6. The Collaborative Committee may establish subcommittees and workgroups to accomplish the Collaborative Committee's work and appoint Collaborative Committee members to serve.

E. COMMITTEES AND WORKGROUPS

1. **STANDING COMMITTEES AND WORKGROUPS**.
   a. **APPOINTMENTS.** The CoC Board will appoint members representing organizations participating in the CoC Collaborative Committee to the standing committees and workgroups. The Board will also designate chairs or co-chairs to facilitate committee or workgroup meetings.
   b. **MEETING MINUTES AND COMMITTEE RECORDS.** CoC staff will be assigned to take notes at standing committee and workgroup meetings and assure that CoC policies and processes are followed. CoC staff will also maintain lists of committee and workgroup membership and post the lists to the CoC webpage.
   c. **RESIGNATIONS.** Resignations by committee and workgroup members shall be submitted in writing to CoC staff, who will forward the resignation notice to board leadership. Resignations will be announced at the next regularly scheduled board meeting.
   d. **LEAVES OF ABSENCE**. Leaves of absence may be considered by the CoC Board, based on extenuating circumstances and clearly delineating the length of time allowed for a requested leave of absence. The CoC Board may consider extending a leave of absence, upon request of the absent member, or a caseworker for Youth Action Board members. While on a leave of absence, committee or workgroup members do not count towards the quorum requirement for meetings.
   e. **TERMINATION.** The Board may remove any committee member when it determines it is in the interest of the CoC to do so. Committee member terminations require a 2/3 vote of the appointed, voting membership. Reasons for removal include excessive absences from meetings, conduct that is contrary to the board's code of conduct, or noncompliance with conflict of interest or other board policies.
   f. **STANDING COMMITTEES AND WORKGROUPS**. The following committees and workgroups shall be considered the standing committees and workgroups that report directly to the CoC Board.
      i. **PERFORMANCE AND EVALUATION COMMITTEE.** The Performance and Evaluation Committee shall review and recommend to the Board the policies, timelines, and scoring tools for application review and ranking process as part of the Continuum of Care competition for funds. The Performance and Evaluation Committee shall also be responsible for monitoring and reviewing CoC- and Emergency Solutions Grants (ESG-) funded projects and general system performance. The Performance and Evaluation Committee shall make recommendations to the CoC Board to improve system performance with input from the CoC Collaborative Committee. With the exception of the HMIS Lead, members of this committee may not have a conflict of interest, described in Article III, and may not be affiliated with an organization that is a recipient of HUD funds.
      Ii **REVIEW AND RECOMMENDATIONS COMMITTEE**.
         1. The CoC Board will appoint a committee of not fewer than six (6) members, with at least two people from the Collaborative Committee or other service providers, with prioritization given to people with lived experience, including members of Backbone, the CoC's Youth Action Board. The committee will review and recommend ranking for project applications during the annual process described in Article IV, Section E.
         2. The CoC Board will designate a committee member to serve as chair of the Review and Recommendations Committee. If the chair is unavailable for a public meeting, then the

assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

3. The CoC Board will strive to appoint committee members who are knowledgeable about homelessness and housing in the region and representative of relevant sectors, subpopulations, and geographic areas of the region.
4. Committee members will complete conflict of interest forms affirming that they are not employees or do not have organizational or business relationships or other conflicts of interest as described in Article III.
5. Committee members must be willing to dedicate time for application review and committee meetings during the application process.

iii. **COORDINATED ENTRY COMMITTEE.** The Coordinated Entry Committee recommends policies and procedures for the CoC's coordinated entry system. The committee is also responsible for monitoring the progress of organizations implementing coordinated entry to ensure it is functioning effectively, conducting an annual Coordinated Entry System evaluation, and recommending changes, as necessary. The committee shall recruit agencies for participation in coordinated entry.

iv. **HMIS USERS WORKGROUP.** The HMIS Users Workgroup consists of the HMIS Agency Administrators from organizations using the Homeless Management Information System (HMIS). The workgroup is co-chaired by the HMIS Lead organization or its designee, and the HMIS Designated Coordination Entity, as described in Article IV.B.2. The workgroup shall identify barriers to implementation of the CoC Data Quality Plan and ensure agencies and individual users have what they need to be timely, complete, and accurate in their use of HMIS, and review and make recommendations on HMIS policies and protocols to the HMIS Lead, HMIS Coordination Entity, and CoC Board.

v. **POINT-IN-TIME COUNT WORKGROUP.** The Point-in-Time Count workgroup shall organize and conduct the Point-in-Time count, including recruitment, training, and support of volunteer outreach workers for the event.

vi. **YOUTH ACTION BOARD**. The Youth Action Board shall advise the CoC Board on policies and practices that affect youth experiencing homelessness or youth at risk of experiencing homelessness. The Youth Action Board may organize youth-focused projects or initiatives and shall work with other relevant committees and subcommittees to influence Youth Homelessness Demonstration Program planning. Youth Action Board members shall have lived experience with any form of homelessness or housing instability, including residing in emergency shelters, couch surfing, transitional living, runaway, and human trafficking.

2. **SPECIAL COMMITTEES AND WORKGROUPS**. The Board may authorize the formation of special committees or workgroups, as necessary to deal with specific problems or issues, as the Board believes appropriate. The Board will appoint members to special committees and workgroups. These special committees or workgroups will be time limited and be provided a scope of work from the Board. Special committees and workgroups will report their findings and recommendations to the Board, upon request or upon the conclusion of their work.

3. **EXECUTIVE COMMITTEE**. The Executive Committee is composed of the chair, vice chair, and at least three additional board members. At a minimum, the Executive Committee membership shall include the following representation from the CoC Board membership: Marion County, Polk County, the City of Salem, the City of Keizer, and two nonprofit organizations that are voting members of the CoC Board, pursuant to Article II, Section A. The committee works closely with staff to guide the work of the CoC Board. Committee members may not serve on the Performance and Evaluation Committee. Committee responsibilities include the following:
    a. Prepare meeting agendas and ensure matters are ready for board meetings;

b. Act on matters when authority has been delegated by the full Board to do so; and
c. Act on time sensitive, administrative matters that require a decision between board meetings, with notice provided to all board members prior to taking action and with the action(s) to be ratified at the next board meeting. Time sensitive, administrative matters include, but are not limited to, required municipal, state or federal reports and letters of support associated with grant applications. Action will not be taken under this subsection if any Board member notifies the Board Chair of the member's objection prior to the Executive Committee's action on a time sensitive matter.

4. **APPEALS COMMITTEE**. The Board may appoint a committee of a minimum of three (3) board members to review and make appeal decisions during the application process described in Article IV, Section E. Those appointed to the Appeals Committee may not have participated in the review and ranking process, must have signed conflict of interest forms on file with CoC staff, and must affirm upon committee appointment that they do not have conflicts of interest with agencies applying for CoC Program funding. In the alternative, the Board may also delegate this responsibility to the Executive Committee. Executive Committee members who participate in the appeals process may not have organizational conflicts of interest and may not have participated in the review and ranking process.

ARTICLE III. CONFLICT OF INTEREST AND CODE OF CONDUCT

A. CONFLICT OF INTEREST

1. **GENERAL PROVISIONS**. A conflict of interest is a situation in which members or one of their family members have a personal or financial interest that compromises or could compromise the members' independence of judgment in exercising their responsibilities to the CoC. It is the position of this CoC that conflicts of interest shall not compromise the CoC's work and that even the appearance of a conflict shall be avoided in all circumstances.

2. **ADHERENCE TO CONFLICT OF INTEREST POLICY**. CoC Board and Performance and Evaluation Committee members are expected to adhere to the CoC Conflict of Interest Policy, which requires the member to minimize conflicts of interest; disclose ethical,legal, financial, and other conflicts; and remove themselves from decision-making if theywould otherwise be called on to act on a conflict involving themselves, their family membersor entities with which they or their family members are closely associated. Under the policy, CoC Board and Performance and Evaluation Committee members are required to disclose actual or potential conflicts of interest, as well as certain relationships and transactions. No CoC Board or Performance and Evaluation Committee member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents, pursuant to 24 CFR part 578.95.

3. **DEFINITIONS.** The CoC will assure that CoC Board and Performance and Evaluation Committee members acknowledge the federal and state definitions of conflict of interest and are in full compliance with state and federal law.
   a. Conflict of Interest definitions aligning with federal statute are:
      i. **Conflict of Interest** generally means a situation in which members or their immediate family member have, directly themselves or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise themembers' independence of judgment in exercising their responsibilities to the CoC.

ii. **Prohibited Conflict of Interest** means a conflict of interest that would prevent a member from serving on the CoC Board or Performance and Evaluation Committee or participating in any of the board or committee activities. A member who has a potential or actual Prohibited Conflict of Interest must resign from the CoC Board or Performance and Evaluation Committee. Prohibited Conflicts of Interest include: CoC compensation and employment; loans; federal employee status; use of CoC equipment, facilities, assets, or staff time for non-CoC purposes; and acceptance of gifts, gratuities, favors, or anything of monetary value.

iii. **Issue-Specific Conflict of Interest** means a conflict of interest that would prevent a member from voting on or being present during the discussion of a specific issue, such as votes on contracts and CoC leadership.

iv. **Organizational Conflict of Interest** means a conflict that arises when, because of activities or relationships with other persons or organizations, the CoC Board member or Performance and Evaluation Committee member is unable or potentially unable to render impartial assistance in exercising their duties or obligations to the CoC, or when that member's objectivity in performing their work is or might be otherwise impaired. Such an organizational conflict would arise when a member of a participates in a decision concerning the award of a grant, or provision of other financial benefits, to an organization with which such member is Closely Associated. An organizational conflict may also arise if the CoC Board member or Performance and Evaluation Committee member, because of their status as a member, participates in a decision-making process that might result in an award of funding to an entity with which the member is Closely Associated, or gains information from their status as a member in a way that would benefit an entity with which the member is Closely Associated.

b. Oregon Revised Statutes Chapter 244 defines actual and potential conflict of interests for members of public bodies. No CoC Board or Performance and Evaluation Committee members shall participate in a decision in which they have a private pecuniary interest. Affected members shall disqualify themselves from participation by written notification to the Board, as required by ORS 244.120.

   i. **A potential conflict of interest** exists when a member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The member may participate in an action after declaring the potential conflict and announcing its nature.

   ii. **An actual conflict of interest** exists when an action is reasonably certain to result in a special benefit or detriment to the member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member must then refrain from taking any official action, except when the member's vote is necessary to achieve a quorum. When a vote is necessary to achieve a quorum, the member may vote, but may not participate in any discussion or debate on the issue out of which the actual conflict arises.

4. **PENALTIES**. CoC Board or Performance and Evaluation Committee members who purposefully conceal conflicts of interest, refuse to recuse themselves from voting, or engage in other conduct that violates the CoC Conflict of Interest policy will be subject to removal from the CoC Board or Performance and Evaluation Committee.

5. **ANNUAL DECLARATION AND RECUSAL**. CoC Board and Performance and Evaluation Committee members are to annually receive a copy of the CoC Conflict of Interest Policy, complete the Conflict of Interest Disclosure Form, sign the CoC's Conflict of Interest form, and submit the form to CoC staff. Board members having an organizational conflict of interest described in 24 CFR part 578.95 will inform the CoC Board of the conflict and excuse themselves from the meeting during such discussions. The CoC Board chairperson will track which CoC Board members have organizational conflicts of interest and

assist to ensure such members do not participate in discussions or decisions in which the members have a conflict of interest. The minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested Board members' actual or potential conflicts of interest and their recusal from deliberations and voting.

B. CODE OF CONDUCT

1. **GENERAL PROVISIONS**. CoC members are expected to observe the highest standards of ethical conduct in the execution of their responsibilities, to conduct themselves with courtesy and respect, and to refrain from harassment, intimidation, discrimination, and physical or verbal abuse.

2. **CONFIDENTIALITY**. CoC members must respect and maintain the confidentiality of sensitive information they may gain from their association with the CoC. This may include personal information about community members experiencing homelessness.

3. **RESPONSIBILITY AND INTEGRITY**. In the performance of their duties, CoC members are expected to carry out CoC duties to the best of their abilities, and to maintain the highest standards of integrity for actions with other CoC members, including CoC board members, service providers, service recipients, and members of the general public. CoC board and committee members shall put forth honest effort in the performance of their duties to advance the CoC's mission, exercising sufficient control and supervision over matters for which they are individually responsible, and should not do anything to bring the full CoC or its members into disrepute.

4. **MISUSE OF POSITION**. Misuse of position is prohibited. CoC members must not use their position with the CoC for personal gain or for the benefit of family or friends.

5. **COMMUNICATIONS**. CoC members, including board and appointed committee members, shall make clear when communicating publicly or with the media, whether they are speaking in their own name, on behalf of their agency or organization, or on behalf of the CoC, if the CoC Board has empowered them to speak on the CoC's behalf.

6. **WASTE, FRAUD, AND ABUSE**. CoC members shall disclose waste, fraud, abuse, and corruption in the operation of the Continuum of Care to appropriate authorities.

7. **EQUAL OPPORTUNITY**. CoC Board and committee members shall adhere to laws and regulations that provide equal opportunity for all people regardless of race, color, religion, gender, identity, national origin, ethnicity, sexual orientation, age, or disability.

8. **PENALTIES**. This Code of Conduct will be distributed annually to CoC members. Members in violation of any portion of this Code of Conduct will be subject to disciplinary action, which could include immediate termination from the CoC Board or CoC committees.

9. **ANNUAL DECLARATION**. CoC board and appointed committee members are to annually receive a copy of the Code of Conduct, acknowledge receipt by signing a form, and submit a copy of the signed form to CoC staff.

ARTICLE IV. OPERATING THE CONTINUUM OF CARE

A. CoC RESPONSIBILITIES

The CoC Board is responsible for assuring that the following responsibilities are accomplished, with broad participation from CoC stakeholders.

1. Hold meetings of the full membership, with published agendas, at least semi-annually, pursuant to 24 CFR part 578.7(a)(1).

2. Make an invitation for new members to join the CoC publicly available within the geographic area at least annually, pursuant to 24 CFR part 578.7(a)(2).

3. Adopt and follow a written process to select a board to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least once every five (5) years, pursuant to 24 CFR part 578.7(a)(3).

4. Appoint additional committees, subcommittees, or workgroups, pursuant to 24 CFR part 578.7(a)(4).

5. In consultation with the Collaborative Applicant and HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with Subpart B of part 578.7 and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board, pursuant to 24 CFR part 578.7(a)(5).

6. Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers, pursuant to 24 CFR part 578.7(a)(6).

7. Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report to HUD, pursuant to 24 CFR part 578.7(a)(7).

8. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals for housing and services. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This requirement, along with requirements established by HUD by notice, is pursuant to 24 CFR part 578.7(a)(8).

9. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance, as further described in 24 CFR part 578.7(a)(9).

10. Designate and operate a single Homeless Management Information System (HMIS) for the geographic area, including designating a single system and an HMIS lead; reviewing, revising, and approving a

privacy plan, security plan, and data quality plan for the HMIS; ensuring consistent participation of recipients and subrecipients in the HMIS; and ensuring that the HMIS is administered in compliance with HUD requirements, pursuant to 24 CFR part 578.7(b).

11. Develop a CoC plan that includes coordinating the implementation of a housing and service system that meets the needs of homeless individuals, including unaccompanied youth and families. The system shall include, at a minimum, outreach, engagement, assessment, shelter, housing, supportive services, and prevention strategies, pursuant to 24 CFR part 578.7(c)(1).

12. Plan for and conduct, at least biennially, a Point-in-Time Count of homeless persons within the geographic area, as described in 24 CFR part 578.7(c)(2).

13. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area, pursuant to 24 CFR part 578.7(c)(3).

14. Provide information required to complete the Consolidated Plan(s) within the CoC's geographic area, pursuant to 24 CFR part 578.7(c)(4).

15. Consult with state and local government Emergency Solutions Grants program recipients within the CoC's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and subrecipients, pursuant to 24 CFR part 578.7(c)(5).

16. Prepare an application for funds that includes a collaborative process in response to a Notice of Funding Availability (NOFA) published by HUD under 24 CFR part 578.19.

B. CoC REPORTS

The CoC Board shall approve the following reports and documents prior to releasing such reports and documents to the community:

1. CoC Program Project Priority List;

2. Gaps Analysis;

3. Strategic Plan

4. Annual or Biennial Point-in-Time Count Report;

5. Housing Inventory Count; and

6. Longitudinal Systems Analysis (LSA).

C. CoC CORRECTIVE ACTIONS PROCESS

1. **ANNUAL PROGRAM REVIEW**. CoC funded programs or projects will be reviewed by the Performance and Evaluation Committee annually, with findings reported to the CoC Board.

2. **RESPONSES TO IMPROVE PROGRAM PERFORMANCE**.
   a. Should the Board determine that a program is not meeting established performance measures, staff will notify the program or project in writing. The organization overseeing the program or project will

have the opportunity to provide additional performance information within 30 days of receipt of the CoC notification.

b. If the program or project's performance is related to certain items as determined by the CoC Board, such as~~,~~ late Annual Performance Report submissions, unused funding, low utilization, low exits to permanent housing, low scores on income measures, or alignment of program participation with wait list protocols, the CoC Board may place a program on probation to improve its performance.
c. During the probationary period, the CoC will enter into a Performance Improvement Agreement with the program or project needing improvement, listing specific expectations and timeline.
d. CoC staff will facilitate technical assistance, as needed and available, as part of the Performance Improvement Agreement. The organization overseeing the program or project is responsible for requesting specific assistance in low-scoring performance areas and requesting clarifications~~s~~ from the CoC about performance measures and expectations.
e. The length of the probationary period will be proposed by the Performance and Evaluation Committee, negotiated by CoC staff, and approved by the CoC Board. Extensions may be requested for extenuating circumstances and are subject to board approval. If the program or project does not fulfill the agreed-upon expectations included in the Performance Improvement Agreement, the Board may reduce funding or ranking, may reject future applications from that program or project for HUD CoC Program funds, or other remedies approved by HUD.

D. DESIGNATING AND OPERATING A HOMELESS MANAGEMENT INFORMATION SYSTEM

1. **HMIS PURPOSE**. The primary purpose of the CoC's Homeless Management Information System (HMIS) is to aggregate data on homelessness across Marion and Polk counties to accurately describe the region's scope and evaluate the effectiveness of efforts to reduce and end homelessness. The CoC uses HMIS to:
   a. Understand the characteristics and service needs of homeless people;
   b. Analyze how homeless people use services;
   c. Evaluate program effectiveness and outcomes;
   d. Improve access to and delivery of services for people experiencing homelessness; and
   e. Strengthen community planning and resource allocation.

2. **DESIGNATED HMIS ROLES**. The ORS 190 Entity, Mid-Willamette Valley Homeless Alliance ("ORS 190 Entity") is designated as the HMIS Lead Agency/Administrator. WellSky is the vendor that provides the licensed software for the HMIS system. Mid-Willamette Valley Community Action Agency is designated as the CoC region's HMIS Coordination Entity, designated by the HMIS Lead to coordinate data collection and data analysis for the region. The CoC Board oversees the work of the HMIS partners.

3. **HMIS DECISIONMAKING AUTHORITY**. All key HMIS decisions affecting local CoC strategic direction or operations are made by the CoC board, in consultation with the HMIS Users Workgroup and HMIS Coordination Entity. The CoC Board will designate representatives to serve on the Oregon Multi-CoC Homeless Management Information System (HMIS) Governance Committee.

4. **HMIS LEAD RESPONSIBILITIES**. The ORS 190 Entity, as HMIS Lead, works closely with the CoC and is responsible for maintaining the CoC's HMIS system in compliance with HUD standards. The ORS 190 Entity is responsible for coordinating the following activities:
   a. Providing operation, security, maintenance, system auditing, and technical support of HMIS central hardware, software, and connectivity;
   b. Executing a written HMIS Participation Agreement with each HMIS Participating Agency, which includes the role, obligations, and authority of the HMIS Lead and the agency and requirements to comply with security, privacy, and data quality plans;

c. Setting up and managing user accounts, access levels, and passwords;
d. Providing technical and user support for HMIS software, including agency account set-up, system monitoring and testing, problem diagnosis and resolution, and routine software and information maintenance;
e. Working with Mid-Willamette Valley Community Action Agency, as the CoC region's HMIS Coordination Entity, to provide and coordinate ongoing training and technical support for the system;
f. Ensuring consistent HMIS participation by CoC and Emergency Shelter Grant (ESG) recipients and subrecipients;
g. Maintaining and updating a Privacy Plan, Security Plan, and Data Quality Plan;
h. Working with Mid-Willamette Valley Community Action Agency, as the CoC region's HMIS Coordination Entity, to ensure the accuracy of data, including regularly assessing that all participating agencies are accurately and comprehensively capturing participant entry and exit dates and providing technical assistance to correct data quality challenges;
i. Coordinating regular end user meetings; i.e., HMIS Users Workgroup and Agency HMIS Administrators meetings, to discuss software updates, data entry, report writing, and system management issues;
j. Serving as point of contact for end user questions and concerns;
k. Assessing compliance with the CoC's HMIS Policies and Procedures Manual;
l. Maintaining contact with the software product developer to ensure consistent and uniform communication among product support personnel and the community;
m. Generating information on the community's homeless and housing situation for community planning, advocacy, and funder reporting requirements;
n. Assisting end users in the creation of custom reports and queries;
o. Providing regular aggregate data reports to participating agencies, CoC staff, and the CoC Board;
p. Reviewing and implementing product upgrades;
q. Completing the Annual Longitudinal System Analysis Report;
r. Conducting regular data quality checks and providing reports to the CoC Board; and
s. Serving as the applicant to HUD for grant funds to be used for HMIS activities for the CoC's geographic area, as approved by the CoC Board.

5. **PROVIDER PARTICIPATION**. Any organization within the CoC geographic region that receives Continuum of Care Program and Emergency Solutions Grant (ESG) funds must participate in HMIS as an HMIS Participating Agency. In addition, the CoC encourages all providers of services to homeless individuals and families within the CoC geographic area, regardless of whether they receive CoC or ESG funds, to become an HMIS Participating Agency and include their data in HMIS.

6. **HMIS MANUAL**. To ensure compliance with HUD requirements, the HMIS Lead, in collaboration with the HMIS Coordination Entity, HMIS Users Workgroup and other stakeholders, is responsible for developing and annually reviewing and updating the CoC's HMIS Policies & Procedures Manual. The manual provides the framework for the ongoing operations of the HMIS system. It includes the CoC's privacy, data quality, and security plans for the HMIS system. At any time, the HMIS Lead, HMIS Coordination Entity, HMIS Users Workgroup, or CoC Collaborative Committee may identify elements of policies or procedures or other HMIS-related plans that need to be revised. Recommendations for revisions are to be submitted to the HMIS Users Workgroup. The HMIS Lead will present the HMIS Policies & Procedures Manual to the CoC Board annually for review and approval, or more frequently if significant substantive changes are proposed.

E. PREPARING AN APPLICATION FOR FUNDS

1. **PURPOSE**. A major function of the Continuum of Care is to prepare and oversee the applications for CoC funds administered by HUD under the McKinney-Vento Homeless Assistance Act. The CoC Program is designed to assist individuals and families experiencing homelessness and to provide the services needed to help them move into housing, with the goal of long-term stability. The CoC Program funds important housing and services programs, such as permanent housing (including permanent supportive housing and rapid re-housing), transitional housing, and supportive services programs. HUD CoC Program funds are granted annually based on a national competition following the release a Notice of Funding Opportunity (NOFO). Recipients of Emergency Solutions Grant funds, another homeless assistance grant administered under the McKinney-Vento Act, are required by HUD to coordinate with the CoC. The CoC addresses that requirement through coordinating with the ESG review and ranking process and ESG scoring tool development.

2. **COLLABORATIVE APPLICANT**. The ORS 190 Entity, Mid-Willamette Valley Homeless Alliance, is designated as the CoC Collaborative Applicant and is responsible for leading and supporting all aspects of the annual HUD CoC NOFO application process, including submission of the Consolidated Application.

3. **PROJECT REVIEW PROCESS**
   a. Immediately after HUD's Continuum of Care Program NOFO is released, the Collaborative Applicant will coordinate and carry out the activities needed to successfully submit a Consolidated Application on behalf of the CoC.
   b. Tasks required for project review in preparation for NOFO submission include the following:
      i. Prior to the NOFO release, the Collaborative Applicant will develop a draft timeline for the NOFO process and design scoring tools and any corresponding local application materials to assist in the review and ranking of renewal and new project applicants. Review and ranking materials will take into consideration both local and HUD priorities.
      ii. Scoring tools and the draft timeline will be reviewed by the Performance and Evaluation Committee prior to the NOFO release and recommended to the CoC Board for approval. Upon NOFO release, CoC staff may revise NOFO materials which shall be ratified by the CoC Board.
      iii. Upon publication of the NOFO, the Collaborative Applicant will schedule and publicize a date and time for a Technical Assistance Workshop and finalize the timeline and priorities for the NOFO process.
      iv. Applicants may participate in the Technical Assistance Workshop. At the workshop, the Collaborative Applicant will present an overview of the NOFO and the process for reviewing and ranking local applications. The orientation will describe HUD application requirements, supplemental local application materials, the scoring tool, and applicable deadlines and dates. Applicants will also have an opportunity to ask questions. The CoC's NOFO timeline and application materials will be posted in the CoC webpage.
      v. Applicants will complete and submit application materials by the established deadline.
      vi. Late applications will not be accepted.
      vii. As an exception to Article IV.D.3.b.vi., applicants with significant extenuating circumstances may submit a petition to CoC staff for an extension. Extensions require the approval of the CoC Board, or the CoC Executive Committee if delegated the authority for this purpose by the Board. It is anticipated that exceptions will be granted in very rare circumstances, and not applied in situations where advance planning could have resulted in the application being submitted timely.

viii. CoC staff will conduct a review for an applicant's responsiveness to the minimum requirements and qualifications established by the RFP, and application completeness. Incomplete applications cannot be supplemented with more information or materials to reach a level of completeness, once submitted to the CoC for review and ranking, but must be completed prior to HUD submission, if selected for funding.

ix. The Review & Recommendations Committee is appointed by the CoC Board to review and rank project applications, as described in Article II, Section E. Committee members receive and review application and scoring materials prior to the committee meetings, in preparation to score each program's application.

x. CoC staff may conduct a technical review of applicant responses related to objective data, including recipient past performance, audit findings, performance measures or outcomes, and budget. Should the technical review be conducted, a technical review summary report will be provided to Review & Recommendations Committee members to assist them in evaluating project proposals.

xi. The Review & Recommendations Committee meets to jointly discuss and critique each application and may interview applicants as part of the meeting. If applicant interviews are included in the review process, all applicants submitting applications for the same project type must have the opportunity for an interview. After discussion and any applicant interviews, committee members individually score applications based on the scoring tools.

xii. A preliminary ranked list is created by the following procedures:
   (a). A ranked list is prepared based on a composite of raw scores for each application.
   (b). Applications that do not meet certain threshold requirements, as detailed on the scoring tool, will not be included on the ranked list.
   (c). If the NOFO makes available bonus funds in a program area, the highest scoring eligible projects will be designated for bonus funding in those relevant program areas.

xiii. In ranking proposals, the Review & Recommendations Committee may exercise scoring discretion in cases where community funding is at risk. Discretion may include removing prioritization of low-performing renewal projects over new projects or placing the project into Tier 2 of the priority list. Performance Improvement Agreements may be considered as part of any decision about ranking renewal projects. The committee may choose to prioritize Permanent Supportive Housing projects with a strong track record of performance above any new projects to promote and prioritize system performance through preventing returns to homelessness and promoting housing stability and retention. The committee may also exercise scoring discretion based on factors such as alignment with priorities in the Strategic Plan, population served, geographic distribution, and the need for rural versus urban services.

xiv. The CoC's goals for priority funding are to promote high-performing projects in alignment with community and federal priorities. Scoring tools will reflect the community's implementation of local and federal priorities, as determined by the CoC Board.

xv. Scores and committee feedback on applications are sent to applicants, along with a reminder of the appeals process and appeals deadline by the established applicant notification deadline.

4. **REALLOCATION OF FUNDS**. HUD encourages CoCs to reallocate funds from projects with substandard performance to higher priority community needs that also align with HUD priorities and goals. Prior to the release of the NOFO, the Performance and Evaluation Committee facilitates a reallocation discussion, which may be reviewed by the CoC Collaborative Committee, and recommends any reallocations to the CoC Board. Scenarios for potential reallocation decisions, based on the CoC's gaps analysis and strategic plan, are provided to the Performance and Evaluation Committee to consider during the ranking process. Final reallocation decisions are approved by the CoC Board.

5. **APPEALS.**
   a. **APPEALS COMMITTEE**. As described in Article II, Section E, appeals are considered by the Appeals Committee or Executive Committee, as designated by CoC Board. The Appeals Committee will be established only if an applicant requests an appeal.
   b. **ELIGIBILITY TO APPEAL**. Eligible applicants have the opportunity to appeal both their scores and preliminary rankings prior to the ranked list being finalized and approved by the CoC Board.
      i. The following applicants are eligible to appeal:
         (a). An applicant that receives less funding than applied for;
         (b). An applicant that is ranked below Tier 1;
         (c). An applicant that is ranked in the bottom third of Tier 1;
         (d). An applicant that believes its score is not reflective of the application information provided; or
         (e). An applicant that can describe bias or unfairness in the process that warrants the appeal.
      ii. Applicants that have not met the threshold requirements are not eligible to appeal.
   c. **APPEALS PROCESS**
      i. Appeals must be received in writing with supporting documentation by the established deadline.
      ii. Notices of appeal must be based on the information submitted by the application deadline. No additional or new information will be considered.
      iii. The notice of appeal must include a written statement specifying in detail the grounds and rationale asserted for the appeal.
      iv. Valid appeals will be read, reviewed, and evaluated by the Appeals Committee, that will meet to consider and deliberate appeals, based on the applicant's appeal statement and the application materials that the applicant originally submitted to the CoC.
      v. The Appeals Committee will make modifications to the preliminary list, based on the results of the appeals process. Appeals Committee decisions must be supported by a 2/3 majority vote.
      vi. The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Appeals Committee meeting.
      vii. Appeals Committee decisions result in the final prioritized list submitted for approval to the CoC Board.

6. **FINAL PRIORITIZED LIST OF APPLICATIONS**
   a. A final ranked project list is submitted to the CoC Board for review and approval after appeals have been determined and the Appeals Committee has made any modifications to the preliminary prioritized list. Board members with a conflict of interest must recuse themselves from all related discussions and abstain from voting on the final prioritized list.
   b. The Collaborative Applicant submits the CoC's approved Consolidated Application to HUD prior to the HUD NOFO deadline.
   c. Conditional award funding is typically based upon the prioritized list of Project Applicants that is submitted; however, actual awards and award amounts are determined by HUD.

F. COORDINATED ENTRY

The CoC Board adopts the Coordinated Entry System Policies & Procedures Manual, dated June 2022, and incorporates the manual into this governance charter.

G. PERFORMANCE MONITORING AND REVIEW PROCESSES

The CoC Board endorses the Responsibilities & Procedures document, dated October 4, 2022, and incorporates the document into this governance charter.

ARTICLE V. CoC ADMINISTRATIVE POLICIES

1. LETTERS OF SUPPORT POLICY.
The Mid-Willamette Valley Homeless Alliance will consider letters of support for grant applications, awards, and similar projects that align with the Alliance's strategic plan. Requests for letters of support related to local land use issues will not be considered.

Letters of support require approval by the CoC Board of Directors or Executive Committee. Applications with tight timeframes may request an emergency letter from the chair; however, if the requesting agency could have complied with the established process by advance planning, the Alliance may decline the request.

The Alliance encourages coordination and collaboration among service providers and may deny requests for letters of support if there are competing applications within the CoC region.
Adopted September 10, 2020

Addition to the policy related to letters of support
The Alliance board chair may provide a letter of support on Alliance letterhead in an emergency situation. An emergency situation is defined as when a grant opportunity deadline occurs between scheduled meetings of the Executive Committee or CoC Board of Directors and the grant deadline makes it impractical for the requested letter to be brought before either body for approval.

A situation does not meet the definition of an emergency if the requester of the letter could have complied with the established process by advance planning.

A letter of support provided by the chair under emergency circumstances will be ratified by the Executive Committee or CoC Board of Directors, or both, at the next scheduled meeting.
Adopted January 14, 2021

2. GRANT POLICY.
The ORS 190 Entity supports the Mid-Willamette Valley Homeless Alliance ("Alliance") in accomplishing duties outlined in the CoC Governance Charter. The Alliance has undertaken significant responsibilities to prevent and end homelessness. Multiple committees meet each month to move the work forward. The board and committees require staff support to engage stakeholders to align services, improve and expand data collection, implement best practices, communicate with internal and external audiences, and prepare reports, the annual NOFO application, and other documents.

ORS 190 Entity contributions support this work but are not sufficient to cover staff support needed to meet federal, state, and local expectations. From time to time, grant opportunities become available through public, private, foundation, and other sources. This policy sets forth the ORS 190 Entity protocols for grant applications and awards.

Grant Applications
The ORS 190 Entity Board of Directors acknowledges that grant application opportunities often become available on short notice and with quick turnaround times. The board desires that staff has maximum flexibility in applying for grants. Two key principles undergird the decision to apply for a grant:

(1) The grant to support Alliance work should not compete with other community organizations seeking the same grant funding for housing or homeless services.

(2) The grant opportunity should support work already articulated in the Alliance's approved strategic plan. Alliance strategic goals and objectives should drive grant applications; and grant funding should not drive the Alliance's work.

With those two principles in mind, Alliance staff may apply for grants without prior board authorization if the following conditions are met.

a. Local match is not required or can be found within the Alliance's approved annual budget.
b. There is no continuing commitment of local funds past the grant period.
c. The program scope is within the Marion-Polk Continuum of Care geographic region.
d. The grant guidelines do not require a public hearing or board authorization.
e. The ORS 190 Entity will serve as fiscal agent for the grant.
f. The requested grant amount (or per year amount for grants covering multiple years) does not exceed the Alliance's approved annual budget.

Under circumstances where staff submits a grant application on behalf of the ORS 190 Entity, staff should immediately report that application to board leadership and then report the submission to the Board at its next scheduled meeting.

Staff shall seek prior board authorization for grant applications if the following conditions are present.

g. Local match requirements cannot be identified within the Alliance's approved annual budget.
h. Commitments of local funds extend past the grant period.
i. The program scope extends beyond the Marion-Polk geographic region.
j. Grant guidelines require a public hearing and/or board authorization.
k. The ORS 190 Entity is being asked to share legal responsibilities with other agencies, even if a formal agreement is not required.
l. The requested grant amount (or per year amount for grants covering multiple years) exceeds the Alliance's approved annual budget.

Under circumstances where prior board authorization is required for a grant application, staff should notify board leadership and place the item on the agenda of the next board meeting. The Board may call a special meeting or delegate authority to the chair and vice-chair to approve a grant application should an application deadline fall prior to the next scheduled board meeting.

Grant Awards

Upon notice of a grant award, staff will immediately notify board leadership. All grant awards require board approval before accepting the funds.

Adopted November 12, 2020

3. YOUTH STIPEND POLICY.

It is the policy of the Mid-Willamette Valley Homeless Alliance that, to the extent resources are available, stipends will be paid to Youth Action Board members for leadership activities.

a. To be eligible to receive a stipend, the Youth Action Board member must have been appointed by the Alliance board, be currently serving on the Youth Action Board, and have provided a W-9 form

documenting identification information and a signed Stipend Agreement to the Mid-Willamette Valley Council of Governments Finance Director.

b. Youth Action Board members receiving stipends will be considered ORS 190 Entity contractors and will receive a 1099 form at the end of the calendar year if the youth member receives $600 or more in the calendar year.
c. The reason for providing stipends is for youth leaders to overcome barriers that could prevent them from participating in leadership activities. Barriers may include lack of nutritious meals, transportation, communication, housing, clothing and toiletries, childcare, and loss of wages that could otherwise be earned if the young person spent the leadership hours working at a traditional job to provide for their needs.
d. The stipend rate per hour of service will be recommended by motion and vote of the Youth Action Board to the ORS 190 Entity Board of Directors for final approval.
e. Stipend requests for payment will be reviewed and authorized for payment twice each month by the ORS 190 Entity Board Administrator. The Board Administrator may set parameters for payment, such as requiring that youth participate in the majority of a meeting or activity, rather than briefly joining the meeting or activity, and requesting verification of participation, such as a meeting sign-in form or staff confirmation.
f. Eligible youth leadership activities for stipend payment are:
   (1) Participation in Youth Action Board meetings that are properly noticed pursuant to Oregon's Public Meetings Law;
   (2) Participation in other Continuum of Care committees where the youth member has been appointed by the Alliance Board of Directors, such as the YHDP Review & Recommendations Committee and Appeals Committee; and
   (3) Service as an appointed member or designated alternate on the Mid-Willamette Valley Homeless Alliance Board of Directors, to the extent a stipend is allowable under state and federal law.
   Other leadership activities by Youth Action Board members may be considered for a stipend payment, but only with prior authorization by the Board Administrator based on a review of the budget.

Approved 4.14.22, added to the CoC Governance Charter 10.13.22

ARTICLE VI. CoC POLICIES AFFECTING PROGRAMS

1. ANTI-DISCRIMINATION POLICY.

In accordance with applicable state and federal regulations, the Mid-Willamette Valley Homeless Alliance, the Continuum of Care (CoC) for Marion and Polk Counties, is a non-discriminatory organization. It is the policy of the CoC to eliminate discrimination based on race, ethnicity, religion, color, sex, marital status, familial status, national origin, age, creed, mental or physical disability, sexual orientation, gender identity, and source of income. All CoC members and CoC-funded providers are required to adhere to anti-discrimination policies, including not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2)—Equal Access to HUD-Assisted or HUD-Insured Housing.

The CoC and its partners will take all necessary steps to ensure that housing and services are administered in accordance with all applicable federal and state civil rights laws, including, but not limited to:

• Title VIII of the Civil Rights Act of 1968 (Fair Housing Act, 42 U.S.C. §§ 3601-19), as amended, which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, because of race, color, religion, sex, familial status, national origin, and disability; and also requires that all federal programs relating to housing and urban development be administered in a manner that affirmatively furthers fair housing;
• Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance;
• Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d-1), which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance;
• Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131 – 12165), which prohibits discrimination based on disability in programs and activities provided or made available by public entities, including housing-related programs and activities of public entities, such as public housing, housing assistance and housing referrals;
• Title III of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12181 – 12189), which prohibits discrimination based on disability in the goods, services, facilities, privileges, advantages, and accommodations of places of public accommodations owned, leased, or operated by private entities;
• Section 109 of Title I of the Housing and Community Development Act of 1974 (42 U.S.C. § 5309) which prohibits discrimination on the basis of race, color, national origin, sex, and religion in any program or activity funded in whole or in part under Title I of the Community Development Act of 1974, which includes Community Development Block Grants;
• Violence Against Women Act (42 U.S.C. § 14043e–11) which provides housing protections for victims of domestic violence, dating violence, sexual assault, and stalking in HUD housing programs and also requires the establishment of emergency transfer plans for facilitating the emergency relocation of certain tenants who are victims of domestic violence, dating violence, sexual assault, or stalking;
•Age Discrimination Act of 1975 (42 U.S.C. §§ 6101 – 6107) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance; and
• HUD's Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (2012 Equal Access Rule), including the Equal Access in Accordance with an individual's Gender Identity in Community Planning and Development Programs (2016 Gender Identity Final Rule), which prohibits discrimination based on sexual orientation, gender identity, and marital status. CoC members and CoC-funded providers shall ensure that LGBT individuals and families receive supportive services, shelter, and housing free from discrimination.
Adopted June 11, 2020, and amended October 14, 2021

2. STREET OUTREACH POLICY.

Purpose of the Street Outreach Policy

The Mid-Willamette Valley Homeless Alliance (the Continuum of Care or "CoC") seeks to facilitate and support robust, well-coordinated Street Outreach efforts that engage unsheltered individuals and families throughout the region. The purpose of this policy is to provide common language and clarity about the focus, scope, and practices related to Street Outreach activities within the region served by the CoC.

Focus of Street Outreach

Street Outreach aims to 1) meet immediate and critical health and safety needs of unsheltered individuals and families, and 2) engage unsheltered individuals and families and assist them to access shelter, housing, and other critical resources.

Definitions/Terms

Unsheltered

Individuals and families with a primary nighttime residence that is a public or private place not meant for human habitation, including but not limited to a vehicle, park, abandoned building, or sidewalk.

Street Outreach Worker

An individual affiliated with an agency or organization that seeks to meet the immediate and critical health and safety needs of unsheltered individuals and families, and/or engage unsheltered individuals and families and assist them to access shelter, housing and other critical resources.

Street Outreach Manager

A supervisor of Street Outreach Workers, responsible for designing, directing, and evaluating an outreach program that seeks to meet the immediate and critical health and safety needs of unsheltered individuals and families, and/or engage unsheltered individuals and families and assist them to access shelter, housing, and other critical resources.

Coordinated Entry System

The Coordinated Entry System standardizes the way individuals and families at risk of homelessness or experiencing homelessness access, and are assessed for and referred to the housing and services that they need for housing stability. The components of the Coordinated Entry System include 1) access, 2) assessment, 3) prioritization, and 4) referral. HUD requires CoCs to have a centralized or coordinated entry system. The Mid-Willamette Valley Homeless Alliance (the CoC) has designated Mid-Willamette Valley Community Action Agency as the manager of the CoC's Coordinated Entry System.

Homeless Management Information System (HMIS)

The Homeless Management Information System (HMIS) is used to collect unduplicated counts of individuals and families experiencing homelessness, track services provided, and support community needs analyses and identification of funding priorities. HUD requires CoCs to have a Homeless Management Information System and an HMIS Lead Agency. The ORS 190 Entity, Mid-Willamette Valley Homeless Alliance (ORS 190 Entity) is the HMIS Lead Agency for the Mid-Willamette Valley Homeless Alliance (the CoC). The ORS 190 Entity has designated Mid-Willamette Valley Community Action Agency as the CoC's HMIS Coordination Entity.

Scope of Street Outreach

Collectively, Street Outreach efforts will contact and engage unsheltered individuals and families throughout the Marion and Polk county region, including cities, towns, and unincorporated areas. Geographic coverage will be assessed annually, and plans for continuous improvements updated.

Street Outreach Practices

The following practices will guide the Street Outreach activities within the region served by the Mid-Willamette Valley Homeless Alliance (the CoC).

Communications

Street Outreach Workers will

1) Participate in regularly scheduled Coordinated Outreach networking meetings; and
2) Use the *Basecamp* application for real-time communication about needs, available resources, and sharing other relevant information.

Coordinated Scheduling

Street Outreach Workers will coordinate schedules and otherwise align efforts to assure an equitable distribution of resources and efforts to connect with and engage individual families

throughout the region. Individual agencies will share their team's schedule with other agencies, and collaborative "all call" outreach times will be scheduled. For example, this was the collaborative outreach schedule in April 2021:

Mondays: AWARE Food Bank - Woodburn; 10am-12pm (Shower Truck 10am-2:00pm)
Tuesdays: Cascades Gateway Park; 10am-12pm
Wednesdays: Market Street Camp; 10am-12pm
Thursdays: Wallace Marine Park; 10am-12pm
Check Basecamp for the current schedule.

Shared Supplies

Outreach Teams will cooperate and share supplies to help meet the needs of unhoused individuals and families throughout the region. Agencies with the capacity to store supplies will serve as collection sites for community donations, with the philosophy that the supplies are for the equitable benefit of all unhoused neighbors, and not just the people that the one agency reaches.

Training

Street Outreach Managers will jointly develop and assure delivery of "basic training" for Street Outreach Workers throughout the region, as well as supplemental training to address site-specific and/or population-specific issues.

Street Outreach Role with Coordinated Entry

Street Outreach Workers will 1) connect unhoused neighbors with the CoC's Coordinated Entry Assessment Team and 2) facilitate updates to client data to assure accurate information is used to address the client's current needs. Street Outreach Workers will participate in the CoC's Coordinated Entry general training, as well as their specific role related to Coordinated Entry.

Documenting Street Outreach Contacts in HMIS

The CoC's goal is to have all Street Outreach contacts documented in the Homeless Management Information System (HMIS). Agencies will develop capacity to participate in HMIS, and the CoC will provide training, licenses, and technical assistance for effective data collection. Programs with CoC and ESG funding are required to participate in HMIS.

Collaborative Planning

Street Outreach Managers will participate in monthly planning meetings to develop training, give and receive updates, address emerging needs, and identify ways to improve and extend Street Outreach throughout the region.

Adopted June 10, 2021

3. ELIGIBILITY FOR EDUCATIONAL SERVICES POLICY.

CoC-funded projects that serve homeless families with children or unaccompanied youth must have policies and practices in place that are consistent with the laws related to providing education services to children and youth, including Subtitle VII-B of the McKinney-Vento Act, reauthorized in 2002 and cross-referenced as Title X, Part C of the Elementary and Secondary Education Act, as amended.

Recipients of CoC Program funds shall:

a. designate a staff person to ensure that children and youth program participants are enrolled in school;
b. consider the educational needs of children when placing families in emergency or transitional shelter and, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt the children's education;
c. inform families with children and unaccompanied youth of their eligibility for education services, including early childhood programs such as Head Start; Part C of the Individuals with Disabilities Education Act; McKinney-Vento education services; and Title I-funded educationally-related services that may include tutoring, counseling, school and hygiene supplies, and clothing support services;

d. place posters about the educational rights of homeless children and youth, including local McKinney-Vento liaison contact information, in facilities serving families and youth; and
e. maintain documentation in program participant case files to demonstrate that these requirements have been met and that applicants and participants understand their rights.

The CoC will:
a. collaborate with school districts to assist in the identification of homeless families, and inform homeless families and youth of their eligibility for McKinney-Vento education services;
b. promote policies and practices among CoC members that are consistent with, and do not restrict the exercise of rights provided by, the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness;
c. provide educational materials to CoC-funded providers and other CoC members;
d. conduct training opportunities on the McKinney-Vento Act and related educational services; and
e. develop agreements with school districts to establish protocols for student identification, service referrals, and data or information sharing.

Adopted October 14, 2021

4. PERSONS WITH LIMITED ENGLISH PROFICIENCY POLICY.

The CoC and partner agencies will take reasonable steps to ensure meaningful access to their programs and activities for persons who are limited in their English proficiency, regardless of national origin. Such steps may include translating marketing materials and documents essential to providing services into languages prevalent in the community, as well as providing language assistance while providing services, including oral and written translation, where appropriate.

Adopted October 14, 2021

5. RAPID REHOUSING STANDARDS

The CoC Board approved the Rapid Re-Housing Standards on February 9, 2023 and incorporates the standards into this governance charter.

6. PERMANENT SUPPORTIVE HOUSING STANDARDS

The CoC Board approved the Permanent Supportive Standards on February 9, 2023 and incorporates the standards into this governance charter.

7. ASSESSMENT FOR CoC OPERATIONS

The CoC may assess each HUD-approved project, funded with CoC Program or Youth Homelessness Demonstration Program grant dollars, one percent (1%) of the grant award to support CoC operations.

Adopted on April 14, 2022

8. INFECTIOUS DISEASE PREVENTION AND RESPONSE POLICY

PUBLIC HEALTH AUTHORITY DESIGNATION

The CoC designates Marion County Health & Human Services Public Health Division and Polk County Public Health, within their respective county jurisdictions, to coordinate protocols and train providers of homeless services on reporting and responding to public health concerns including but not limited to communicable disease outbreaks.

OUTREACH AND COMMUNICATION

The CoC will support county health officials with outreach and communication so that providers of homeless services are aware of, and have access to, current contact information for reporting and advice; up-to-date information from the Centers for Disease Control and the Oregon Health

Authority; and resources available through the Marion and Polk County health programs. When requested, the CoC will share relevant email lists with county health officials for the purposes of ensuring timely and targeted communication with providers of homeless services.

TRAINING

The CoC Collaborative Committee's Health & Safety Subcommittee will develop related guidelines in consultation with public health representatives that will be forwarded to the CoC Board for consideration to be shared with providers of homeless services. These guidelines will cover the continuum of homeless services from street outreach, through shelter and housing providers. The CoC Health and Safety Subcommittee and CoC will facilitate bi-annual and, if needed during a public health crisis, training for providers of homeless services on public health procedures, with the goal of preventing transmission of communicable diseases and to mitigate other identified public health concerns.

Adopted September 21, 2023

ARTICLE VII. CHARTER AMENDMENTS

1. **PROCESS**. This governance charter may be amended at any CoC Board meeting by a 2/3 majority vote of the appointed, voting board membership. Copies of proposed amendments will be available for review at least one week prior to the board meeting at which the proposed amendments are considered. The Board will seek prior review and recommendation by the CoC Collaborative Committee of any amendments to the charter, unless circumstances require an immediate change. In the latter situation, CoC staff will provide an explanation of the circumstances and provide opportunity for comments and input prior to and as part of the board meeting.

2. **FREQUENCY OF REVIEW**. The CoC Collaborative Committee and CoC Board will review this charter annually.

Revision to remove the City of Woodburn, 01.09.26
Revision to add City of Woodburn and NWHS; removal of United Way, 07.10.25
Annual review/revisions approved 12.14.23
Clarified Executive Committee membership, 3.9.23
Revised RRH and PSH standards incorporated into the charter, 2.9.23
Annual review/revisions approved 10.13.22
Revision to composition of Review & Ranking Subcommittee. 8.11.22
Revisions to add board compensation exception for youth stipends, allow board voting members with organizational conflicts and add recusal process, and adopt 1% assessment for CoC operations approved 4.14.22
Revision to add Emergency RRH and PSH standards approved, 11.4.21
Annual review/revisions approved, 10.14.21
Revision to add PacificSource as member approved, 7.8.21
Annual review/revisions approved, 10.8.20
Ratified by MWVHA Board of Directors, 2.13.20
Approved by CoC Development Council, 10.24.19