

Macomb County Continuum of Care Governance Charter

MI-503 St. Clair Shores/Warren/Macomb County CoC

May 2024

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Purpose

The Macomb County Continuum of Care (CoC) promotes community-wide planning and strategic use of resources to prevent and end homelessness; improve coordination and integration of mainstream resources and other programs targeted to people experiencing homelessness; improve data collection and performance measurement; and ensure that every individual and family in Macomb County has an affordable place to call home and the resources and supports to remain there. The Macomb County Continuum of Care, also referred to as MI-503, covers the geographic area of Macomb County, Michigan and encompasses all cities, villages, and townships within Macomb County.

Membership

Any organization or individual that aligns with the purpose of the Macomb County CoC is eligible to become a member*. The Macomb County CoC will publish an open invitation at least annually for organizations within the county of Macomb to join as new CoC members. Specifically, outreach will be conducted to obtain membership from the following group categories.

- Non-profit homeless assistance providers
- Victim service providers
- Faith based organizations
- Government departments
- Businesses/for-profit companies
- Advocates
- Public Housing Agencies (PHAs)
- School districts
- Social service providers
- Mental health/behavior health agencies
- Hospitals
- Universities
- Affordable housing developers
- Law enforcement
- Veteran Service Organizations (VSOs)/SSVF Providers
- Service funders
- Homeless and formerly homeless individuals
- Elected and public officials
- Representatives of the judicial system
- Landlord and landlord associations
- Tenant associations
- HIV/AIDS service providers
- Workforce development organizations
- Disability advocacy organizations

*Member is defined as any of the following:

1. an individual person not employed or formally affiliated with any other member organization,
2. a non-profit organization,
3. a for-profit company,
4. a government department, or
5. a local public official.

An interested organization or individual wishing to become a member must complete a Macomb CoC membership application. The application will capture basic information and affirmation that the applicant is committed to ending homelessness in Macomb County and that they plan to be active members of the CoC. Attendance at CoC meetings for a minimum of 50% (or at least 50% of annual CoC Membership meetings) constitutes active membership.

Membership is automatic upon verifying eligibility and attestation. Members will have to reaffirm their commitment and attestation each year in January.

Member Responsibilities

- Elect the Macomb County CoC Board of Directors
- Review, update, and approve the board selection process every five years.
- Assure committees are established in accordance with the governance charter
- Assure creation of additional committees, subcommittees, or workgroups as necessary
- Annually affirm the CoC grant review and ranking as recommended by the CoC Board
- In collaboration with the CoC Board, Collaborative Applicant, and HMIS Lead, develop and follow this governance charter
- Review and update the governance charter annually in collaboration with the CoC Board, Collaborative Applicant, and HMIS Lead. The membership affirms updates and amendments as recommended by the CoC Board.
- Approve a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services
- Approval all written standards for providing CoC assistance
- Approve a privacy plan, security plan, and data quality plan for HMIS
- Approve plans, policies, and procedures governing HMIS
- Affirm priorities and confirm eligibility to submit for CoC Program Competition funds
- Support and assist the Collaborative Applicant with CoC planning activities that includes:
 - Developing and coordinating the implementation of the Macomb County Strategic Plan to End Homelessness through a standing Strategic Planning Committee
 - Approve the Macomb County Strategic Plan to End Homelessness and any amendments and revisions as recommended by the Collaborative Applicant
 - Planning for and conducting, at least biennially, a Point-in-Time Count of homeless persons in Macomb County
 - Conducting an annual gaps analysis of the homeless needs and services available in Macomb County
 - Providing information required to complete the Consolidated Plan
 - Consulting with the Housing Assessment and Resource Agency (HARA) and MSHDA Emergency Solutions Grant (ESG) program recipients in Macomb County on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.
- Affirm the designation of a HARA as recommended by the CoC Board, with the approval of MSHDA
- Affirm the designation of a Fiduciary for MSHDA ESG program funds, as recommended by the CoC Board with the approval of MSHDA
- Conduct CoC Board recruitment and election via sectors articulated in the strategic plan and governance documents

Meetings

The Macomb County CoC will hold standing meetings of the full membership a minimum of four times per year. By the end of each calendar year, the annual meeting schedule of the four standard meetings

including dates, times, and location of the meetings, will be made available for the upcoming calendar year. The agendas will be published as early as possible on the Macomb County CoC website, and an email message will be sent to the membership. For any additional full membership meetings or special meetings called by a board member, CoC members will be given a minimum of a ten-day notice. Macomb CoC meetings will be conducted utilizing Robert's Rules of Order.

Attendance at meetings will be open to any interested person to observe.

Voting

Each member shall have one vote at the membership meetings. Only one representative of a member organization may cast a vote. The vote of a majority of members present constitutes an act of the Macomb County CoC. Proxies may step in to represent organizations. Only active members are eligible to vote. Attendance at CoC meetings for a minimum of 50 percent (or at least 50 percent of annual CoC Membership meetings) constitutes active membership.

Quorum

A majority of 51 percent of the Macomb County CoC voting membership constitutes a quorum at all meetings of the Macomb County CoC. No new business will be conducted unless a quorum is present.

Board of Directors

The Macomb County CoC membership must establish a board to act on behalf of the Macomb County CoC. The CoC Board aims to represent a diverse array of local stakeholders and practitioners representing a range of interests and expertise. An appropriate mix of CoC funded/non-funded agency representation shall be the goal.

The Board will be representative of the organizations and of projects serving homeless subpopulations and include at least one homeless or formerly homeless individual who may be appointed by the CoC Board. The Board will consist of no fewer than nine and no more than 15 members. A representative of the Collaborative Applicant, HMIS Lead, HARA Lead, and Macomb Community Action will have appointed seats on the Macomb County CoC Board. The representatives of the Collaborative Applicant, HMIS Lead, HARA Lead, and Macomb Community Action are appointed by the mentioned agencies.

No more than two representatives of a single organization may be elected to the Macomb County CoC Board. If one organization is represented by two board members, only one of those board members of the same organization shall be entitled to a vote. If the same entity performs multiple roles of the CoC Collaborative Applicant, HMIS Lead, or HARA, that agency receives one vote. CoC Board members may not concurrently sit on the Board of Directors of the Collaborative Applicant, HMIS Lead and/or the HARA Lead other than those seats appointed for those roles.

Term

The members of the Macomb CoC Board shall serve two-year terms beginning with the first board meeting following the annual meeting in January, with no limits on the number of terms. See "Board Officers" for term limits for specific positions. New Board member orientation will be conducted at least annually to include homeless response system overview, CoC roles, CoC requirements and responsibilities, the governance charter, and other relevant information.

Elections

The Board Vice President will call for nominations from the membership at least 31 days prior to the January CoC Membership meeting. The communication will request nominations from all relevant organizations and individuals. Each nominee must indicate a willingness to serve. A list of nominees shall be communicated to the membership fifteen days before the January meeting. Nominations shall be received from the floor at the annual meeting only if there are not enough nominees to fill open seats. The Board Vice President will conduct the vote. The nominees with the most votes are elected to the Board. In the event of a tie for the last seat(s), the individuals involved will have their names put on a second ballot for that seat. The individual(s) receiving the highest vote for that seat shall be elected to the Board. This process for selecting a board must be reviewed, updated, and approved by the CoC at least once every five years.

Meetings

The Macomb County CoC Board will hold a standing meeting a minimum of six times per year, or more often as necessary, with a minimum of a 10-day notice, at a place and time set by the Board President. Macomb CoC Board meetings will be conducted utilizing Robert's Rules of Order.

Voting and Quorum

A majority of more than 50% of the sitting Macomb County CoC Board constitutes a quorum at all meetings. The vote of a majority of board members present at a meeting at which a quorum is present constitutes an act of the Macomb County CoC Board, including election of officers. No proxies are allowed for Board members. Attendance at all meetings of the Macomb County CoC Board will be open to any interested person to observe. Some portions of a given meeting may be closed to the public at the discretion of the Board.

Duties

The duties of the Macomb County CoC Board include, but are not limited to:

- Provide oversight, strategic direction and leadership of the CoC
- Designate an HMIS Lead to operate an HMIS
- Designate a Collaborative Applicant to design, operate, and follow a collaborative process. The Collaborative Applicant will complete the consolidated application and ensures the submission of projects in response to a NOFO published by HUD including applying for CoC Planning Grant Activities funding
- Create Macomb County CoC ad-hoc and charter directed committees
- Appoint members to serve on Macomb County CoC committees
- Appoint chairs or co-chairs of the CoC committees
- Serve on at least one CoC committee
- Regularly attend CoC Membership Meetings
- Monitor activities of CoC committees, receive reports
- Board chair in consultation with Collaborative Applicant will provide agenda and announcements for full membership meetings
- Collaborative Applicant in consultation or direction from Board chair will author and publish all official CoC communications, including advocacy and community relations

- Review annual performance reports for all project recipients and subrecipients and provide general updates and/or strategic recommendations regarding project performance and compliance with the CoC membership. Take action against poorly performing recipients.
- Monitor and evaluate the performance of the CoC Housing and Service System, known as the Macomb County Strategic Plan to End Homelessness, providing an annual report to the CoC membership
- Evaluate outcomes of projects funded under the Emergency Solution Grants (ESG) program and the CoC program
- Develop ranking criteria for the CoC Program Competition NOFO for member approval
- Approve the CoC Program Competition NOFO application and CoC Planning application, as prepared by the Collaborative Applicant
- Authority to sign off on or endorse proposals for other non-CoC program funding and providers
- All other duties assigned by the Macomb County CoC
- Develop and monitor compliance with MOU's with both the Collaborative Applicant and the HMIS lead agency

Compensation for Board Members with Lived Experience

The CoC Board, in consultation with the Collaborative Applicant, will make a determination annually for a set amount of compensation to CoC Board members with lived experience of homelessness. The availability of this compensation is subject to funding availability.

The amount of the stipend will be a set amount per meeting at which the CoC Board member with lived experience is verified to have attended; attendance at meetings will be verified by the Collaborative Applicant through sign-in sheets, meeting minutes/notes, or other documentation. Meetings for which the stipend will be provided include CoC Board meetings, CoC Membership meeting, CoC Committee meetings or other meetings approved in advance by the CoC Board. The maximum number of meetings per month for which reimbursement will be provided is no more than three.

Resignation, Removal and Vacancy

Resignation

Unless otherwise provided by written agreement, any member of the Macomb CoC Board may resign at any time by giving written notice to the President. Any such resignations will take effect at the time specified within the written notice or if the time is not specified in the written notice, it will take effect upon its acceptance by the Macomb CoC Board. Notification of such resignation will be made known to the membership at the meeting following the notice.

Removal

Members of the Macomb CoC Board may, by a three-quarters (75%) vote, remove a Board member who has unexcused absences for two consecutive Board regularly scheduled meetings or four meetings in any twelve-month period.

Unexcused absences from special meetings will generally not be considered in this calculation but may be included as appropriate.

Macomb CoC Board members may also be removed by a two-thirds (66%) vote of the Macomb CoC Board then-seated for cause including but not limited to:

- Failure to perform Board duties
- Failure to comply with this Charter and/or applicable policies
- Engaging in conduct that constitutes a conflict of interest
- Engaging in behavior that causes harm to the reputation of the Continuum.

Such seats will then be filled through the process described under Vacancy.

If a Board Member is removed, the membership can re-elect them during the next board election.

Vacancy

In the event of an elected seat vacancy, either through resignation or removal, the members of the Macomb CoC Board may appoint a successor. The Board must appoint the successor by majority vote for the successor to hold the seat for the remainder of the term of the person vacating the seat. The Board may appoint a person to serve out the term of a resigning/removed Board member from the same category (CoC funded or non-funded) following a call for nominations to the membership followed by a vote at the next CoC Board meeting. At the end of the term, a regular election will be held as described in this charter.

In the event of an appointed seat vacancy, the appointing agency is responsible for appointing a replacement to fill the vacancy of an appointed seat.

Board Officers

Officers shall include the President, Vice President, and Secretary. An officer serves a two-year term elected by the Macomb County CoC Board by majority vote at the first standing Board meeting after the CoC Membership elects Board members in January. Board officers are restricted to two terms in a specific officer position. An officer can be re-elected to that position after a two-year absence from that office. Board Members can run for other officer positions after vacating their current officer position due to term restrictions. A Board member is eligible to run for an officer position after one year of service on the CoC Board.

President

The President shall be responsible for scheduling membership and board meetings, setting the agendas, chairing the meetings, and signing any necessary documents on the behalf of the Macomb County CoC. The President is responsible for assuring that all board and membership responsibilities and resolutions are carried out.

Vice President

The Vice President shall, in the event of the absence of the President, assume the responsibilities of the President. The Vice President will be responsible for the nomination process and elections and may request assistance from the membership. In addition, the Vice President shall carry out other tasks as assigned by the President.

Secretary

The Secretary shall take minutes at the Macomb CoC membership and the board meetings, record attendance and notify the membership of meeting times and dates. If absent, the Secretary is responsible for designating another person to take minutes at the meetings. The Secretary in conjunction with the Collaborative Applicant will ensure that the meeting dates, times and agendas are

posted on the CoC website. In addition, the Secretary, in conjunction with the Collaborative Applicant, will be responsible for keeping current contact information for all members and board members.

Standing Committees

The Macomb County CoC Board will appoint standing committees to fulfill the work of the CoC. Much of the Macomb County CoC's work is conducted at committee and workgroup meetings. Standing committees will include:

- Point-In-Time (PIT) Count Committee
- Coordinated Entry System (CES) Committee
- Grant Ranking Committee and Compliance Committee
- HMIS and Data Quality Committee
- Strategic Planning Committee

The CoC encourages the Membership to join Committees and suggests that a Board Member and a CoC Member Chair and Co-Chair the Committees. Other committee membership will include relevant CoC members and other interested stakeholders or relevant experts. The standing committees will meet as many times as necessary to accomplish the assigned tasks stated in this Charter. Committees will make available all meeting minutes for the Board and provide a summary of activities and other recommendations annually or as requested by the Board. Committee Chairs (Grant Ranking and Compliance, CES, and Strategic Planning) are responsible for making available the Agenda and Meeting Minutes/Summary of each Meeting to the CoC Coordinator. Each standing committee may create subcommittees to focus on specific issues, challenges, or projects related to the committee's assigned tasks.

CoC Committee Members will make necessary updates and sign the Conflict-of-Interest Policy annually.

Point-in-Time (PIT) Count Committee

Assist the Collaborative Applicant to plan and conduct, at least biennially, a point-in-time count of homeless persons in Macomb County that meets the following requirements:

- Homeless persons who are living in a place not designed or used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons
- Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons
- Other requirements established by HUD notice

Coordinated Entry System (CES) Committee

Responsible for oversight of the coordinated entry system for Macomb County that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. Monitor and evaluate the quality of services and provide oversight of the recipients based upon documented outcomes. The HARA will take the lead in the operation of the coordinated entry system. This system must comply with any requirements established by HUD and MSHDA. Agency staff participating in the coordinated entry process must reveal any potential conflicts with referrals of participants, family relationships with potential customers, landlords or referral agency partners.

Referral and Case Conferencing Workgroup (subcommittee of CES Committee)

The group is comprised of CES Access Points' staff and is responsible for discussing and prioritizing households for Permanent Supportive Housing, RRH, if applicable, and participating in the Referral Process. This group holds biweekly case conferencing calls and as needed, in-person meetings. Meetings are facilitated by the HARA and/or HMIS Administrator. Agency staff participating in the coordinated entry process must reveal any potential conflicts with referrals of participants, family relationships with potential customers, landlords or referral agency partners.

Grant Ranking and Compliance Committee

This committee is responsible for ranking projects submitted for the CoC Homeless Assistance Grants Program Competition NOFO according to HUD guidelines. Final approvals of project rankings are approved by the CoC Board. Non-CoC funded agency representatives and knowledgeable volunteers from other CoCs, funders and government entities will make up this committee to avoid any potential conflict of interest.

The Grant Ranking and Compliance Committee is also responsible for oversight of the Collaborative Applicant, HMIS Lead, and CoC funded project recipients. The committee will monitor and evaluate the quality of services and provide oversight of the recipients based upon documented outcomes, review the Annual Performance Reports of the above responsible organizations and/or programs and provide strategic recommendations regarding performance and compliance to the board.

Placeholder for grant RFP process and protocol for grant transfers, issues with non-performance.

HMIS and Data Quality Committee

The HMIS and Data Quality Committee will utilize a continuous improvement process to identify and reduce barriers related to housing and data support services. This committee's efforts are aimed at increasing the efficiency and effectiveness of county-wide service delivery, data collection and analysis. Macomb County HMIS and Data Quality Committee encourage collaboration, streamlined system and data-driven decision making.

Strategic Planning Committee

The purposes of the Strategic Planning Committee are to facilitate:

- a. An overall assessment of the current homeless delivery system,
- b. A planning process resulting in a Macomb County Strategic Plan to End Homelessness for member approval, and
- c. An annual evaluation of plan implementation and outcomes and recommendations for plan revisions for board and member approval.

Conflict of Interest Policy and Code of Conduct

Conflicts of interest may occur within the CoC Membership and Board, including both individual and organizational conflicts that are real, potential, or perceived.

HUD defines conflict of interest in The Code of Federal Regulations, § 578.95 as; (b) <i>Continuum of Care Board members</i> . No Continuum of Care Board 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.
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(c) *Organizational conflict.* An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a Board member of an applicant participates in the applicant's decision about the award of a grant or provision of other financial benefits to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

All CoC members and board members have a duty to disclose actual or potential conflicts. This includes disclosing any relationships, positions, or circumstances in which the member is involved that the member believes could contribute to a conflict of interest. Volunteers of an organization applying for funds are generally not considered to have a financial interest unless they serve on the Board or in an otherwise official capacity.

CoC Board Members and Conflict of Interest

CoC Board Member disclosures of conflicts of interest shall occur annually and at any point in the interim, should new or changing conflicts arise and always prior to discussion of any such issues. CoC Board Members will annually complete and sign the Conflict of Interest Policy.

Conflict of Interest Recordkeeping: The Collaborative Applicant will keep a record of all actual and perceived conflicts of interest disclosed by CoC Board members. When conflicts of interest are discussed at CoC Board meetings, the meeting minutes will reflect the date, names of meeting attendees, summary of the discussion and any votes taken regarding the conflict, or any other actions taken by the CoC Board.

No Macomb County CoC Board 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 either through employment, board service or contractual consultation. CoC Board members cannot participate in reviewing, ranking, or the decision of grant applications from the agency the member represents. CoC Board members must recuse themselves prior to or abstain from any vote concerning the award of a grant or provision of other financial benefits to their affiliated organization. This includes discussion and voting regarding selection of the Collaborative Applicant, HMIS Lead, ESG Fiduciary and HARA.

CoC Membership and Conflict of Interest

No Macomb County CoC 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 either through employment, board service, or contractual consultation. A Macomb County CoC member cannot participate in reviewing, ranking, or the decision of grant applications from the agency the member represents. CoC members must recuse themselves prior to or abstain from any vote concerning the award of a grant or provision of other financial benefits to their affiliated organization.

This includes discussion and voting regarding selection of Collaborative Applicant, HMIS lead, ESG Fiduciary and HARA.

Violation of Conflict of Interest Policy

If a CoC Member or CoC Board Member has failed to disclose a conflict of interest, the CoC Board will inform the member/board member of the concern and allow the member an opportunity to explain the failure to disclose.

The CoC Board will review alleged undisclosed conflicts of interest and determine if the failure to disclose was unintentional or unknowingly made or if the disclosure was intentional. If the failure to disclose was unintentional, the CoC Member or Board Member will be asked to recuse themselves from discussion or voting on the topic. If the failure to disclose was intentional, the CoC Board may take appropriate corrective action, which may include removal of the person from the CoC Board or CoC Membership. Further guidance on the process to remove a CoC Board member is found under the “Resignation, Removal, and Vacancy” section.

Designating a Collaborative Applicant

The Macomb County CoC will designate a member organization that is a 501(c)(3) legal entity or a government entity as the Collaborative Applicant to design, operate, and follow a collaborative process for the development of applications and approve the submissions of applications in response to a Notice of Funding Opportunity (NOFO) published by HUD, including applying for the CoC Planning Grant (Activities). The Collaborative Applicant shall perform the following responsibilities:

- Collect and combine information, publish notices, complete and submit the consolidated plan, GIW and other required documents in a timely fashion for the CoC Program Competition NOFO
- Apply for CoC Planning Grant under the direction of the CoC Board
- In consultation with the Macomb County CoC Board and HMIS Lead, develop, follow, and update annually this governance charter – amendments must be approved by the CoC Board and affirmed by the CoC Membership
- Enforce the provisions of the governance charter and inform the CoC Board Officers of non-compliance with the governance charter
- Create and maintain a Macomb County CoC website and post the meeting dates and times, agendas and minutes within a reasonable amount of time as stated in this charter
- Custodian of all Macomb County CoC records and documents
- Upon request, provide administrative support for the CoC as outlined in the aforementioned Memorandum of Understanding (MOU)
- In coordination with the Macomb County CoC Membership and under the direction of the CoC Board, responsible for CoC Planning that includes:
 - Evaluating and coordinating the implementation of a Housing and Service System and the Macomb County Strategic Plan to End Homelessness
 - Planning for and conducting of a Point-in-Time count of homeless persons in Macomb County in accordance with HUD guidelines
 - Consult and coordinate with ESG program recipients in Macomb County on the plan for allocating the ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients

These and any additional responsibilities are documented in the Macomb County CoC Collaborative Applicant MOU.

Each year, the Collaborative Applicant will submit an Annual Performance Report as required by HUD, covering the specific functions of the Collaborative Applicant to the Compliance Committee and CoC Board. Poor overall performance in the annual report may result in rescinding of the Collaborative Applicant designation.

The designation of the Collaborative Applicant is valid for a maximum of three years before the designation must be reviewed and sent out for Request for Proposals process by the Macomb Continuum of Care Board. The Collaborative Applicant will submit the HUD Annual Performance Report and HUD Application for CoC Planning dollars to the CoC Board annually. The CoC Board, in conjunction with the Grant Ranking and Compliance Committee, will review the Collaborative Applicant's program and financial performance at least annually. Results of this review will be presented to the Continuum of Care membership at a meeting. The Collaborative Applicant designation may be terminated earlier than the three-year time period upon mutual agreement or for cause with a vote of 75% of the CoC membership.

Designating a HMIS Lead

The Macomb County CoC will designate a HMIS Lead to manage the Macomb County CoC Homeless Management Information System (HMIS). The HMIS Lead has the following responsibilities:

- Develop and revise a privacy plan, security plan, and data quality plan for the HMIS
- Develop plans, policies, and procedures for review and approval by the CoC
- Execute participation and user agreements with every contributing HMIS organization
- Ensure consistent participation of recipients and sub-recipients in the HMIS
- Ensure the HMIS is administered in compliance with requirements prescribed by HUD
- Conduct and coordinate training for all recipients and sub-recipients in the HMIS
- In consultation with the Macomb County CoC and Collaborative Applicant, develop, follow, and update annually this governance charter. Any amendments must be approved by the CoC Membership
- Coordinate and support operations related to HARA implementation
- Develop, prepare and submit all required HMIS reports to HUD in a timely fashion

These and any additional responsibilities are documented in the Macomb County CoC HMIS Lead Memorandum of Understanding (MOU). The designated HMIS Lead is the only entity that can operate an HMIS Component Project from HUD.

Each year, the HMIS Lead will submit an Annual Performance Report covering the specific functions of the HMIS Lead to the Compliance Committee. Poor overall performance in the annual report may result in rescinding of the HMIS Lead designation prior to the next CoC Program Competition NOFO.

The designation of the HMIS Lead is valid for a maximum of three years before the designation must be reviewed and sent out for Request for Proposals process by the Macomb Continuum of Care Board. The HMIS Lead will coordinate with the Collaborative Applicant to submit the HUD Annual Performance Report and HUD Application to the CoC Board annually. The CoC Board, in conjunction with the Grant

Ranking and Compliance Committee, will review the HMIS Lead performance at least annually. Results of this review will be presented to the Continuum of Care membership. The HMIS Lead designation may be terminated earlier than the 3-year time period upon mutual agreement or for cause with a vote of 75% of the CoC membership.

Designating a Housing Assessment and Resource Agency (HARA)

The Macomb County CoC will designate a member organization, approved by MSHDA, that is a 501(c)(3) legal entity or government entity as the HARA to establish and operate a coordinated entry system that provides an initial, comprehensive, standard assessment of the needs of individuals and families for housing and services that meets current HUD and MSHDA requirements, in accordance with the existing coordinated entry policies, procedures and written standards.

The designation of the HARA is valid for a maximum of three years before the designation must be reviewed by the Macomb Continuum of Care Board. Changes to the designation of the HARA should include consultation with MSHDA. The HARA designation may be terminated earlier than the 3-year time period upon mutual agreement or for cause with a vote of 75% of the CoC Board.

Designating a Fiduciary for MSHDA ESG Funds

The Macomb County CoC will designate a member organization, approved by MSHDA, that is a 501(c)(3) legal entity or a government entity as the Grant Fiduciary for all MSHDA ESG program funds. This organization is responsible for the following:

- Collecting, combining, completing, and submitting the ESG Program Application
- Execution of grant documents for the community's allocation
- Assure use of funds in accordance with the grant agreement
- Monitor and evaluate the quality of services and provide oversight of the recipients based upon documented outcomes
- Collect and submit quarterly progress reports that address specific performance outcomes supported by HMIS data
- Monitor 10% of all tenant files, as well as financial records of recipients
- Maintain financial and client level records to support billings
- Claims billing and distribution of funds

The designation of the ESG Fiduciary is valid for a maximum of three years before the designation must be reviewed by the Macomb Continuum of Care Board. Changes to the designation of the ESG Fiduciary should include consultation with MSHDA. The ESG Fiduciary designation may be terminated earlier than the 3-year time period upon mutual agreement or for cause with a vote of 75% of the CoC Board.

Reviewing and Updating the Charter

The Macomb CoC must review this Governance Charter in consultation with the Collaborative Applicant and HMIS Lead at least once every year. Members of the Macomb Continuum of Care, Macomb Continuum of Care Board, Collaborative Applicant, or HMIS Lead may make suggestions for updating. It is the Collaborative Applicant's responsibility to review HUD rules, regulations, and guidance and to

suggest updates to the Governance Charter. The updates must be presented on the agenda prior to the CoC Board meeting. Updates to the Governance Charter require a 2/3 (66%) vote of the CoC Board.

Non-Discrimination

The members, officers, committee members, and contractors of the Macomb County CoC will be selected entirely on a nondiscriminatory basis with respect to race, color, national origin, age, disability, religion, gender, marital status, familial status, sexual orientation, or other federal, state or locally protected group.

Appendix

Macomb County CoC Governance Charter Review and Updating History

Date Revision Approved	Summary of Revisions	Summary of Vote
May 7, 2024 CoC Board approved May 8, 2024 CoC Membership affirmed	Updated formatting; added TOC; removed references to CoC Lead (use Collaborative Applicant only); updated Conflict of Interest section	Passed. All Board members present in favor, no opposed.
May 2, 2023 CoC Board approved May 17, 2023 CoC Membership affirmed	Updates per HUD monitoring and Board review; % for vote to remove certain entities. Reviewed, updated the process for selecting a board/elections (must be reviewed, updated, and approved, at least every 5 years)	Passed. All Board members present in favor, no opposed.
December 2021 CoC Board and Membership meetings	Included Changes to Board & member responsibilities; Voting and membership requirements; Term for Board and replacement upon resignation; designation of CA, HMIS and Collaborative Applicant.	Passed.
January 8, 2020	Included mention of COI policy, Updated CoC committee info.	Passed. All in favor. No opposed.
January 9, 2019 CoC Membership	Appointment of a formerly homeless member can be made by CoC Board. Membership notification prior to the annual election. Active members-voting. Representatives are appointed by the agencies.	Passed. All in favor. No opposed.