

**Continuum of Care Board Charter**  
**Fort Worth/Arlington/Tarrant and Parker County CoC TX 601**

**CONTINUUM OF CARE BOARD PURPOSE**

The Continuum of Care Board (CoC Board) shall serve the geographic area of the Fort Worth/Arlington/Tarrant County Continuum of Care TX 601, which includes all of Tarrant and Parker County, Texas, to:

- Promote community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, States and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness;
- Promote access to and effective use of mainstream programs by homeless individuals and families;
- Optimize self-sufficiency among individuals and families experiencing homelessness.

**I. COC BOARD ROLES AND RESPONSIBILITIES**

The CoC Board shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to:

- A. Designate a CoC Lead Agency to serve as the Collaborative Applicant to operate the Continuum of Care;
- B. Designate an Administrator of the Homeless Management Information System; and
- C. Conduct year-round Continuum of Care planning of homeless and homeless prevention housing and services.

**II. COC BOARD MEMBERS**

**A. Board Composition**

The CoC Board shall include community representatives within the geographic area who are:

1. Homeless or formerly homeless individual(s).
2. Representatives of the relevant organizations and projects serving homeless subpopulations such as:
  - a. Persons with substance use disorders
  - b. Persons with HIV/AIDS
  - c. Veterans
  - d. Persons who are chronically homeless
  - e. Families with children
  - f. Unaccompanied youth
  - g. Persons who are seriously mentally ill
  - h. Persons who are victims of domestic violence, dating violence, sexual assault, and/or stalking.
3. Appointed representatives from local government entities:
  - a. The following local governmental entities shall be represented:
    - i. Tarrant County
    - ii. City of Fort Worth
    - iii. City of Arlington
  - b. The following local governmental entities will have the right, but not the obligation, to each appoint a member:
    - i. Parker County
    - ii. Tarrant County Mayor's Council
  - c. Other governmental entities may request of the CoC Board the right to appoint a member.
4. Representatives of other homeless service providers and advocates such as:
  - a. Faith-based organizations
  - b. Businesses
  - c. Public Housing Agencies
  - d. School districts
  - e. Mental health care providers

- f. Health care providers
- g. Universities
- h. Affordable Housing Developers
- i. Foundations
- j. Law Enforcement

5. Representative of the Continuum of Care Lead Agency as an *ex officio* member.

#### B. CoC Board Selection/Election

Other than those members that are appointed by the governmental entities as set forth in Section II.A.3 above, there will be an annual call for nominations from the public to fill any vacancies then existing on the board. The existing CoC Board will elect new members to fill such vacancies by majority vote. The CoC Board will be comprised of at least nine and no more than 21 voting members. Vacancies may be filled immediately or through the annual nominating process.

#### C. CoC Board Term

Other than those members that are appointed by the governmental entities as set forth in Section II.A.3 above, membership on the board is limited to two (2) three-year terms. The board terms shall be staggered so as to insure continuity of the board. Members serving a complete six year term are not eligible for re-appointment. After the passage of one year from the expiration of their term such individual can be considered for re-election to the board. The inaugural year of the CoC Board, one third (1/3) of board members will serve starting from the first session through December 31, 2014 and one third (1/3) of the board through December 31, 2015 and one third (1/3) through December 31, 2016. Subsequent boards will serve two year terms January through December.

#### D. CoC Board Leadership

A Chair and Vice Chair will be elected by the CoC Board. In the inaugural year of the CoC Board, the current Tarrant County Homeless Coalition Board Chair/CoC Board Chair will preside over the new CoC Board until a

Chair and Vice Chair is elected by the board membership. The Chair and Vice chair will serve one-year terms and may serve no more than two consecutive terms. The CoC Board shall appoint a Secretary, whose responsibilities will include insuring minutes of all meeting are taken, which minutes shall be maintained for public review upon request.

E. CoC Committees

The CoC Board shall create committees as necessary to accomplish its purpose, roles and responsibilities.

III. COC MEETINGS

The CoC Board shall:

- A. Conduct at least two public meetings per year; a majority of the CoC Board membership shall constitute a quorum for the transaction of business, and;
- B. Provide prior reasonable notice of CoC Board and committee meetings and such notices shall be published on the CoC Lead Agency website. Each meeting shall have on its agenda the opportunity for members of the public to provide input and comment, and;
- C. Review and approve the minutes and consider recommendations from such committees established as provided in Section II.E. above, including such meetings as may be necessary to conduct the business of CoC operations, CoC Planning and HMIS governance.

IV. COC REPORTS

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

- A. CoC Program Grant Project Priority List
- B. Annual report on homeless services needs and gaps
- C. Annual Point In Time Count (PIT)
- D. Annual Housing Inventory Chart (HIC)
- E. Annual Homeless Assessment Report (AHAR)

V. AMENDMENT TO CHARTER

This Charter can be amended by a vote of 75% of the then sitting CoC Board.

# **MEMORANDUM OF UNDERSTANDING**

## **BETWEEN**

### **TX 601 Continuum of Care Board and the**

### **TX601 Collaborative Applicant – Tarrant County Homeless Coalition**

**WHEREAS** the Continuum of Care Board (CoC Board) shall serve the geographic area of the Fort Worth/Arlington/Tarrant County Continuum of Care TX 601, which includes all of Tarrant and Parker County, Texas, to:

- Promote community-wide commitment to the goal of ending homelessness;
  - Provide funding for efforts by nonprofit providers, States and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness;
  - Promote access to and effective use of mainstream programs by homeless individuals and families;
  - Optimize self-sufficiency among individuals and families experiencing homelessness;
- and

**WHEREAS** the CoC Board shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to designate a CoC Lead Agency to serve as the Collaborative Applicant to operate the Continuum of Care (CoC) to support year-round Continuum of Care planning of homeless and homeless prevention housing and services; and

**WHEREAS** the Tarrant County Homeless Coalition has been designated as the Collaborative Applicant by Resolution of the CoC Board of Directors, and as such is the sole eligible applicant for the HUD CoC Program Planning Grant funds, and shall manage the required HUD process on behalf of the CoC Board to ensure the maximum amount of funds are received by the CoC jurisdiction and that the CoC is in compliance with all applicable HUD rules and regulations; and

**WHEREAS** the Tarrant County Homeless Coalition has been designated as the Administrator of the Homeless Management Information System (HMIS) by a Resolution of the CoC Board of Directors,

The parties agree to the following:

#### **ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE APPLICANT:**

- I. Maintain CoC Board of Director meeting agendas and minutes and post to the TCHC website in a timely fashion.

- II. Keep the CoC Board of Directors up to date on relevant changes in HUD rules and regulations
- III. Provide a Quarterly Collaborative Applicant/CoC Planning report
- IV. Conduct the HUD CoC Program Grant process
- V. Produce Annual Reports including
  - a. State of the Homeless Address report on homeless services needs and gaps
  - b. Point In Time Count (PIT)
  - c. Housing Inventory Chart (HIC)
  - d. Annual Homeless Assessment Report (AHAR)
  - e. CoC Program Grant Score Debrief and Improvement Report
- VI. Serve as the HMIS Lead Agency, operating the HMIS compliant with the HUD HMIS CoC Program Grant and data collection and reporting standards
- VII. Coordinate and facilitate collaboration among agencies to ensure successful planning and partnerships in the Continuum of Care geographic area

#### **ROLES AND RESPONSIBILITIES OF THE CoC BOARD OF DIRECTORS:**

- I. Ensure that the funds and resources needed by the Collaborative Applicant for its work outlined in the roles and responsibilities are adequate and available.
- II. Establish funding priorities for CoC Program and Emergency Solutions Grant assistance through fair, objective, and transparent processes.
- III. Ensure that any potential and or perceived conflicts of interest are addressed in an effective, open, and timely manner.
- IV. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
- V. Review and approve the funding application and response to HUD's annual CoC Program NOFA for homelessness assistance resources.
- VI. Provide to the Collaborative Applicant an annual planning timeline and data and analysis information needs.
- VII. Conduct a bi-annual performance review of the Collaborative Applicant.

**DURATION AND RENEWAL**

Except as provided in the TERMINATION section, the duration of the MOU shall be from January 15, 2014 through January 14, 2015. This agreement shall renew automatically unless either party gives notification pursuant to TERMINATION section.

**AMENDMENTS/NOTICES**

This MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, emailed or delivered to:

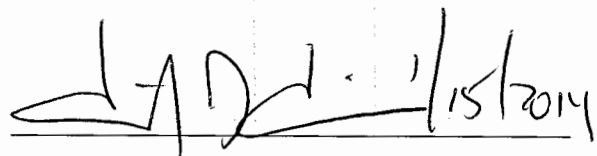
- 1. Chair of the Fort Worth/Arlington/Tarrant County Continuum of Care Board of Directors
- 2. President/Executive Director of the Tarrant County Homeless Coalition

**TERMINATION**

Either party may terminate this MOU at a date prior to the renewal date specified in the MOU by giving 120 days written notice to the other party. If the HUD CoC Program Planning Grant funds relied upon to undertake activities described in the MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

Signatures:

  
 \_\_\_\_\_  
 Chair  
 CoC TX601 Board of Directors

  
 \_\_\_\_\_  
 President/Executive Director  
 Tarrant County Homeless Coalition

~~RESOLUTION OF THE BOARD OF DIRECTORS~~  
**TO DESIGNATE THE ELIGIBLE COLLABORATIVE APPLICANT FOR  
THE CONTINUUM OF CARE TX 601**

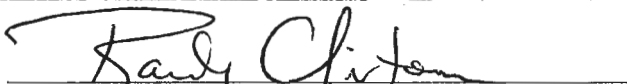
WHEREAS the Continuum of Care Board of Directors is the lead planning body for the Fort Worth/Arlington/Tarrant County Continuum of Care TX 601 (CoC) serving the geographic area of Tarrant County and Parker County, Texas, as recognized by the U.S. Department of Housing and Urban Development, and

WHEREAS the Board of Directors, as the lead planning body for the CoC, is responsible for the designation of the Collaborative Applicant for the CoC Program Grant, therefore

BE IT RESOLVED that the Board of Directors designates the Tarrant County Homeless Coalition as the eligible Collaborative Applicant for the FY2013 Continuum of Care Program responsible for the submission of the CoC Program Application and is the sole eligible recipient of the Continuum of Care Planning Project and the Continuum of Care Coordinated Assessment Project.

The undersigned, Randy Clinton, elected Chair of the Board of Directors, that the above is a true and correct copy of the resolution that was duly adopted at the August 23, 2013 meeting of the Board of Directors, which was held in accordance with the Charter of the Board.

8-27-13  
Date

  
CoC Board Chair