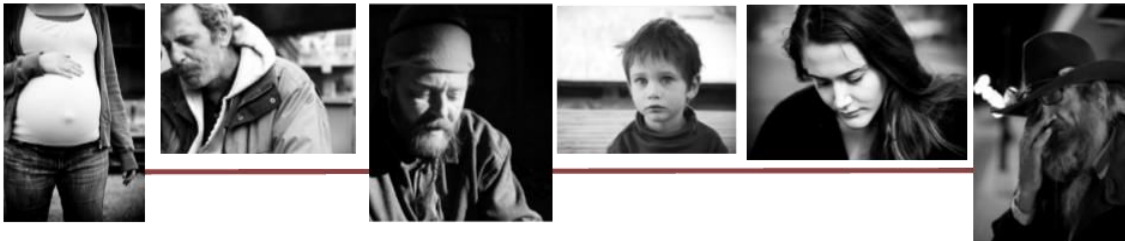




# COMMUNITY PARTNERSHIP

*Working Together to Build Strong Communities*

## OZARKS ALLIANCE TO *End* HOMELESSNESS GOVERNANCE CHARTER



SPRINGFIELD/GREENE, CHRISTIAN, AND WEBSTER  
COUNTIES CONTINUUM OF CARE

[CPOZARKS.ORG/ENDHOMELESSNESS](http://CPOZARKS.ORG/ENDHOMELESSNESS)

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## OAEH Governance Overview

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidated the homeless assistance programs administered by the United States Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program and revised the Emergency Shelter Grant program and renamed it the Emergency Solutions Grant program. The HEARTH Act also codified into law the Continuum of Care (CoC) planning process, a longstanding part of HUD's grant application process. A CoC is designed to assist individuals and families experiencing homelessness by providing greater community-wide coordination, decision making, and leadership for homeless services and funding.

The Ozarks Alliance to End Homelessness (OAEH) serves as the CoC for Springfield/Greene, Christian, and Webster counties. The City of Springfield is the designated Lead Agency for the OAEH and contracts with Community Partnership of the Ozarks (CPO) for administration of the OAEH.

The OAEH Executive Board is the governing body for the OAEH and is tasked with carrying out the responsibilities prescribed in the CoC Program Interim Rule. CoC governance responsibilities include:

- Planning for the CoC, operating the CoC, and ensuring compliance with HUD requirements and regulations
- Coordinating the implementation of a housing and service system that meets the needs of individuals and families who experience homelessness, including prevention and diversion strategies, outreach and engagement, coordinated assessment, entry and exit, crisis shelter, emergency shelter, temporary housing, permanent housing, and supportive services
- Designing and implementing the process associated with applying for HUD CoC Program funds

This Governance Charter was developed by the OAEH Executive Board and OAEH Lead Agency in consultation with homeless and housing service providers in the tri-county service area. This process was guided by the Corporation for Supportive Housing, which provided technical assistance through HUD in 2016. The Governance Charter outlines the roles and responsibilities of the OAEH Lead Agency, Collaborative Applicant, HMIS Lead, OAEH, and its Executive Board and committees.

The OAEH must review this Governance Charter annually in March. Members of the OAEH, the OAEH Executive Board, Collaborative Applicant, Lead Agency, or HMIS Lead may make suggestions for updates. It is the Lead Agency's responsibility to review HUD rules, regulations, and guidance and to suggest updates to the Governance Charter as required by HUD. Updates to the Governance Charter require two Executive Board meetings: the first to review changes and the second to vote. A simple majority is required by the OAEH Executive Board to approve updates. Final updates must be presented to OAEH membership.

## OAEH Lead Agency

The OAEH has designated the City of Springfield as the Lead Agency for the OAEH and contracts with CPO to execute staffing responsibilities of the OAEH. CPO will provide meeting support for the OAEH, including the OAEH Executive Board and all other Committees. CPO is responsible for scheduling meetings, developing agendas, issuing meeting materials, and posting all relevant documents to the OAEH website ([cpozarks.org/endhomelessness](http://cpozarks.org/endhomelessness)). All responsibilities are documented in the contractual agreement, renewed annually, between the City of Springfield and CPO.

Communications (media, print materials, etc.) for the OAEH and its committees must be approved by CPO. Internal communications to the OAEH must go through the Continuum of Care Coordinator, and external communications—including interaction with media or any publications made external to a mass audience—must go through CPO’s Vice President of Communications. All media are to be directed to the Vice President of Communications before any story may be set up, and the Vice President of Communications must be notified any time the OAEH is featured by media, whether directly or indirectly. Press releases will be written and distributed by the Vice President of Communications and all press conferences must be cleared by the Vice President of Communications and CPO’s President/CEO. In addition to OAEH leadership, OAEH spokespeople may be asked to interact with media for specific purposes, in consultation with the Vice President of Communications and the Continuum of Care Coordinator.

## OAEH Collaborative Applicant

The OAEH has designated the City of Springfield to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining required application information from all CoC Program funded projects within the OAEH geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for CoC Program funding and applying for CoC Planning dollars. Before the submission of the annual application to HUD for CoC Program funding, or any other funding applied for on behalf of the CoC, the Collaborative Applicant must submit a final draft of the application to the OAEH Executive Board (or the designated NOFO Committee) for approval. Depending on the timing of the submission to HUD, the OAEH Executive Board and Collaborative Applicant will create a timeline for submission to the OAEH membership.

The City of Springfield, as the Collaborative Applicant, contracts with CPO to execute responsibilities related to federal funding, including writing the collaborative application and responsibilities related to oversight of the Coordinated Entry System. All responsibilities are documented in the contractual agreement, reviewed annually, between the City of Springfield and CPO.

## OAEH HMIS Lead

The OAEH has designated the Institute for Community Alliances (ICA) as the Homeless Management Information System (HMIS) Lead. ICA is a legal entity and a CoC Program eligible applicant. The HMIS Lead will maintain the community’s HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance, and the provision of technical assistance to contributing organizations. HMIS Lead responsibilities are documented in the Memorandum of Agreement (MOA), reviewed annually, between the Institute for Community Alliances and the OAEH.

The designation of HMIS Lead is valid for a maximum of five years (starting with the 2019 MOA) before the designation must be reviewed and renewed by the OAEH Executive Board. No requirement for a Request for Proposal (RFP) will be made if no other agencies are interested and this step is unnecessary. In response to negligence or poor performance of the HMIS Lead, the OAEH reserves the right to open an RFP process prior to the five-year mark and designate a new HMIS Lead.

## General OAEH

### Meetings

The OAEH will hold quarterly meetings for OAEH members/member agencies. Meetings will take place in January, April, July, and October on the third Thursday of the month, from 10:00 a.m. – 12:00 p.m. Agendas will be posted at least one week in advance of the meeting date at [cpozarks.org/endhomelessness](http://cpozarks.org/endhomelessness). Meetings are open to the public and the OAEH will have time for public comment at each meeting. OAEH meetings will follow CPO's Inclement Weather Policy- if Springfield Public Schools is closed due to inclement weather, all OAEH meetings will be cancelled or moved to a virtual format.

### Code of Conduct/Conflict of Interest/Recusal Process

In accordance with HUD regulations, no 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. Therefore, any individual participating in or influencing decision-making must identify actual or perceived conflicts of interest as they arise and comply with the spirit of this policy. Individuals with a conflict of interest should abstain from discussion and abstain from voting on any issue in which they have a conflict. An individual with a conflict of interest, who is also the committee chair, shall yield that position during discussion and abstain from voting on the item.

Written conflict of interest disclosure statements will be provided by each member annually or upon membership approval. This form must be updated on a yearly basis, and members will not be able to vote until the statement is on file. All voting members shall have the right to recuse themselves from voting on a matter without providing excuse.

### Decision Making

Robert's Rules of Order will be followed, and a simple majority of the members present is necessary for any resolution or vote to pass. For purposes of time sensitive and/or critical votes, an email vote may be used. On the direction of the OAEH Executive Board, e-votes may be initiated by the Lead Agency's designated staff support. More than 51% of the OAEH voting membership must respond to the e-vote for the vote to be accepted.

### Membership

Membership in the OAEH ensures community-wide commitment to preventing and ending homelessness and must represent a diverse body of stakeholders throughout the entire geographic area of the OAEH (Springfield/Greene, Christian, and Webster counties). The intent is that the OAEH be as inclusive as possible and include the opinions and insights of various parties. The OAEH reports

to the OAEH Executive Board, informs the Executive Board, and is also held accountable by the OAEH Executive Board.

All members of the OAEH have the right to vote. However—while multiple agency representatives are encouraged to attend OAEH meetings, each agency will hold only a single vote.

To remain a member in good standing, individual members or agencies must

- Have representation at 75% of quarterly meetings (June 1 – June 30)
- Sit on at least one OAEH Committee (can be agency representation)

## Member Representation

Under the HUD CoC Interim rule, representatives from relevant organizations within a geographic area shall establish a Continuum of Care for the geographic area to carry out the established duties of this part. Relevant organizations include:

- Advocates
- Affordable Housing Developers
- Businesses
- Domestic Violence Survivor Service Providers
- Faith-based Organizations
- Government Entities
- Law Enforcement
- Mental Health Agencies
- Non-profit Homeless Assistance Providers
- Persons who have Experienced Homelessness
- Public Housing Agencies
- School Districts
- Social Service Providers
- Universities
- Veteran Service Organizations

The OAEH may also have the following, or other interested parties, represented in its membership.

- Department of Corrections
- Department of Health and Human Services
- Disability Services
- Family and Youth Services
- Home Ownership Programs
- Hospitals and Health Care Providers
- Legal Aid Services
- Substance Abuse Service Providers
- Utility Companies

## Joining the OAEH

The OAEH has open membership and invites new members to join throughout the year. In order to become a member of the OAEH, an individual/agency must attend one General OAEH meeting to make their interest known and complete an OAEH Membership Application Form, located at [cpozarks.org/endhomelessness](http://cpozarks.org/endhomelessness). New applications will be adopted monthly at OAEH Executive Board meetings.

## Responsibilities

### Coordinated Entry System

- Ensure consistent and timely HMIS participation of recipients and sub-recipients \*

### Community Integration

- Participate in consolidated plan \*
- Receive community and public policy updates related to homelessness

#### Governance

- Annual membership review of CoC\*
- Designate responsibilities of OAEH Executive Board\*
- Review written selection process for OAEH Executive Board\*
- Annual review of Governance Charter\*
- Regular review of and updates to local plan to end homelessness, including a gaps analysis of homeless service system and alignment with federal plan to end homelessness

#### Management/Operations

- Review and act on annual funding allocations
- Review and act on any proposed funding reallocations, as required
- Review and act on any additional HUD requirements
- Review and make final determination on provider appeals as recommended by the OAEH Executive Board

*Responsibilities marked with \* are required by the CoC Program Interim Rule*



# OAEH Executive Board

## Meetings

The OAEH Executive Board will hold no less than 10 meetings annually. Meetings and meeting minutes will be made public by posting on the OAEH website ([www.cpozarks.org/endhomelessness](http://www.cpozarks.org/endhomelessness)). While meetings are open to the public, the OAEH Executive Board reserves the ability to hold closed executive sessions. OAEH Executive Board meetings will follow CPO's Inclement Weather Policy- if Springfield Public Schools is closed due to inclement weather, OAEH Executive Board meetings will be cancelled. Any meetings canceled because of inclement weather will not be counted against the 10 meetings to be held annually.

Monthly meetings shall be held on the second Wednesday of each month, beginning at 11:00 a.m., at the offices of Community Partnership of the Ozarks. The date, time, or place of the meeting (place may include meetings by phone conference or by e-mail) may be changed by vote of two-thirds of the OAEH Executive Board members, so long as the vote is made within 24 hours of the regularly scheduled monthly meeting, and so long as all OAEH Executive Board members are *actually notified* of the proposed change(s) and invited to vote on the change(s). "Actual notification" shall include notification to the OAEH Executive Board members by personal notification or by phone, mail, or e-mail. In the event there is a failure to obtain actual notification or failure to otherwise comply with the provisions herein for change(s), then the business conducted at such meeting may be ratified by two-thirds vote of the OAEH Executive Board members at the next regularly scheduled monthly meeting.

In addition to monthly meetings, non-scheduled meetings may be held from time to time. Only the Chair or Vice-Chair may initiate a non-scheduled meeting. Such person shall do so by complying with the provisions contained above with regard to changes made for the date, time, or place of the monthly meetings.

## Code of Conduct / Conflict of Interest / Recusal Process

In accordance with HUD regulations, no OAEH Executive 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 OAEH Executive Board member represents. Therefore, any individual participating in or influencing decision-making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should recuse themselves from discussion and voting on any issue in which they may have a conflict. An individual with a conflict of interest, who is the Committee chair, shall yield that position during discussion and abstain from voting on the item.

Written conflict of interest disclosure statements will be provided by each OAEH Executive Board member annually or upon membership approval. This form must be updated on a yearly basis, and OAEH Executive Board members will not be able to vote until the statement is on file. All voting members shall have the right to recuse themselves from voting on a matter without providing excuse.

Any individual on the OAEH Executive Board associated with an entity that receives HUD CoC funding may not participate in selecting members for or serving on the OAEH NOFO committee.

## Compensation and Gifts

No compensation shall be paid for serving as a member of the Executive Board except to such members who may be entitled to reimbursement for actual expenses incurred in carrying out his or her duties. All OAEH Executive Board members will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. All OAEH Board Members shall be careful to ensure that she/he is involved in no apparent or potential violations of this provision.

## Discipline

Any Executive Board member of the OAEH determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

## Indemnification of Directors and Officers

The OAEH shall indemnify each Executive Board member and officer to the fullest extent permitted by law against all costs and expenses, including attorney's fees, judgments, fines, and amounts paid in settlement, actually and reasonably incurred in connection with any proceeding, as defined in Missouri Revised Statutes Chapter 355, to which the Executive Board member and officer is or is threatened to be made a party by reason of the fact that he or she is or was an Executive Board member, officer, or agent of the OAEH, or is or was serving at the request of the OAEH as an Executive Board member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise. The OAEH shall at all times carry a general liability policy on its business activities in the amount of no less than \$2,000,000 combined single limits coverage.

## Quorum

A majority of 51% of OAEH Executive Board voting members constitutes a quorum at all meetings of the OAEH Executive Board. If 51% of the OAEH Executive Board's voting members are not in attendance at a meeting, no votes may take place during the OAEH Executive Board meeting. Votes will then be conducted at the following regular scheduled monthly meeting or via email if the vote is time sensitive.

## Decision Making

Robert's Rules of Order will be followed and, if quorum is met, a simple majority of the OAEH Executive Board members present is necessary for any resolution or vote to pass. For purposes of time-sensitive and/or critical votes, an email vote may be used. On the direction of the OAEH Executive Board Chair, e-votes will be initiated by the Lead Agency's designated staff support. More than 51% of the OAEH Executive Board's voting membership must respond to the e-vote for the vote to be accepted.

## Membership

The OAEH is required to establish an Executive Board to act on its behalf. The OAEH Executive Board consists of no fewer than 11 and no more than 20 persons.

Membership should be representative of relevant organizations and projects serving homeless sub-populations within the Springfield/Greene, Christian, and Webster counties geographic area and should include at least one homeless or formerly homeless individual.

The following entities should have a position the Executive Board:

- Christian County Representative, appointed by Christian County Commission
- City of Springfield Representatives
  - Lead Agency Representative, appointed by the Director of Planning, City of Springfield
  - City of Springfield Representatives, appointed by the Mayor (two positions)
- Community Representatives
  - Mental Health
  - Healthcare
  - Other At Large
- Federal Funding Representatives
  - ESG Recipient
  - Funded Agency Committee Chair (may also be the designated ESG/HUD Recipient)
  - HUD Recipient
- Greene County Representative, appointed by Greene County Commission
- Homeless/formerly homeless individual
- Housing Authority of Springfield
- Springfield Police Department, appointed by the Chief of Police
- Webster County Representative, appointed by Webster County Commission

Additionally, the OAEH Executive Board may consider pursuing Executive Board members from the following parties as it looks to strategically govern the OAEH. A member of the Executive Board can represent more than one entity but will have only one vote.

- Advocates
- Affordable Housing Developers
- Businesses
- Department of Corrections
- Department of Health and Human Services
- Disability Service Providers
- Domestic Violence Service Providers
- Faith-based organizations
- Family and Youth Services
- Government Entities
- Home Ownership Programs
- Hospitals/Health Care providers
- Law Enforcement
- Legal Aid Services
- Mental Health Agencies
- Non-profit Homeless Assistance/Social Service Providers
- Public Housing Agencies
- School Districts/Universities
- Substance Abuse Service Providers
- Utility Companies
- Veteran Service Organizations

## Meeting Attendance

Members of the OAEH Executive Board shall, if at all possible, attend all regular and special meetings of the OAEH Executive Board. Any Executive Board member missing 3 consecutive meetings may be deemed to have given up his or her membership on the OAEH Executive Board and his or her office, if any. In this case, the member's position on the OAEH Executive Board and office, if applicable, may be declared vacant following written notification from the OAEH Executive Board Chair. If the member wishes to be reinstated, he or she may petition the OAEH Executive Board at its next regular meeting.

## Elections

The OAEH Executive Board will appoint members of the Executive Board to serve on a Nominations Committee. This committee is charged with accepting nominations and making final recommendations to the OAEH Executive Board for openings other than those that are appointed by a governmental body. The Committee shall accept nominations at least 30 days before terms are expiring and as needed for Executive Board members who leave for any other reason. The Committee is tasked with submitting a report to the Executive Board for approval. If there are no nominations other than those contained in the report, said report shall be accepted or rejected. If there are nominations other than those contained in the report, the Executive Board shall vote on each nomination with each member of the Executive Board having one vote. Elections for positions not appointed by a governmental body will take place as needed, including Chair and Vice-Chair.

## Term Limits and Removal of Leadership

Executive Board members shall serve a two-year term. They may serve three consecutive two-year terms; afterward, they must sit out one full two-year term before returning to the Executive Board. Terms for Executive Board members filling appointed positions will be reviewed at the end of their two-year term, and Lead Agency staff will reach out to the appointing organization for reappointment if necessary. It is specifically noted that the Executive Board understands the staffing challenges Federal Funding Recipients may face and does not intend to create barriers to maintaining critical Funded Recipient representation on the board. Term limits are intended to strengthen the Executive Board and enhance the OAEH. Exceptions to term limits may be granted by the Executive Board

Any Executive Board member (including appointed positions) may be removed from office by a two-thirds vote of the remaining Executive Board members with or without cause, following written notification. Removal of leadership may be sought if responsibilities are not fulfilled, including uncommunicated absences from multiple meetings.

## Officers

The OAEH Executive Board will elect a Board Chair and a Vice-Chair from current Executive Board members to lead the OAEH and its Executive Board. The term for Board Chair will be two years; when the term has ended, he/she will then serve as Immediate Past Chair for two years. The term for Vice-Chair will be two years; the Vice-Chair will have right of first refusal for the Board Chair position when their term has ended.

The officers of the OAEH Executive Board shall have the following duties and responsibilities:

- The Board Chair has the authority to direct and supervise the OAEH Executive Board in its governance role. The Board Chair will lead the OAEH Executive Board with an emphasis on (1) outward vision rather than internal preoccupation, (2) strategic leadership more than administrative detail, (3) collective rather than individual decisions, (4) future rather than past or present, and (5) proactivity rather than reactivity; as well as encouraging diversity in viewpoints and clear distinction of Board and Chief Executive roles. The Board Chair shall be presiding officer at all OAEH and OAEH Executive Board meetings.
- The Vice-Chair shall have the duties and powers of the Board Chair in case of the Board Chair's death, absence, or incapacity. The Vice-Chair shall carry out such duties as are delegated or assigned to him or her by the OAEH Executive Board or Board Chair.

## Responsibilities

The OAEH gives authority to the OAEH Executive Board for specific responsibilities related to Community Integration, Coordinated Entry System (CES), Governance, and Management/Operations of the OAEH.

### Community Integration

- Act as the official liaison for the consolidated planning process, coordination with ESG jurisdictions, and the Missouri Governor's Committee to End Homelessness based on input from the OAEH

### Coordinated Entry System

- Designate a single HMIS for the entire geographic area \*
- Designate a single HMIS Lead \*
- Ensure annual review of CES Policies and Procedures

### Governance

- Designate a Collaborative Applicant \*
- Establish and designate responsibilities to the Lead Agency, Collaborative Applicant, and HMIS Lead \*
- Establish and appoint committees, as necessary \*
- Act as the appeals body for the OAEH
- Hold OAEH Committees accountable for fulfilling their responsibilities and review work of Committees
- Receive input from OAEH membership and the public on priorities and goals for the OAEH, and set those priorities on an annual basis
- Work with the Lead Agency's designated staff on the governance charter for the OAEH
- Create an appeal process for providers
- Create a comprehensive grievance policy

### Management/Operations

- Work with the Lead Agency's designated staff to set all OAEH meeting agendas
- Lead OAEH membership meetings
- Appoint membership of the NOFO and Membership/Nominations Committees on an annual basis

- Set protocols for ranking and review process for the HUD CoC funding competition, taking into account the OAEH’s needs, system gaps, system and project performance, strategic goals, HUD threshold requirements and regulations, and HUD and local policy priorities
- Approve annual HUD CoC application \*
- Take action against federal funding recipients or sub recipients who are poor performers \*
- Consult with ESG recipients \*

*Responsibilities marked with \* are required by the CoC Program Interim Rule*

## OAEH Committees

### Meetings

The OAEH Executive Board may establish ad hoc committees, task forces, or work groups (collectively, Committees) made up of OAEH General Membership and community members to act on behalf of the OAEH. Committee meetings may be open to the public and agendas may be made public if requested. Committees will determine how often they will meet as a group in order to achieve their assigned tasks and goals. The OAEH gives authority for specific responsibilities to OAEH Committees as necessary.

Each Committee will elect a Chair to lead the Committee through the assigned tasks for the year. Committee Chairs are responsible for working with Lead Agency staff to develop meeting agendas and leading Committee meetings and are also encouraged to attend quarterly General OAEH meetings.

OAEH Committee meetings will follow CPO’s Inclement Weather Policy- if Springfield Public Schools is closed due to inclement weather, all OAEH related meetings will be cancelled or moved to a virtual format.

Standing OAEH Committees include:

1. Coordinated Entry System (CES) Policy Development Committee
2. Christian County Homeless Alliance
3. Every Voice Counts Council
4. Crisis Cold Weather Shelter (CCWS) Planning Committee
5. Systems & Services Committee
6. Healthcare to Housing Coalition
7. Homeless Veterans Task Force
8. Homeless Youth Task Force
9. Legal Committee
10. Legislative Education Committee
11. Nominations Committee
12. Notice of Funding Availability (NOFO) Committee
13. Parabatai (Youth Action Board)
14. Point in Time/Every One Counts Committee

### Code of Conduct/Conflict of Interest/Recusal Process

In accordance with HUD regulations, no 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. Therefore, any individual participating in or influencing decision-making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and, if possible, prior to the discussion of any such issue. Individuals with a conflict of interest should recuse themselves from discussion on any issue in which they may have a conflict.

Annual written disclosure statements will be provided by each member at the annual meeting. Members will not be permitted to participate in any discussion until the statement is on file.

## Decision Making

Robert's Rules of Order will be followed, and a simple majority of the members present is necessary for any resolution or vote to pass. For purposes of time sensitive and/or critical votes, an email vote may be used. On the direction of the OAEH Executive Board, e-votes may be initiated by the Lead Agency's designated staff support. More than 51% of voting membership must respond to the e-vote for the vote to be accepted.

## Membership

Except the NOFO and Nominations Committees (in which membership is appointed by the OAEH Executive Board), Committee membership will be on a volunteer basis. Efforts will be made by the Nominations Committee to recruit participation from individuals or agencies with particular knowledge and/or skill sets to assist with Committee tasks as deemed helpful and/or necessary. Volunteers will be able to join a Committee at any time throughout the year. The OAEH Executive Board will designate any required staff, either from the Lead Agency or the HMIS Lead, to participate in Committees.

## Elections

The OAEH Committees will nominate members of the Committee to serve as the Chair or Vice Chair of that Committee. The Committee shall accept nominations at least 30 days before terms expire and as needed for Committee members who leave for any other reason. If there are no nominations other than those contained in the report, said report shall be accepted or rejected. If there are nominations other than those contained in the report, the Committee shall vote on each nomination with each member of the Committee having one vote.

Elections for positions not appointed by a governmental body will take place as needed. Nominations for the Chair and Vice-Chair position will take place as needed when positions become vacant.

## Term Limits and Removal of Leadership

Committee members shall serve one, two-year term. They must sit out one full two-year term before returning to leadership of the Committee. Term limits are intended to strengthen the Committee and enhance the OAEH. Exceptions to term limits may be granted by Committee members.

Any Committee member (including appointed positions) may be removed from office by a two-thirds vote of the remaining Committee members with or without cause, following written notification. Removal of leadership may be sought if responsibilities are not fulfilled, including uncommunicated absences from multiple meetings.



## Officers

The OAEH Committee will elect a Chair and a Vice-Chair from current Committee members to lead the Committee meetings. The term for Committee Chair will be two years. The term for Vice-Chair will be two years; the Vice-Chair will have right of first refusal for the Committee Chair position when their term has ended.

The officers of the OAEH Committees shall have the following duties and responsibilities:

- The Chair will lead the Committee with an emphasis on (1) outward vision rather than internal preoccupation, (2) strategic leadership more than administrative detail, (3) collective rather than individual decisions, (4) future rather than past or present, and (5) proactivity rather than reactivity; as well as encouraging diversity in viewpoints and clear distinction of roles.
- The Vice-Chair shall have the duties and powers of the Chair in case of the Chair's death, absence, or incapacity. The Vice-Chair shall carry out such duties as are delegated or assigned to him or her by the Committee or Chair.

## Responsibilities

### CES Policy Development Committee

- Must include representation from the Lead Agency or designated staff person
- Should include a person who is homeless or formerly homeless
- Ensure operation of CES in consultation with Emergency Solution Grant funded agencies \*
- Develop and annually review policy for how Coordinated Entry System will address the needs of Domestic Violence Survivors \*
- Provide macro-level OAEH oversight of CES and make recommendations to the OAEH Executive Board and OAEH on changes for system improvement
- Troubleshoot any issues, in coordination with CES administering agency (CPO)

### Christian County Homeless Alliance

- Facilitate system-wide coordination of homeless service providers in Christian County to ensure homelessness is rare, brief, and non-recurring
- Educate community on homelessness, including rural homelessness
- Oversight and fundraising of the CCHA Fund.

### Every Voice Counts Council

- Provide direction and expert advice gained from lived experience of homelessness regarding OAEH activities, programs, and strategic development
- Representation of those experiencing homelessness locally on various OAEH Committees and leadership positions

### Crisis Cold Weather Shelter Planning Committee

- Temperature threshold for open/closed shelter status is determined by the CCWS Planning Committee. This is recommended to the OAEH Executive Board for formal approval and



adoption. The City of Springfield, as the Lead Agency, follows the approved and adopted temperature threshold.

- Develop process and procedures for meal and shelter-up location, transportation, and expectations of shelter locations.
- Organize and provide administrative support to shelter locations, including inspection and permitting.

#### Healthcare to Housing

- Examine closer collaboration and partnerships between OAEH and healthcare partners
- Address and fix issues related to healthcare for those experiencing homelessness and housing for those in need of healthcare services

#### Homeless Veterans Task Force

- Should include representation from Department of Veterans Affairs, SSVF provider(s), Work Force Development, and broad community representation
- Facilitate system-wide coordination of Veteran service providers in OAEH geographic area to ensure homelessness is rare, brief, and non-recurring
- Educate community on Veteran homelessness
- Oversight, fundraising, and coordination of Bridge Housing Fund
- Assist in coordination efforts for annual Veterans Stand Down event

#### Homeless Youth Task Force

- Should include representation from education systems, juvenile office, Parabatai (Youth Action Board), public child welfare agency, RHY providers, Work Force Development, and broad community representation
- Facilitate system-wide coordination of youth service providers in OAEH geographic area
- Educate community on youth homelessness
- Coordination with Parabatai (Youth Action Board) on education, events, and strategic planning
- Additional responsibilities may include coordination of annual Homeless Liaison training, High Risk and Homeless Youth Report, regular updates to Gaps Analysis, and youth-specific outreach for PIT

#### **Legal Committee**

- **Reestablishing Homeless Court with potential pathways for evictions and expungements**
- **Assisting individuals experiencing homelessness with their legal situations, to promote permanent housing opportunities**
- **Facilitate monthly meetings to build relationships and to develop initiatives to address gaps within our community**

#### Legislative Education Committee

- Should include broad system representation including health care, mental healthcare, advocates, persons with lived experience, legal services

- Track local, state, and federal legislative action items that impact agencies, programming, and/or individuals experiencing homelessness
- Create educational, data driven documents, that will help legislators make the most informed decisions
- The Community Partnership of the Ozarks holds a 501(c)(3) designation and is therefore restricted from certain lobbying practices. Per the Community Partnership Board of Directors, Community Partnership, including all Collaboratives, maintains a neutral position on legislation, ballot issues, and candidates for office and makes no endorsements. Educational activities, such as authoring white papers or presenting on the impacts of the aforementioned, are permitted

#### Nominations Committee

- Engage in recruitment activities to engage as many and diverse stakeholders in the OAEH as possible, including recruitment for participation and membership in the OAEH, the OAEH Executive Board, and OAEH Committees
- Work in collaboration with the OAEH Executive Board to develop any qualifications for membership in OAEH entities as deemed necessary

#### Notice of Funding Availability (NOFO) Committee

*Agencies that receive HUD funding through the OAEH are prohibited from participating on this committee; members are appointed by the OAEH Executive Board. Must include representation from the Lead Agency or a designated staff person.*

#### Funding Allocation

- Work with Lead Agency to complete project performance evaluation and monitoring
- Score and rank projects and provide ranking recommendation to the OAEH Executive Board
- Review applications for funding opportunities, as directed by the OAEH Executive Board

#### System Performance

- Evaluate outcomes for ESG and CoC projects and report to HUD\*
- Establish System Performance goals in consultation with recipients/sub-recipients and monitor progress\*
- In collaboration with HMIS Lead and Lead Agency, review System Performance for funded agencies on a quarterly and annual basis to evaluate how well the homeless system is meeting HUD's system-wide performance measures
- Provide recommendations to the OAEH Executive Board on how system-wide performance can be improved

#### Parabatai Committee (Youth Action Board)

- Guide Homeless Youth Task Force initiatives (education, events, strategic planning)
- Work on projects and initiatives to benefit unstably housed youth

#### Point in Time (PIT)/Every One Counts Committee

- Plan, organize, and implement the annual Point in Time Count, in collaboration with the OAEH Lead Agency and HMIS Lead

*Responsibilities marked with \* are required by the CoC Program Interim Rule*



# Appendix – Policies and Procedures

## Coordinated Entry Policies and Procedures

CES Policies and Procedures can be viewed at [www.cpozarks.org/endhomelessness](http://www.cpozarks.org/endhomelessness). Adopted February 2017.

## Discharge Policy

The OAEH Executive Board has adopted the Governor’s Committee to End Homeless Discharge Policy. This policy can be found at <https://www.endhomelessnessmo.org/gceh-policies>. Adopted February 2019.

## ESG Written Standards

The OAEH Executive Board has adopted the Governor’s Committee to End Homelessness written standards for ESG funded programs and expects all ESG funded agencies to adhere to these policies.

## Homeless Prevention

Homeless Prevention standards can be found at <https://www.endhomelessnessmo.org/gceh-policies>. Adopted February 2019.

## Rapid Rehousing

The CoC requires agencies receiving HUD Continuum of Care funds for RRH projects to provide medium-term rental assistance and supportive services, in alignment with the requirements outlined by HUD. The CoC encourages RRH projects to provide at least 12 months of rental assistance and supportive services, unless the client needs less or additional support, determined on a case-by-case basis. Medium-term rental assistance is rental assistance that is provided for 4 to 24 months and is eligible under the following CoC Program components, which can be found [here](#). Depending on the program component under which medium-term rental assistance is being provided, it could be tenant-based, project-based, or sponsor-based.

Rapid re-housing assistance is offered without preconditions (such as employment, income, absence of criminal record, or sobriety), and the resources and services provided are typically tailored to the unique needs of the household.

The CoC is required to establish written standards of which RRH projects are required to follow. Rapid Rehousing standards can be found at <https://www.endhomelessnessmo.org/gceh-policies>. Adopted October 2018.

## HVTF Bridge Housing

The OAEH Executive Board has approved the Homeless Veterans Task Force Bridge Housing Policy, which can be found at [cpozarks.org/endhomeless](http://cpozarks.org/endhomeless). Adopted December 2018.

## Letters of Support

Any agency may request a Letter of Support from the OAEH. Requests for Letters of Support shall be submitted to either the Lead Agency or the designated staff person. The requests should outline agency, amount of funding requested, and how the funding will help the OAEH in meeting local and federal goals. Requests must be submitted at least one week prior to the requested due date. Adopted February 2017.

## Project Applicants

Through the annual HUD Grant submission process for both Continuum of Care and Emergency Solution Grant Funding, the OAEH will accept letters of Intent to Submit from Voting Member agencies. This will normally require that agencies interested in applying for funding through the OAEH for CoC or ESG funding meet *Voting Member* criteria as well as 75% participation in OAEH meetings for 12 months prior to HUD Grant Submission.

An exception may be granted by the OAEH Executive Board, particularly if the agency has direct experience with HUD grants. Adopted February 2017.

## Reallocation Policy

**Background:** The United States Department of Housing and Urban Development (commonly known as “HUD”) required that Continuums of Care (CoC) carefully evaluate and review all renewal projects and to develop a reallocation process for projects funded with CoC funds. Reallocation is an important tool used by CoCs to make strategic improvements to their homelessness system. Through reallocation, the CoC can create new projects that are aligned with HUD’s goals, by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are not available.

**Policy Statement:** Under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH), the HUD reallocation process allows CoC’s to fund new or existing projects by transferring all or part of funds from any existing CoC grant which is eligible for renewal to a new or existing project.

The Ozarks Alliance to End Homelessness (OAEH) monitors all programs through review of quarterly reports to determine agency capacity and ability to implement performance measure goals and objectives. All renewal projects are reviewed by the OAEH Rank, Review and Selection Committee. Part of this review looks at how the projects performed. During this process, a project could be considered for voluntary or involuntary reallocation.

An agency may apply for a voluntary reallocation of funds from one project to a different project. However, the OAEH may also find it necessary to consider an involuntary reallocation. A recommended involuntary reallocation from the OAEH Rank, Review and Selection Committee would require approval of the OAEH Executive Board. Approval of an involuntary reallocation would only come from the OAEH Executive Board after it has determined all reasonable attempts to resolve the concerns with the agency have failed. It is initially envisioned that an involuntary reallocation would be rare and would likely be a course of last resort. The OAEH does not take the involuntary reallocation process lightly.

The recommendation for voluntary or involuntary reallocation may be based on any one of the following HUD criteria and the overall score of the project evaluation.

- Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- Audit finding(s) for which a response is overdue or unsatisfactory;
- History of inadequate financial management accounting practices;
- Evidence of untimely expenditures on prior award;
- History of other major capacity issues that have significantly impacted the operation of the project and its performance;
- Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month;
- History of serving ineligible persons, expending funds on ineligible costs, or failing to expand funds within statutorily established timeframes;
- History of non-compliance with the OAEH Coordinated Entry System Policies and Procedures; or,
- Programs did not consistently meet OAEH's performance measures.

*However, ranking near or at the bottom of performance measures or project evaluation scores will not lead automatically to involuntary reallocation.*

### **Voluntary and Involuntary Reallocation**

#### Voluntary Reallocation –

An agency may apply for a voluntary reallocation of funds from one project to a different project. An applicant may choose to reallocate funds from an existing renewal project to free additional funds for one or more new or existing projects. The OAEH encourages all renewal projects to consider reallocation, if appropriate, to better align the project with HUD CoC and local OAEH goals, to enhance the OAEH System of Care to meet the needs of those who are homeless in the Springfield/Greene, Christian and Webster county region.

#### Involuntary Reallocation –

The OAEH may find it necessary to consider an involuntary reallocation for any number of challenging reasons, as noted above in this policy. A recommended involuntary reallocation from the OAEH Rank, Review and Selection Committee would require approval of the OAEH Executive Board. Approval of an involuntary reallocation would only come from the OAEH Executive Board after it has determined all reasonable attempts to resolve the concerns with the agency have failed.

*Involuntary reallocation is intended to be a rare process and would likely be a course of last resort. The OAEH does not take the involuntary reallocation process lightly.*

While other criteria may be considered, it is initially envisioned that involuntary reallocations will be primarily based on three criteria:

1. Projects that have the lowest scores in the evaluation process
2. Projects that have 10% or greater unspent funds over the past (3) years. Percentage of funds unspent and history of recaptured funds may be considered.
3. Projects that do not meet HUD statutory, regulatory, threshold and compliance requirements, as reported through HUD findings, as outlined in the CoC Program Interim Rule

### **Reallocation Project Eligibility**

A reallocation project is eligible for consideration to be funded if the following apply:

- The reallocation project is for an eligible project type. HUD determines eligible reallocation project types in the CoC Notice of Funding Availability (NOFO) each year.
- The reallocation project meets all of HUD's threshold requirements

Adopted January 2018 .

*Current as of 2/15/2024*