

Flint & Genesee County Continuum of Care Governance Charter

As adopted by super-majority vote (75%+) of the General Membership on December 17, 2025.

ARTICLE 1: INTRODUCTION

Section 1.1: Purpose

The Flint & Genesee County Continuum of Care (Flint & Genesee CoC or CoC) Governance Charter establishes the structure, roles, and responsibilities of the CoC in alignment with Housing and Urban Development (HUD) requirements ([24 CFR Part 578](#)). This Charter describes how the CoC will plan, implement, and evaluate community-wide efforts to prevent and end homelessness encompassing the entire geography of Flint and Genesee County.

Section 1.2: Mission, Vision, and Guiding Principles

Mission

The Flint & Genesee County CoC is a community working together to achieve access to safe and affordable housing for all residents of Genesee County.

Vision

Residents of Flint and Genesee County will have the knowledge, skill, and resources to access and maintain permanent housing.

Guiding Principles

The Flint & Genesee County Continuum of Care affirms that all people are valuable and deserving of dignity, respect, and fair treatment. Our work is guided by the mission to prevent and end homelessness through collaboration, accountability, and responsible stewardship of community resources. We are committed to open and inclusive participation, transparent and data-informed decision-making, compliance with federal and state requirements, and person-centered approaches that respond to the varied needs of households in our community.

Section 1.3: Goals

The Flint & Genesee CoC pursues the following goals to prevent and end homelessness:

1. Continuous planning for the housing needs of the community;
2. Facilitating funding for nonprofit and public entities working to prevent and end homelessness;
3. Quickly rehousing individuals and families experiencing homelessness;
4. Minimizing the trauma and dislocation caused by homelessness;
5. Ensuring individuals and families have adequate supports and protections;
6. Optimizing autonomy among individuals and families experiencing homelessness;
7. Advocating for the entire community to do what they can to prevent and reduce homelessness; and
8. Capacity building and fostering a cohesive action plan to improve system response.

The goals listed above will be included in a Strategic Plan to ensure the CoC takes action to achieve them.

Section 1.4: Responsibilities of the CoC

Consistent with [24 CFR Part 578.7](#), the Flint & Genesee CoC carries out the following duties to plan and sustain a coordinated, effective response to homelessness:

Responsibility per HUD	Flint & Genesee County CoC Implementation
Operate the Continuum of Care	
Engage local partners	Collaborative Applicant/Infrastructure Organization (CA/IO) is responsible to recruit and engage broad and inclusive CoC representation (Section 2.2); support meeting structures, agendas, and facilitation; and maintain administrative and compliance records on behalf of the CoC.
Establish a Board	The CoC General Membership elects the Governance Council (which serves as the CoC Board), through the process written in this Charter.
Governance Charter, Committees, subcommittees and workgroups	The Charter, approved by the General Membership, establishes Standing Committees. The Governance Council may establish ad-hoc committees as needed. The CA/IO and Governance Council review the Charter annually, with General Member approval required for amendments.

Performance Improvement and Evaluation	CA/IO is responsible to monitor recipients and subrecipients for compliance and performance and promote quality improvement through system-wide evaluation in coordination with Emergency Solutions Grant (ESG) recipients.
Establish and operate a Coordinated Assessment System & Written Standards	The Governance Council issues an RFP and recommends a CAS Lead entity, approved by General Membership. The CAS Lead works with the Interagency Services Team committee to oversee Coordinated Assessment implementation, compliance, policy, and quality improvement. The CA/IO will maintain written standards for the CoC, with input from CoC membership, guidance from the Governing Council and in collaboration with ESG recipients.

Designate and Operate an Homeless Management Information System (HMIS)

Designate an HMIS and HMIS Lead Entity	The Governance Council issues an RFP and recommends an HMIS Lead Entity, approved by the General Membership
HMIS Compliance, monitoring, and participation and privacy, security, and data quality plans	The HMIS Lead Entity works with the System Infrastructure Committee to maintain all plans, monitor HMIS use among recipients and subrecipients, and ensure compliance.

Continuum of Care Planning

System Coordination	CA/IO collects and shares committee reports with the Governance Council and General Membership to ensure ongoing communication and coordination. The CA/IO maintains the Violence Against Women Act (VAWA) Emergency Transfer plan for the CoC.
Point-in-time (PIT) count and gaps analysis	CA/IO and HMIS Lead jointly conduct the annual PIT and HUD-required data submissions, upon approval from the Governance Council; conduct gaps analysis as part of regular strategic planning exercises.
Consolidated planning & ESG Consultation	The CA/IO provides timely data and consultation for Consolidated Planning jurisdictions; engages ESG recipients to coordinate planning, written standards updates, funding priorities, and evaluation efforts.

Prepare an application for CoC funds

Designate a Collaborative Applicant	The Governance Council issues an RFP and recommends a Collaborative Applicant Entity, approved by the General Membership
NOFO process, and funding priorities	CA/IO oversees the HUD CoC NOFO competition locally and prepares and submits funding applications as needed on behalf of the CoC to HUD and other funders. Funding priorities are proposed by the Governance Council and approved by the General Membership.

ARTICLE 2: CoC STRUCTURE & MEMBERSHIP

Section 2.1: CoC Composition

The CoC is composed of:

1. CoC General Membership
2. Governance Council
3. Three lead entities:
 - Collaborative Applicant: CoC infrastructure, planning and coordination lead
 - Homeless Management Information System (HMIS) Lead
 - Housing Assessment Referral Agency (HARA) and/or Coordinated Assessment Lead (CAS)
4. Committees:
 - Executive Committee
 - Interagency Service Team
 - HMIS Steering Committee
 - Community Engagement Committee
 - Continuous Quality Improvement Committee
 - Other special and ad-hoc committees as needed

Each part of the CoC's composition is further detailed throughout this Charter.

CoC General Membership

Provides voice and choice in decision-making, ensuring diverse perspectives in CoC planning, services, evaluation, and performance improvement

Governance Council

Authorized body responsible for acting on behalf of the CoC, using transparent and inclusive processes

Collaborative Applicant

CoC infrastructure, planning & coordination lead

HMIS Lead

Designated entity overseeing HMIS

CAS Lead

Designated entity overseeing HARA

Standing Committees

Governance & Administrative

- Executive Committee

System Coordination & Planning

- Interagency Service Team
- HMIS Steering Committee

Community Engagement & Advocacy

- Community Engagement Committee

Ad Hoc Committees as needed

Section 2.2: General Membership

A broad and inclusive General Membership is essential to the success of the CoC. Members provide voice and choice in decision-making, ensuring diverse perspectives in CoC planning, services, evaluation, and performance improvement.

2.2.1 Eligibility

Membership is free of cost and open to all individuals or organizations interested in the prevention and eradication of homelessness in Flint and Genesee County. To become a general member, individuals or organizations must submit the: annual Membership Form, Code of Conduct Agreement, and Conflict of Interest Disclosure forms to the Collaborative Applicant/Infrastructure Organization (CA/IO).

2.2.2 Representation

The following organizations and individuals should be represented in the General Membership:

- Nonprofit homeless assistance providers
- Behavioral health agencies including mental health and substance use disorder services providers
- Victim services providers
- Faith-based organizations
- Governments
- Businesses
- Advocates
- Public housing agencies
- School districts
- Social service providers
- Mental health/behavioral health agencies
- Hospitals and health care organizations
- Higher Education
- Affordable housing developers
- Law enforcement
- Organizations that serve veterans
- Persons experiencing homelessness and individuals with lived experience
- Youth

Section 2.3: Membership Categories and Requirements

2.3.1 Categories

There are two categories of General Members:

- 1) Organizational Members, and
- 2) Individual Members

Organizational Members: Organizations designate one voting representative (with an alternate) and may send additional non-voting participants to meetings. Representatives are expected to complete required forms, meet attendance standards, and share CoC information with their staff and direct clients as appropriate.

Individual Members may join independently if committed to the CoC's mission. Individual Members have one vote and cannot send another person to vote on their behalf. Individuals employed by an Organizational Member are represented by the organization and are not eligible for an additional independent vote.

2.3.2 Member Benefits

All Members, Individual and Organizational, are eligible for the following benefits:

- Invitations to all open CoC meetings as defined in this Charter
- Voting rights (if in good standing as specified in this Charter)
- Eligibility to be nominated to the Governance Council
- Committee participation

2.3.3 Membership Expectations and Good Standing

To be in good standing and keep your voting rights, members must:

- Attend at least 50% of all General Membership meetings annually
- Submit annual Membership Form, Code of Conduct Agreement, and Conflict of Interest Disclosure
- Follow all CoC guidelines, policies, and procedures
- Maintain current contact information on file with the CA/IO

New members will be required to attend 50% of General Membership meetings during their first 12 consecutive months to become a member in good standing (e.g. if monthly meetings are held, the new member would gain good standing after attending 6 consecutive meetings).

Members who do not meet these expectations will lose Good Standing status and associated voting privileges until compliance is restored. The CA/IO maintains attendance and compliance records and notifies the specific Member and meeting leadership of changes in standing.

Members may be removed by a 75% vote of the General Membership for misconduct or repeated failure to meet expectations.

Section 2.4: Voting Privileges

General Members in good standing vote on key decisions, including, but not limited to:

- Election of Governance Council Members
- Removal of General Members as provided in this Charter
- Charter amendments
- Approval of funding priorities
- Approval of CoC Lead entities (Collaborative Applicant-Infrastructure Organization, HMIS Lead, and HARA and/or CAS Lead)

2.4.1 Meetings and Voting

The CoC shall hold at least two (2) General Membership meetings annually with published agendas, as required by HUD regulations. Meetings shall be supported by the CA/IO and led by the CoC Board Chair. In order to hold a vote of the General Membership, members must be notified of the vote in advance of the meeting and a quorum of 50%+1 of members in good standing (more than half) must be present.

Electronic voting may be used if all members in good standing are provided reasonable notice, access, and opportunity to participate.

ARTICLE 3: GOVERNANCE COUNCIL

Section 3.1: Purpose and Authority

The Governance Council (Council or CoC Board) is the authorized body responsible for acting on behalf of the CoC, using transparent and inclusive processes. Decisions require a quorum, follow documented voting procedures, and are communicated to the membership. Conflict of Interest rules apply to all votes related to funding or resource allocation.

In partnership with the Collaborative Applicant/Infrastructure Organization (CA/IO), HMIS Lead and HARA and/or CAS Lead, the Governance Council provides leadership and oversight to ensure the CoC fulfills its mission and meets funding requirements by:

1. Establishing annual goals and objectives
2. Guiding and coordinating CoC committees
3. Setting policy priorities
4. Engaging the public and partners
5. Reviewing grant reports and project performance
6. Voting on strategic/policy matters (funding-related decisions require full membership vote)
7. Conducting annual Charter reviews and recommending amendments

Section 3.2: Membership and Composition

3.2.1 Eligibility and Attendance Requirements

Council members must be CoC General Members in good standing as defined in Section 2.3.3 and must attend at least 75% of Council meetings. Council Members are encouraged to attend all General Membership meetings.

3.2.2 Council Size and Structure

Governance Council			
<i>Up to 31 participants (17-28 voting members; 3 non-voting advisory members)</i>			
<i>9 Designated Voting Seats</i>			<i>8-19 Un-Designated Voting Seats</i>
<i>Education Sector (1)</i>	<i>Government Sector (4)</i>	<i>Housing Sector (4)</i>	<i>Determined annually based on community needs and participation</i>
			<ul style="list-style-type: none">• Collaborative Applicant (1) (CA/IO)• HMIS Lead (1)• CAS Lead (1)

The Governance Council consists of up to 31 participants, including 17-28 voting members and 3 non-voting advisory members.

Voting Members (17-28):

- 9 designated voting seats
- 8-19 undesignated voting seats (determined annually based on community needs and participation)

Non-Voting Advisory Members (3):

- Collaborative Applicant/Infrastructure Organization (CA/IO)
- HMIS Lead Entity
- CAS Lead Entity

All quorum and voting calculations are based on voting membership only. The Council aims to maintain a balance favoring undesignated seats.

3.2.3 Designated Seats

Designated seats are filled by the specific organization that holds the seat, which may appoint a representative or alternate. If the representative changes roles, the organization is responsible for naming a replacement.

Designated Voting Entities: (9)

Education Sector (1)

- Genesee Intermediate School District (preferably someone responsible for the McKinney Vento program)

Government Sector (4)

- Flint Housing Commission
- Genesee County Planning Commission
- City of Flint
- Genesee County Land Bank

Housing Sector (4)

- Shelter of Flint
- My Brother's Keeper
- Genesee County Youth Corporation
- Carriage Town Ministries

Designated Non-Voting Entities: (3)

CoC Lead Entities (3 non-voting)

- Collaborative Applicant/Infrastructure Organization
- HMIS Lead Entity
- CAS Lead Entity

Section 3.3: Undesignated Seats Selection Process

3.3.1 Nomination Process

The nomination process is conducted annually by the CA/IO, no later than the fourth quarter of the year. Nominations are solicited from the General Membership and current Council. Incumbents (current Council Members) may be considered for reappointment as defined in Section 3.4. Self- and peer nominations are allowed.

The Executive Committee will proactively recruit candidates to help fill known gaps in representation or specific skills needed to further the work of the Council.

3.3.2 Nominee Eligibility Requirements

Governance Council nominees must:

- Meet the CoC Code of Conduct
- Be a CoC Member in good standing as described in Section 2.3.3
- Commit to Governance Council responsibilities

- Align with CoC mission
- Offer relevant experience or perspective
- Have 1) no known conflicts, or 2) disclosed conflicts consistent with the CoC Conflict of Interest policy

3.3.3 Evaluation Process

The IO/CA will review all nominees based on eligibility criteria in 3.3.2, ensure sector balance, and prepare an annual slate for General Membership approval.

Section 3.4: Terms

3.4.1 Council Member Terms

Undesignated members serve three-year staggered terms, renewable once. After two terms, a one-year break is required. Approximately one-third of undesignated seats are up for election annually. Designated members do not have a set term and serve at the direction of their organization.

Section 3.5: Roles and Responsibilities

The Council's duties include:

- Recommend CoC funding priorities to the General Membership
- Oversee Lead Entity RFP issuance, selection and evaluation processes
- Ensure designation and General Membership approval of CoC Lead Entity roles
- Negotiate MOAs and identify MOA signatories for all CoC Lead Entities
- Leadership, community engagement, oversight of programs
- Consult CoC members who have lived experience of homelessness and ensure authentic engagement and centering of people with lived experience throughout the CoC
- Issue letters of support on behalf of the CoC as needed
- Approve the methodology and report for the annual Point-in-Time Count
- Review & approve other required HUD reports before submission to HUD
- Governance Council member removal per Charter procedures
- Recommend members to conduct rank and review of CoC applications to the General Members for approval
- Recommend Charter amendments

Section 3.6: Meetings and Voting

3.6.1 Quorum and Voting Requirements

Governance Council voting requires a quorum, which for the CoC is defined as 50% + 1 person of voting members in good standing, or more than half of all voting members.

Electronic voting may be used if all members in good standing are provided reasonable notice, access, and opportunity to participate.

3.6.2 Meeting Management

The Governance Council sets an annual meeting calendar. The CA/IO manages logistics, publishes notices, and maintains attendance. The Chair and CA/IO prepare and distribute agendas and minutes.

Section 3.7: Officers and Executive Committee

3.7.1 Officer Selection

The Nominating Committee proposes a slate of four Officers and up to three additional, general Executive Committee members to the Governance Council to review and approve. Executive Committee members must be active Governance Council members and represent different sectors.

3.7.2 Officer Terms and Election Cycle

Officer terms: Two years beginning January 1st, renewable for up to three consecutive terms (maximum 6 years continuous service).

Election Cycle:

- Even years (elected in Q4 for terms beginning January 1): Chair, Secretary, and 1-2 general Executive Committee members (depending on term)
- Odd years (elected in Q4 for terms beginning January 1): Vice Chairs, and 1-2 general Executive Committee members (depending on term)

3.7.3 Officer and Executive Committee Roles and Responsibilities

- **Chair:** Leads Governance Council and General Membership meetings
- **Vice Chair--Program:** Oversees program coordination and committee planning
- **Vice Chair--Finance:** Manages resource strategy, presents quarterly CoC spenddown reports to the Governing Council

- **Secretary:** Maintains records and oversees data security/privacy efforts
- **General Executive Committee Members:** Serve on the Interagency Services Team, HMIS Steering Committee, and the Community Engagement Committee

Section 3.8: Vacancies, Resignation, and Removal

3.8.1 Vacancy Procedures

- **Designated/organizational members:** Replaced by the same organization
- **Undesignated/individual members:** Filled by appointment of the Governance Council or by Nominating Committee recommendation
- **Officer vacancies:** Filled by Nominating Committee recommendation and Governance Council approval

Interim appointees must be members in good standing, serve the remainder of the term and gain full voting rights upon confirmation.

3.8.2 Resignation and Removal

Members may resign by written notice. Removal requires a 75% vote of the Governance Council (with quorum). Grounds include, but are not limited to:

- Code of Conduct violations
- Undisclosed conflicts of interest
- Chronic absences (3 consecutive meetings)

3.8.3 Recordkeeping

The Secretary and CA/IO manage records, retained for at least 5 years. Records must be web-accessible and belong to the CoC (not any single agency). Access credentials must be available to the Governance Council.

ARTICLE 4: RANK AND REVIEW TEAM

Section 4.1: Purpose

The CoC shall form an ad hoc Rank and Review Team to ensure objectivity and fairness in funding decisions for each HUD CoC NOFO competition.

Section 4.2: Membership and Conflict of Interest

4.2.1 Membership Composition

The Rank and Review Team consists of 5-9 members proposed by the CA/IO and approved by the Governing Council. All nominees must meet the conflict of interest requirements specified in Section 7.2.4 before appointment. The specific number of members will be determined annually based on:

- The number of projects requiring review
- Availability of qualified, conflict-free members
- Need for diverse perspectives and expertise

Members must be free of organizational conflicts related to CoC projects under review. Members are elected as individuals, not as organizational representatives. Persons with lived experience are encouraged to serve.

4.2.2 Conflict of Interest Requirements

Rank and Review members shall not be current staff, board, or paid consultants of any applicant or subrecipient under review, nor have had such roles within the prior 12 months. Members must disclose any potential conflicts and recuse as required in Sections 7.2.4 and 7.2.5. Members must disclose any potential conflicts and recuse as required in Sections 7.2.4 and 7.2.5.

Section 4.3: Duties

The Rank and Review Team shall:

- Review and rank CoC project applications annually
- Report CoC funding recommendations to the Governance Council and General Membership
- Prioritize projects and make recommendations for other funding opportunities on behalf of the CoC as needed.

ARTICLE 5: CoC LEAD ENTITIES

Section 5.1: Overview

The Collaborative Applicant, HMIS Lead, and HARA and/or CAS Lead Entities collectively manage the day-to-day operations and details of the Continuum of Care to realize the mission and vision of the CoC. Their roles and responsibilities are defined in this governance charter and further detailed through annual Memoranda of Agreement (MOA), negotiated between each designated entity and the CoC Governance Council, acting on behalf of the CoC General Membership. MOAs include Lead Entity evaluation and removal processes. Each entity reports directly to the Governance Council and collaborates with the General Membership, Standing Committees, and other Community Working Groups as applicable.

Section 5.2: Collaborative Applicant/Infrastructure Organization (CA/IO)

5.2.1 Legal Structure and Designation

The Flint & Genesee CoC is not a legal entity and cannot directly receive federal or state funds. Therefore, the CoC designates a Collaborative Applicant/Infrastructure Organization (CA/IO) to serve as fiduciary, administrative backbone, and lead applicant.

5.2.2 Roles and Responsibilities

The CA/IO serves as the administrative backbone and fiduciary agent, responsible for:

Grant Management:

- Preparing and submitting funding applications (HUD, MSHDA, other funders)
- Fiscal management (payment processing, cost review, invoicing, auditing)
- Monitoring recipients/subrecipients for compliance and performance

Data and Reporting:

- Conducting annual Point-in-Time Count and HUD-required data submissions
- Promoting continuous quality improvement through system-wide performance evaluation
- Providing timely information and data to the community

CoC Operations:

- Supporting meeting structures, agendas, facilitation, and conflict resolution
- Maintaining administrative and financial recordkeeping, including real-time member attendance, governance charter updates, and all required forms
- Coordinating strategic planning and technical assistance opportunities
- Responding to Governance Council and committee requests
- Recruiting, engaging and issuing invitations to new CoC members

Compliance and Oversight:

- Assessing CoC performance against strategic plans and funder requirements
- Monitoring system-wide performance and recommending corrective action
- Attending Governance Council meetings as a non-voting member (75% attendance minimum)
- Consultation and coordination with ESG recipients and Consolidated Planning Jurisdictions

5.2.3 Memorandum of Agreement (MOA)

The Governance Council and CA/IO will enter into a written MOA defining the scope of responsibilities, performance criteria, and terms of service. The MOA will include:

- Annual review and amendment procedures
- Performance monitoring and improvement requirements
- Termination provisions if performance standards are not met
- Provisions that employees funded through CoC resources are considered to be working on behalf of the community and must collaborate closely with the CoC

5.2.4 Record Retention

The CA/IO must maintain all CoC records, including:

- Governance Charter, Standard Operating Procedures, and CoC policies
- Membership records (including Conflict of Interest Disclosures and Code of Conduct commitments)
- Meeting records, grant documentation, financial records, and program reports

Records will be retained for the periods set forth in 24 CFR Part 578.103(c) or as otherwise required by law. In the event of a transition between CA/IO agencies, the Governance Council must approve a transition plan at least thirty (30) days prior to the transition date to ensure continuity of records and operations.

The CA/IO is also responsible for collecting and sharing committee reports with the Governance Council and General Membership in a timely manner.

Section 5.3: Homeless Management Information System (HMIS) Lead

5.3.1 Designation

The CoC designates an HMIS Lead and HMIS Administrator to manage the HMIS.

5.3.2 Roles and Responsibilities

The HMIS Lead is responsible for:

- Maintaining the CoC's HMIS in compliance with HUD standards, including training, maintenance, and technical assistance
- Developing and implementing data standards, privacy, and security plans
- Ensuring consistent participation of recipients and subrecipients in HMIS
- Monitoring participating organizations for compliance with HMIS policies (data quality, privacy, security) and providing technical assistance
- Responding to requests for licensing, data, and technical support (within one week for standard requests, three days for urgent)
- Producing the Annual Performance Report (APR) and all HUD-required reports (PIT, HIC, LSA, AHAR, SPM, CAPER). Reports must be reviewed and adopted by the Governance Council prior to submission
- Administering HMIS grant funds from HUD, seeking additional resources to expand HMIS, and integrating HMIS into broader human services systems
- With input from the Analysis and Planning Committee, conducting the annual Point-in-Time Count per HUD requirements
- Monitoring recipient and subrecipient compliance with HUD regulations and reporting performance concerns to the Governance Council
- Supporting project and system-level evaluation and reporting outcomes to HUD
- Ensuring participating agencies maintain current HMIS licenses
- Participating in CoC performance review with the Governance Council
- Providing information to local partners for HUD Consolidated Plan submissions
- Assisting with HMIS grant renewal in the annual HUD NOFO
- Attending Governance Council meetings as a non-voting member, maintaining at least 75% attendance

5.3.3 Memorandum of Agreement (MOA)

The Governance Council and HMIS Lead will enter into a written MOA defining scope of responsibilities, performance criteria, and terms of service, including:

- Annual review and amendment procedures
- Performance monitoring and corrective action requirements
- Termination provisions if performance standards are not met

5.3.4 Record Retention

The HMIS Lead will maintain all HMIS-related records, including governance documents, policies, meeting records, grant documentation, financial records, and program reports for the periods set forth in 24 CFR Part 578.103(c) or as otherwise required by law. Any transition between HMIS Lead agencies must include a Governance Council-approved transition plan at least thirty (30) days prior to the transition date.

HMIS participation, data quality, privacy/security, reporting, and oversight standards are governed by the HMIS Governance Agreement and the HMIS Lead MOA; records are retained consistent with federal requirements and the MOA.

Section 5.4: Housing Assessment and Resource Agency (HARA) and/or Coordinated Assessment Lead (CAS)

5.4.1 System Overview

The Flint & Genesee County CoC operates a Coordinated Assessment System (CAS) in compliance with HUD requirements. Written policies and procedures, including prioritization standards and referral processes, are maintained separately and can be reviewed by the Governance Council.

5.4.2 Designation

The CoC will designate the Housing Assessment and Resource Agency (HARA) and/or Coordinated Assessment System (CAS) Lead.

5.4.3 Roles and Responsibilities

Coordinated Assessment System Requirements:

- Create and operate a coordinated intake, assessment, and referral system
- Follow all policies and procedures of the CoC Program and ESG Program

- Operate with a person-centered approach and outcomes focus
- Collect required data, including through HMIS
- Comply with all applicable civil rights and fair housing laws

Housing Assessment and Resource Agency Requirements:

- Increase community capacity for homelessness response and improve rapid rehousing performance
- Provide centralized intake and housing assessment to ensure a comprehensive housing delivery system
- Practice shelter diversion and prioritize rapid re-housing, including services for survivors of domestic violence
- Enter client information into HMIS, monitor data quality and outcomes, and provide referrals
- Submit quarterly HMIS-supported reports to the Grant Fiduciary, per ESG contracts
- Collaborate with partner agencies to ensure CAS functions effectively
- Promote access to mainstream programs to increase self-sufficiency
- Oversee compliance and efficiency of funded programs
- Attend Governance Council meetings as a non-voting member, maintaining at least 75% attendance

5.4.4 Memorandum of Agreement (MOA)

The Governance Council and HARA and/or CAS Lead will enter into a written MOA defining scope of responsibilities, performance criteria, and terms of service, including:

- Annual review and amendment procedures
- Performance monitoring and corrective action requirements
- Termination provisions if performance standards are not met

5.4.5 Record Retention

The HARA and/or CAS Lead will maintain all client records, meeting records, grant documentation, financial records, and program reports for the periods set forth in 24 CFR Part 578.103(c) or as otherwise required by law. Any transition between HARA and/or CAS Lead agencies must include a Governance Council-approved transition plan at least 120 days prior to the transition date.

Policies, prioritization standards, referral procedures, and data requirements are maintained in CAS written policies and procedures and in the HARA and/or CAS Lead MOA; records are retained consistent with federal requirements and the MOA.

ARTICLE 6: COMMITTEES

Section 6.1: General Guidelines and Principles

The Governance Council will establish Standing Committees through the Governance Charter to carry out its responsibilities and may create ad hoc committees as needed. Unless otherwise determined, the Collaborative Applicant/Infrastructure Organization (CA/IO), HMIS Administrator and the HARA and/or CAS Lead will provide support and technical assistance to the Committees.

6.1.1 Membership and Composition

Committee membership is reviewed annually by the CA/IO and reported to the Governance Council to ensure appropriate function, size, skills, and representation. Membership must reflect the CoC's guiding principles. General Members may indicate committee preferences on their annual membership form or may choose to join an open committee at any time.

6.1.2 Leadership

Committee Chairs are elected by Committee membership. Chairs are responsible for running the meeting and suggesting agenda and work plan items to the lead entity who staffs their respective committee.

6.1.3 Authority

Committees do not have independent decision-making authority on behalf of the CoC except as explicitly delegated in this Charter.

Section 6.2: Committee Operations

6.2.1 Recordkeeping

The CA/IO must maintain meeting notes and complete an after meeting report (including attendance) to submit to the Governance Council and General Membership.

6.2.2 Attendance Standards

All committee members are expected to be active and informed participants and must attend at least 75% of committee meetings. Members are responsible for seeking information or updates from meetings they missed.

6.2.3 Quorum and Voting

50% + 1 person of voting members in good standing, or more than half of all voting members. Remote attendance counts toward quorum if the member can hear, be heard, and vote. Electronic voting may be used if all members in good standing are provided reasonable notice, access, and opportunity to participate.

6.2.4 Meeting Frequency and Location

Committees are generally expected to meet at least quarterly at a date and time determined by the committee. Meetings may be held in-person or virtually as determined by the Chairs.

6.2.5 Committee Support

The Infrastructure Organization (IO), the HMIS Administrator and the HARA and/or CAS Lead Entity should provide data, information and technical support to committees as requested. The Governance Council should be consulted if there are any concerns in this regard.

6.2.6 Committee Attendance and Good Standing

Committee attendance is not used to determine if a member is in good standing with the CoC. Chronic absences (defined as three consecutive absences from a committee's meetings) is a basis for a member's removal from a committee.

Section 6.3: Standing Committees

The following Standing Committees are established by this Charter. Any changes to the standing committees require a Charter amendment. The Governing Council may form temporary or ad-hoc committees and standing committees may form subcommittees or workgroups to address specific tasks without Charter amendment (e.g., Point-in-Time Count, special events), provided they report regularly to their parent committee and through that body to the Governance Council.

Standing Committees		
Governance & Administrative <ul style="list-style-type: none">Executive Committee	System Coordination & Planning <ul style="list-style-type: none">Interagency Service TeamHMIS Steering Committee	Community Engagement & Advocacy <ul style="list-style-type: none">Community Engagement Committee

Ad Hoc Committees as needed

6.3.1 Governance and Administrative Committees

Executive Committee (see also section 3.7 of this charter)

- Acts on behalf of the CoC as delegated; addresses urgent matters between Governance Council meetings
- Actions must be ratified by the Governance Council
- Aids in supporting a slate of proposed board members, in consultation with the CA/IO, for CoC membership election
- Supported by the CA/IO

6.3.2 System Coordination and Planning Committees

Interagency Service Team (IST) (see also the CAS policies and procedures)

- Facilitates case conferencing (By-Name Lists, CE, priority subpopulations) to reduce barriers and resolve client needs
- Supported by the HARA and/or CAS Lead and CA/IO

HMIS Steering Committee (see also the HMIS policies and procedures)

- Oversees HMIS, system data, performance management, systems improvement, Point in Time Count, and compliance with legal/privacy standards
- Supported by the HMIS Lead and CA/IO

6.3.3 Community Engagement and Advocacy Committees

Community Engagement Committee

- Leads outreach, SOAR, events (e.g., Homeless Awareness Week, Project Connect, Veterans Stand Down)
- Supported by the CA/IO

Section 6.4: Ad Hoc and Special Committees

The Governance Council may establish other committees as needed to address specific issues, projects, or time-limited functions. Temporary committees operate under the same general guidelines as standing committees but may have modified requirements based on their specific purpose and duration.

ARTICLE 7: CODE OF CONDUCT & CONFLICT OF INTEREST

The Flint & Genesee CoC Charter requires all participants to exercise care, diligence and prudence when acting on behalf of the CoC, focusing on the mission of preventing and ending homelessness.

Section 7.1: Code of Conduct Policy

Members and staff must observe high ethical standards when working on CoC business, including treating everyone with courtesy and respect—no harassment, intimidation, or abuse of any kind.

Requirements:

- Use CoC resources only for official CoC work
- Follow all Charter provisions including conflict of interest policies
- Participate in accountability processes when required

Annual Commitment: All members must sign the Code of Conduct agreement annually as part of the application renewal process. Members cannot participate or vote without current signed agreements on file with the CA/IO.

Violations may result in removal from CoC membership.

Section 7.2: Conflict of Interest Policy

7.2.1 General Requirements

Members must avoid conflicts of interest in decision-making and disclose any real, perceived, or potential conflicts. The CoC handles public funds, requiring high ethical standards and transparency in all decisions.

7.2.2 Disclosure Requirements

Members must disclose and recuse themselves when they or immediate family members have financial interests in matters before the General Membership, Governance Council, or committees.

All members must:

- Complete an annual Conflict of Interest Disclosure Form (**Appendix C**)
- Disclose conflicts at the start of meetings
- Abstain from discussion or voting where conflicts exist

7.2.3 Federal Compliance Requirements

In compliance with 24 CFR Part 578.95(b) and (d), no member may participate in or influence decisions concerning the award of a grant, financial benefit, or contract to: (a) any organization they or an immediate family member have represented in the past year, or (b) any organization from which they or an immediate family member has received income or anything of value in the past year.

7.2.4 Rank and Review Panel Restrictions

Members with conflicts of interest cannot serve on review panels considering proposals from their organizations. This includes current or recent (within 12 months) roles as board member, staff, or consultant for applicant organizations, or other circumstances that impede objective review.

7.2.5 Procedures and Enforcement

Meeting procedures:

- Members must declare conflicts before votes involving funding or resources
- Conflicted members must abstain from discussion and voting

- Meeting minutes must record conflict disclosures

Ongoing compliance:

- New conflicts must be reported to the CA/IO and CoC Chair within 30 days
- Members cannot participate without current disclosure forms on file
- Executive Committee investigates violations; serious or repeated violations may result in removal

Section 7.3 Annual Requirements

All members must complete annually:

Code of Conduct Agreement: Signed as part of membership process

Conflict of Interest Disclosure: Complete form (**Appendix C**) identifying potential conflicts including employment, family relationships, and other circumstances that could affect CoC decisions

Mid-year reporting: New conflicts must be reported within 30 days of occurrence

The CA/IO tracks compliance and notifies members and the Governance Council of standing changes.

ARTICLE 8: PROGRAMS AND PERFORMANCE EVALUATION

Section 8.1: Program Requirements

All programs receiving HUD CoC or ESG funds must:

- Comply with all HUD and CoC requirements, including VAWA protections
- Participate in HMIS and Coordinated Assessment
- Submit performance data as required
- Cooperate with monitoring and evaluation processes
- Implement corrective actions as directed by the Governance Council

Section 8.2: Performance Evaluation and Corrective Actions

The Governance Council may recommend to HUD or the Grant Fiduciary that funding be reduced or discontinued for programs failing to meet performance or compliance standards.

8.2.1 Appeals Process

Any member, applicant, or funded program may appeal decisions of the CoC in accordance with the Appeals Policy ([Appendix A](#)). The Governance Council will ensure appeals are heard in a timely and fair manner, and final determinations will be documented in meeting minutes.

Section 8.3: VAWA Emergency Transfer Plan

The CoC maintains a [VAWA Emergency Transfer Plan](#) in compliance with 24 CFR Part 578.99(j) to assist program participants who are survivors of domestic violence, dating violence, sexual assault, or stalking. All CoC-funded programs must implement emergency transfer procedures consistent with this plan. The complete plan is maintained separately by the CA/IO and available to programs and participants upon request.

Section 8.4: Grievance and Complaint Procedures

The CoC has different processes for different types of complaints:

Service Complaints: If you have problems with services you received, each agency has its own complaint process. The CA/IO can help you file complaints if needed.

Agency Disputes: If agencies have disputes with each other or with the CoC, use the [grievance policies](#) maintained by the CA/IO, available on the CoC Website.

CoC Decision Appeals: If you want to challenge a CoC governance decision (like funding choices or membership actions), use the appeals process in [Appendix A](#).

The CA/IO can help determine which process to use and will not retaliate against anyone filing legitimate complaints.

ARTICLE 9: REVIEW & AMENDMENTS

Section 9.1: Charter Review Process

This Charter will be reviewed annually to ensure alignment with HUD requirements and community needs. The CA/IO and Governance Council are responsible for conducting the annual review, inviting General Members to suggest amendments and making final recommendations for any necessary amendments to the General Membership.

Section 9.2: Amendment Procedures

This Charter may be amended by a 75% majority vote of the General Membership in good standing, with a quorum present (50% + 1 person of voting members in good standing, or more than half of all voting members).

9.2.1 Amendment Process

Proposed amendments must be:

- Distributed to all General Members at least 14 days prior to the vote
- Presented and discussed at a General Membership meeting before the vote is taken

9.2.2 Emergency Amendments

In cases where federal regulations or HUD requirements change and necessitate immediate Charter amendments to maintain compliance, the Governance Council may approve emergency amendments by a 75% vote, subject to ratification by the General Membership at the next scheduled meeting.

Section 9.3: Definitions

For purposes of this Charter, the following terms have the meanings specified below:

CA/IO - Collaborative Applicant/Infrastructure Organization; the designated entity that serves as fiduciary, administrative backbone, and lead applicant for the CoC.

CAS - Coordinated Assessment System; the centralized system for intake, assessment, and referral to housing and services within the CoC's geographic area. *CAS is sometimes referred to as CES, which stands for Coordinated Entry System.*

CoC - Continuum of Care as defined in 24 CFR 578.3; a regional or local planning body that coordinates housing and services funding for homeless families and individuals.

ESG - Emergency Solutions Grant program administered by HUD to provide funding for homeless assistance activities.

General Membership - The broad, inclusive membership of individuals and organizations interested in preventing and ending homelessness in Flint and Genesee County.

Good Standing - A member who meets all Charter requirements including attendance, committee participation, and submission of required forms.

Governance Council - The authorized body responsible for acting on behalf of the CoC, serving as the CoC Board under HUD regulations.

HARA - Housing Assessment and Resource Agency; the designated entity responsible for operating the Coordinated Assessment System.

HIC - Housing Inventory Count; an annual count of beds and units available to serve persons experiencing homelessness.

HMIS - Homeless Management Information System; the information system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

HUD - U.S. Department of Housing and Urban Development.

Lived Experience - Personal experience of homelessness, housing instability, or other circumstances that inform understanding of the challenges faced by persons served by the CoC.

MOA - Memorandum of Agreement; written agreements between the CoC and its designated lead entities defining scope of responsibilities, performance criteria, and terms of service.

NOFO - Notice of Funding Opportunity; HUD's annual competitive funding announcement for CoC Program funds.

PIT - Point-in-Time Count; an annual count of sheltered and unsheltered homeless persons conducted during the last ten days in January.

Quorum - The minimum number of members needed at a meeting to allow for a vote. In the CoC 50% + 1 person of voting members in good standing, or more than half of all voting members are required to conduct a vote on official CoC business.

VAWA - Violence Against Women Act; federal legislation that includes housing protections for survivors of domestic violence, dating violence, sexual assault, and stalking.

24 CFR Part 578 - The CoC Program Interim Rule; the federal regulation governing the CoC Program.

APPENDICES

All policies and procedures referenced in this Charter (including RFP procedures, grievance policies, and performance evaluation criteria) must be maintained as appendices or made publicly accessible alongside the Charter.

Appendix A – Appeals Process

Appendix B - Resources and Links

Appendix C – Conflict of Interest Form

Appendix A – Appeals Process Policy

Purpose

This policy establishes procedures for appealing governance decisions made by the Continuum of Care (CoC), ensuring fair treatment and resolution of disputes in accordance with the CoC Governance Charter. This appeals process is distinct from grievance procedures that address service delivery and operational complaints.

Scope of Appealable Decisions

The following CoC governance decisions may be appealed through this process:

- Funding recommendations and resource allocation decisions
- Project application rankings and selections
- Membership removal or suspension determinations
- Rank and Review Team recommendations
- Governance Council policy decisions affecting individual members or programs
- Determinations regarding compliance or corrective actions

Note: This appeals process does not handle service delivery complaints, which are addressed through separate grievance procedures maintained by individual agencies and the CoC grievance policies.

Eligibility to File Appeals

Appeals may be filed by:

- CoC General Members in good standing
- Funded program applicants or recipients
- Organizations directly affected by CoC decisions
- Individuals whose membership status is affected by CoC action

Appeals Process

Step 1: Informal Resolution (Optional but Encouraged)

Before filing a formal appeal, parties are encouraged to seek informal resolution by contacting the CA/IO or relevant committee chair within 15 days of the disputed decision. **Note:** Service delivery complaints should be directed to appropriate grievance procedures, not the appeals process.

Step 2: Formal Appeal Filing

Timeline: Appeals must be filed in writing within 30 calendar days of the decision being appealed.

Required Elements:

- Written statement identifying the specific decision being appealed
- Factual basis for the appeal
- Relief or remedy requested
- Supporting documentation
- Contact information for the appellant

Filing: Submit appeals to the CA/IO, who will acknowledge receipt within 5 business days.

Step 3: Appeals Review

Review Body: Appeals are reviewed by a three-member Appeals Panel appointed by the Governance Council, excluding any members with conflicts of interest related to the appealed decision.

Review Process:

- Panel reviews written appeal and supporting documentation
- May request additional information from appellant and relevant parties
- May conduct informal hearing if deemed necessary
- Panel has 30 calendar days from appeal receipt to issue decision

Step 4: Appeals Panel Decision

The Appeals Panel will issue a written decision that:

- Summarizes the appeal and key facts
- States the panel's findings and rationale
- Upholds, modifies, or overturns the original decision
- Specifies any required corrective actions or timeline

Step 5: Final Review (If Applicable)

For appeals involving funding decisions exceeding \$50,000 or membership removal, the appellant may request final review by the full Governance Council within 15 days of the Appeals Panel decision. The Governance Council's decision is final.

Confidentiality and Records

- Appeals proceedings are confidential unless disclosure is required by law
- Records are maintained by the CA/IO for seven (7) years
- Appellants and affected parties receive copies of final decisions
- Summary information (without identifying details) may be reported to the General Membership

Implementation Standards

- No retaliation against appellants exercising good faith appeal rights
- Continued program operations during appeal process unless safety concerns exist
- Appeals Panel members must complete conflict of interest disclosures
- Legal counsel may be consulted for complex appeals

Annual Review

The Governance Council will review this appeals process annually and recommend modifications as needed to ensure effectiveness and compliance with HUD requirements.

Appendix B - Resources and Links

The Flint & Genesee CoC follows all applicable laws, regulations, and guidance documents that govern the Continuum of Care Program. Members are encouraged to review these resources for full understanding of compliance obligations:

- **HUD CoC Program Interim Rule** – 24 CFR Part 578
(<https://www.ecfr.gov/current/title-24/part-578>)
- **HEARTH Act** – Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (<https://www.hudexchange.info/homelessness-assistance/hearth-act/>)
- **HUD CoC Program Competition apps and Guidance** –
(https://www.hud.gov/program_offices/comm_planning/coc)
- **HUD Coordinated Entry Policy Briefs** –
(<https://www.hudexchange.info/programs/coc/coordinated-entry/>)
- **HUD HMIS Requirements & Data Standards** –
(<https://www.hudexchange.info/programs/hmis/>)
- **HUD VAWA Guidance** – (<https://www.hudexchange.info/programs/vawa/>)
- **Flint & Genesee CoC Governance Charter** – (this document, as amended)

Appendix C – Conflict of Interest Form

The Flint and Genesee CoC Conflict of Interest form is available at
<https://geneseehousing.org/documents>.