

# HOUSING FIRST SOLANO GOVERNANCE CHARTER

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## ARTICLE 1 – NAME OF THE COC/COC BOARD

### A. NAME OF THE CONTINUUM OF CARE (COC)

The name of the CoC is officially the Vallejo/Solano Continuum of Care; however, it shall be known as the Housing First Solano Continuum of Care, herein referred to as “HFS” or “the CoC.”

### B. NAME OF THE COC BOARD

The name of the CoC Board shall be the Housing First Solano CoC Board, herein referred to as the “HFS Board” or “the Board.”

## ARTICLE 2 – PURPOSE OF THE COC AND THE COC BOARD

The HFS CoC is a regional planning body of representative stakeholders in Solano County that coordinates the community’s policies, strategies and activities toward preventing and ending homelessness. Its work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring CoC performance.

HFS seeks to develop a continuum of services with the ultimate goal of preventing and ending homelessness in Solano County. Efforts are aimed at permanent solutions and the range of services are designed to meet the unique and complex needs of individuals and families who are at risk of or are currently experiencing homelessness. HFS also works collaboratively with the local jurisdictions and other stakeholders to help lift people out of poverty and provide the services needed to stably house them.

HFS seeks to address poverty and homelessness through a coordinated community-based process of identifying needs and building up a system of housing and services to address those needs. HFS seeks to move beyond the evaluation and prioritization of specific projects to a system-wide evaluation of the community’s response to homelessness.

## ARTICLE 3 – GEOGRAPHIC REPRESENTATION

HFS geographic area covers the seven cities located in Solano County: Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo, the unincorporated areas and Solano County – and includes the housing and service plans for homeless persons and persons experiencing a housing crisis for each area. The membership is comprised of representatives of relevant organizations within the given geographic areas.

## ARTICLE 4 – RESPONSIBILITIES

It is the role of HFS to provide oversight and take direct action on the issues outlined below. Where applicable, HFS will delegate its authority to carry out the following activities to the relevant body. The responsibilities of HFS, the HFS Board, the Collaborative Applicant (defined in Article 4, Section E) the HMIS Lead Agency (defined in Article 4, Section D), and the staff are delineated in APPENDIX A in the [Delegation of Authorities Chart](#). Regardless of delegation, HFS retains the ultimate responsibility to ensure its responsibilities are carried out correctly and will retain final oversight on all CoC-related activity.

### A. OPERATING A COC

- i. Develop, follow, and update annually this governance charter, which will include all procedures and policies needed to comply with the U.S. Department of Housing and Urban Development (HUD) requirements and with the Homeless Management Information System (HMIS) requirements, including a code of conduct/conflict of interest and recusal process for the HFS Board, its chair(s), and any person acting on behalf of the HFS Board.
  - a) The Governance Committee will review annually and will make recommendations for changes or updates to the CoC Board for their final approval. In the interim, if relevant regulatory or policy updates require consideration, the Governance Committee will meet to review and make those edits and submit the revised Charter to the CoC Board.
- ii. HFS shall send an invitation at least annually to the public soliciting invitations for new members. This should include: (i) ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats, (ii) outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC, and (iii) invitations to organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, other People of Color, persons with disabilities)).

Shall hold full CoC meetings no less than semi-annually.

- iii. HFS shall coordinate with the Emergency Solutions Grant (ESG) program to conduct an initial comprehensive assessment of the needs of persons experiencing homelessness in Solano County. This initial assessment shall be updated annually with a gaps analysis that compares available housing and services in Solano County to the need for services in the Solano County.
- iv. Funding sources other than CoC and ESG also mandate recipient participation in the coordinated entry system. All projects mandated to participate in coordinated entry by their funding source are hereby referred to as “mandated projects.” In consultation with recipients of ESG funds within the CoC and all mandated projects, the CoC implements the written standards for providing CoC assistance through a coordinated assessment and entry process. At a minimum, the standards must include:

- a) Policies and procedures for evaluating individuals' and families' eligibility for assistance under the CoC Program
  - b) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance
  - c) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance
  - d) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance
  - e) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance
- v. Monitor the performance of CoC and ESG recipients and subrecipients by project type to ensure effective service delivery.
- a) Housing First Solano shall consult with recipients and subrecipients to establish performance targets appropriate for population and program type.
  - b) Housing First Solano shall evaluate the outcomes of projects funded under CoC programs and work with projects that perform poorly to improve performance.
  - c) The Performance and Evaluation Committee shall develop the targets, in consultation with the CoC Board with final approval by the CoC. This includes reviewing the policies and scoring tools for Review and Rank as part of the CoC Competition.
  - d) The Collaborative Applicant will be responsible for monitoring ESG project performance and will do so in coordination with the projects that are awarded those funds.
    1. **Quarterly.** The Collaborative Applicant will review program and community-level performance using performance benchmarks it shall develop. The Collaborative Applicant also will identify any poor performers, taking into account reduced outcomes due to high-needs populations. Poor performers may be selected for more intensive, on-site monitoring. This may include site visits, client feedback, and/or grant records. Ongoing poor performers may be selected for targeted technical assistance or other response. The Collaborative Applicant shall consider the extent to which technical assistance and training may be needed on these matters.
    2. **Annually.** In addition to the quarterly reports, the Collaborative Applicant may include a review of the HUD Consolidated Annual Performance and Evaluation Report (CAPER) as well as other local sources to ensure compliance with HUD requirements. The Collaborative Applicant will coordinate with any ESG recipients to share any agency capacity policies.
- vi. Report the outcomes of ESG and CoC projects to HUD annually through the CoC application process.

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## B. COC PLANNING

- i. Coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of homeless individuals and families. At a minimum, such a system encompasses the following:
  - a) Outreach, engagement, and assessment
  - b) Shelter, housing, and supportive services
  - c) Prevention strategies
- ii. Plan for and conduct a point-in-time count of homeless persons within the CoC geographic area that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires
- iii. Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within the CoC geographic area
- iv. Provide information required to complete the Consolidated Plan(s) within the CoC geographic area.
- v. Consult with State and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.

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## C. POLICIES AND PROCEDURES

HFS shall establish relevant policies and procedures to document the use of Planning Funds for eligible costs to ensure compliance with the planning grant requirements.

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## D. DESIGNATING AND OPERATING AN HMIS

- i. HFS shall designate a single HMIS for the CoC's geography, and an eligible applicant to serve as the CoC's HMIS Lead Agency.
- ii. Process for designating an HMIS Lead Agency:
  - a) The HMIS Lead Agency will be designated using a Request For Proposals (RFP) process conducted by a Subcommittee of non-conflicted CoC members
  - b) Applicants will be given the opportunity to present themselves to the HFS membership at a general meeting
  - c) The final choice is made by the HFS Board

- d) The agency chosen will be selected for up to 3 years with the option for renewal based on a performance report and survey of the HFS general membership.
  - e) The HMIS Lead Agency will sign a Memorandum of Understanding (MOU) with HFS.
- iii. Once selected, the HMIS Lead Agency shall be responsible for developing and monitoring the following HMIS program elements. However, HFS CoC shall retain final review and approval of all HMIS related policies and procedures:
- a) Review (and revise as needed) CoC HMIS data privacy plan, data security plan, and data quality plan at least annually and as needed due to regulatory updates.
  - b) Ensure that the HMIS is administered in compliance with HUD requirements.
  - c) Ensure consistent participation by CoC and ESG recipients and subrecipients in the HMIS.
  - d) Work with all participating HMIS agencies to maintain high data quality and encourage non-HUD funded projects to participate.

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## E. PREPARING AN APPLICATION FOR FUNDS

- i. HFS shall design, operate, and follow a collaborative process for the development of a CoC application to HUD.
- ii. HFS shall establish priorities that align with local and federal policies for recommending projects for HUD Homeless Assistance CoC Grant funding.
- iii. HFS designates the Community Action Partnership Solano Joint Powers Authority (“CAP Solano JPA”) as the Collaborative Applicant to collect and combine the required application information from all applicants for HUD CoC funding. If CAP Solano JPA is unable or unwilling to serve as the Collaborative Applicant, then HFS shall retain all of its responsibilities under the law and HUD regulations. HFS may choose to designate an alternative Collaborative Applicant for HUD CoC funding by formal CoC Board majority vote.
- iv. HFS also designates the CAP Solano JPA as the administrative entity to apply for, collect, receive, and distribute all grant funding that would normally be channeled through the CoC, including but not limited to, California Emergency Solutions and Housing (CESH), Homeless Emergency Aid Program (HEAP), Homeless Housing Assistance and Prevention (HHAP), ESG, Community Development Block Grants (CDBG), Community Services Block Grants (CSBG) and any other relevant state or federal funding.
- v. HFS may choose to designate an alternative administrative entity for a specific grant program for a specific grant year by formal CoC Board majority vote. However, if no such vote is taken, then the administrative entity for any homeless grant program that would normally be administered by the CoC is designated in advance as the CAP

Solano JPA. No specific vote is needed to authorize the CAP Solano JPA to serve as an administrative entity for any grant of funding for homeless housing and/or services; all such grants in Solano County are presumed to be delegated to CAP Solano JPA unless and until HFS explicitly specifies otherwise.

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## F. PREPARING LETTERS OF SUPPORT

From time to time, the CoC Board will issue Letters of Support on behalf of programs operating within the CoC. Letters of Support will only be issued if the program seeking the letter aligns with the goals of the CoC.

### **Procedure for Requesting a Letter of Support**

To request a letter of support, providers must adhere to the following procedure.

1. Any provider requesting a Letter of Support must notify all three officers of the CoC Board of the need for a letter of support.
  - a. Notice must be given at least ten business days before the requested due date. The CoC cannot guarantee that requests submitted without sufficient time will be reviewed or approved.
  - b. Notice shall be in the form of an email message to CoC staff, the current Chair, Vice-Chair and Secretary of the CoC Board.
  - c. The Notice shall include an explanation of the need for the Letter of Support and a brief project description.
  - d. The Notice shall include a draft of the Letter of Support the provider wants the CoC Board to sign. This draft Letter of Support should include a description of provider involvement with the CoC and how their funding proposal aligns with the goals of the CoC.
2. CoC staff will review the draft Letter of Support and make revisions or ask for clarification as necessary.
3. The provider will make itself available to CoC staff and the Chair to discuss the Letter of Support.
4. If a majority of the officers, in their own discretion and in consideration of the goals of the CoC, approves the letter via email, the Chair may sign the letter of support on behalf of the CoC Board.
5. It is the responsibility of the provider to submit the Letter of Support with its relevant application. The CoC will not submit any Letter of Support on behalf of the requesting provider.
6. Regardless of whether the Letter of Support is signed, the Letter of Support must be agendaized at the next CoC Board meeting for review by the full Board.



A. MEMBERSHIP

- i. HFS established a Governing Board selected in compliance with the process approved by the CoC as required by 24 CFR part 578.7(a)(3) and as described below in Article 5 Section E. The Board is responsible for the overall policy and direction of HFS and may delegate responsibility for day-to-day operations to staff and Committees. (See Appendix A for Delegation of Authorities). The Governing Board shall comply with the conflict of interest requirements established by 24 CFR part 578.95(b) and detailed below in Section K and Attachments A and B.
- ii. In compliance with the HUD CoC Program Interim Rule, the HFS Board will include at least one homeless or formerly homeless individual and will represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use or disorders, nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans.

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## B. BOARD COMPOSITION

The Board shall consist of no more than twenty-five (25) members. The sectors of representation are represented by the table below:

i.	Houseless Service Provider	three
ii.	Faith-based representative	one
iii.	JPA Board Member Representative	one
iv.	Educational representative (school district, university, early childhood education, etc.)	one
v.	Behavioral Health Agency Representative	one
vi.	Health Care Representative	one
vii.	Public Safety Representative	one
viii.	Veterans Representative	one
ix.	Lived Experience Advisor	three
x.	City Government Representative	two
xi.	Business or Workforce Development Representative	one
xii.	Affordable Housing Development Representative	one
xiii.	Victim Service Provider Representative	one
xiv.	Public Housing Authority Representative	one
xv.	Solano County Representative	one
xvi.	Emergency Shelter Representative	one
xvii.	Permanent Supportive Housing Representative	one
xviii.	Street Outreach Representative	one
xix.	Indian Tribal Representative	one

One Board member may represent the interests of more than one homeless subpopulation, and the Board must represent all subpopulations within the CoC to the extent that someone is available and willing to represent that subpopulation on the Board. One agency shall not have more than three (3) Board members elected to the CoC Board at one time.

In the interest of representing a broad range of opinions and expertise, and to bring voices to the table that are historically and presently marginalized, the CoC will strive to include persons who represent diverse populations who represent those listed below. The CoC may function without complete representation across all categories, while continuously striving to achieve membership diversity.

- Black, Indigenous, Persons of Color (BIPOC)
- Domestic Violence/Intimate Partner Violence Survivors
- Families with Minor(s)
- Immigrant Experience
- Lesbian/Gay/Bisexual/Queer (LGBQ)
- Transgender/Gender Variant
- Persons with a Disability
- Jail/Prison Reentry Experience
- Senior/Aging Adults
- Transitional Age Youth
- Veterans

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## C. BOARD TERMS OF OFFICE

The members of the HFS Board shall serve three-year terms and are eligible for re-election.

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## D. COC BOARD MEMBERS RESPONSIBILITIES

All members of the HFS Board shall demonstrate a professional interest in, or personal commitment to, addressing and alleviating the impacts of homelessness on the people of Solano County. The HFS Board members have an active role in the HFS Board. Members are expected to:

- i. Attend meetings and contribute to informed dialogue on actions the group undertakes
- ii. Serve on a committee of the HFS Board or HFS CoC
- iii. Participate in the activities of the HFS Board, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, project and system performance reviews, and the application processes for CoC Homeless Assistance Grants and other funding proposals
- iv. Seek input from and report back to the constituency they represent on key issues and strategies and otherwise keep abreast of needs and gaps in the CoC
- v. Ensure that the CoC is meeting all of its responsibilities assigned to it by HUD regulations
- vi. Represent the relevant organizations and projects serving homeless subpopulations
- vii. Support homeless persons in their movement from homelessness to economic stability
- viii. Ensure that the CoC is inclusive of all of the needs of the geographic area's homeless population, including the special service and housing needs of homeless subpopulations
- ix. Review and approve the HFS CoC Governance Charter and Written Standards

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## E. HFS BOARD SELECTION

- i. HFS Board members are seated through an election by the full CoC Board.
- ii. If the Board is full, elections are held annually at the first Board meeting of the year for seats opening up due to terms that have expired.
- iii. Special elections may be held at CoC Board meetings to fill empty seats or seats vacated throughout the year. The same procedures apply.
- iv. An open Board Seat will be announced to the CoC at least 28 days before an election to fill the seat takes place. Candidates for Board membership may be self-nominated or may be nominated by the Board, by CoC members or by community members to the CoC Governance Committee. The candidate must fill out a brief application that indicates general information about them, their level of interest and which categories and subpopulations they represent. For incumbent members, previous CoC Board Meeting attendance (including alternate attendance) and involvement will be considered as part of the application. The Governance Committee will review all

applications to ensure that the candidate matches an open Board seat prior to placing the applications before the CoC for a vote.

- v. The entire Charter will be reviewed annually but this provision for CoC Board selection will also specifically be reviewed at least every five years.

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#### F. DESIGNATING A COC BOARD ALTERNATE

- i. Board members may designate a single Alternate who can attend in the Board member's place if they must miss a meeting so long as that Alternate represents the same subpopulation, sector or jurisdiction.
- ii. Board members must designate an Alternate prior to the meeting date. This designation shall be made via email to HFS staff and the current HFS chair. The email must state the name of the person who shall attend as the Alternate and provide adequate contact information for the Alternate.
- iii. A Board member may change his or her Alternate at any point in time. However, a Board member may only have one Alternate designated at any given time.
- iv. The Alternate will count towards quorum requirements and can vote in the Board members absence.
- v. If both the Board member and Alternate attend a Board meeting, only the Board member will be recognized as representing the Board officially and will have rights thereof.

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#### G. COC BOARD ATTENDANCE AND TERMINATION

- i. Board members or their Alternates shall not miss more than 25 percent of Board and General Membership meetings in a 12-month period. After two meetings are missed, the Board Member will be notified that they are close to meeting the 25 percent threshold for missed meetings. After three meetings are missed, the Governance Committee will be notified at the next Governance Committee Meeting.
- ii. Attendance of a properly designated Alternate at a meeting will satisfy the Attendance requirement as it does not leave the seat unrepresented.
- iii. If a Board member misses more than 25 percent of Board meetings in a 12-month period, the Governance Committee may recommend to the CoC Board a vote to dismiss the Board member.

- iv. A member may also be dismissed from the HFS Board for other reasons by a three-fourths vote of the remaining Board members. Discussion and possible action on the dismissal of any member must be properly noticed on a Board agenda.
- v. If a Board member wishes to resign, the Board member shall submit a letter of resignation to the HFS staff and to the Chair.

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#### H. LEADERSHIP OF THE COC BOARD

- i. The HFS Board shall have three officers consisting of a Chair, a Vice-Chair, and a Secretary. Their duties shall be as follows:
  - a) The Chair shall convene regularly scheduled Board meetings and CoC meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in their absence in the following order: Vice-Chair and then Secretary.
  - b) The Vice-Chair shall chair Committees on special subjects as designated by the Board and shall Chair CoC and CoC Board meetings in the absence of the Chair. The Vice-Chair will take on other duties as assigned by the Chair.
  - c) The Secretary shall work with the CoC staff on ensuring records for the Board are kept and posted, that quorum is met for Board meetings and shall be a liaison to the CoC staff and shall Chair CoC and CoC Board meetings in the absence of the Chair & Vice-Chair. The Secretary shall maintain a list of meeting dates and times of each Standing Committee and shall encourage each Standing Committee to meet on a regular basis as well as to distribute agendas and meeting summaries in a timely manner, consistent with the Governance Charter. The Secretary completes the roll call attendance and voting at CoC meetings.
- ii. The HFS Board shall elect officers of the Board at least annually at the first Board Meeting of the year. A term for an Officer is one year. Officers shall be elected by a majority vote of the current Board members. Officers are eligible for reelection up to three consecutive terms per Officer position, after which they must spend one year in a different Officer position or not in an Officer position. Each Officer position must be filled by a different entity/agency, with a maximum of one person per agency in an Officer position at one time.

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#### I. COC BOARD MEETING FREQUENCY

The HFS Board shall meet every month and these are also considered General Membership meetings, with Board Members being the voting Members. Special meetings may be called by the Chair as needed; however, notices must comply with the Brown Act.

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#### J. COC BOARD PROCEEDINGS

- i. **Quorum.** A quorum of fifty percent plus one member of the currently seated HFS Board shall be present at any regular or specially scheduled meeting in order for the

HFS Board to engage in formal decision making. Board members who are conflicted from voting on certain items still count towards quorum for the vote.

- ii. **Voting.** While the HFS Board will strive to achieve consensus, the affirmative vote of a majority of members in attendance shall be required for the approval of any matter. Secret votes are not permitted and, in cases where the vote is not unanimous, the specific ayes, nays and abstentions must be recorded in the minutes.
- iii. **Inclusion.** The HFS Board works to ensure input to HFS Board deliberations and decision-making from a diverse segment of stakeholders, including consumers and community members, as well as gender, ethnic, cultural and geographical representation. All interested persons are encouraged to attend meetings, provide input, and voice concerns. CoC members and program participants are encouraged to bring grievances or concerns to the attention of the CoC Officers and staff using the grievance procedures referenced as Attachment C.
- iv. **Notice and Brown Act.** All HFS Board meetings shall be open to the public and properly noticed. The HFS Board will follow all the requirements of the Brown Act, which provides greater transparency for the CoC and the community. An official HFS Board meeting agenda/notice shall be sent to each Board member, posted publicly, and posted on the CoC website at least 72 hours in advance of any Board meeting. The HFS Board also encourages all members of the community to participate in group discussions and working groups.

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#### K. CONFLICT OF INTEREST/CODE OF CONDUCT

- i. Each HFS Board member, and anyone acting on behalf of them, is expected to uphold certain standards of performance and good conduct and to avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, HFS Board members and anyone acting on behalf of the Board shall follow the Conflict of Interest Policy included as Attachment A.
- ii. Each CoC Board member must sign the conflict of interest disclosure statement included as Attachment B annually to demonstrate that they are aware of this policy and agree to abide by it.

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#### L. COMPENSATION

The Board members shall serve without compensation.

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#### M. RELATIONSHIP WITH FULL COC MEMBERSHIP

- i. HFS Board meetings will be open to the full membership and the public and the HFS Board will post minutes of the HFS Board meetings on the CoC website.
- ii. Between HFS Board meetings, HFS Board members and Staff will keep the full membership involved by participation in workgroups and committees and sharing information, including meeting minutes, resources for homeless services providers, plans and implementation progress, data about homelessness in the region and funding availability via email list or via the CoC website.

## ARTICLE 6 – HOUSING FIRST SOLANO GENERAL MEMBERSHIP

### A. GENERAL MEMBERSHIP REQUIREMENTS

- i. HFS membership is open to all public wishing to participate. HFS will actively seek to recruit relevant stakeholders as listed below in the recruitment and outreach section. HFS seeks to be as welcoming and inclusive as possible and to achieve as diverse a membership as possible. All members are welcome at every CoC meeting to share their perspectives on all matters before the CoC. There is no limit on the number of members allowed or perspectives encouraged per entity or agency. HFS welcomes those who will actively engage in the CoC.

### B. HFS COC MEETINGS

- i. The HFS CoC will hold meetings of the full CoC membership monthly, with CoC Board members being the voting members at the meetings.
- ii. The CoC staff will announce the date, time and location of these meetings at least two weeks in advance and will publish the meeting agenda at least 72 hours before the date of the meeting. Meeting agendas will be posted online at the HFS website for review prior to the meeting and disseminated to the CoC listserv.

## ARTICLE 7 – RECRUITMENT

### A. ANNUAL RECRUITMENT

The CoC Board will publish and appropriately disseminate an open invitation at least annually for those within the CoC area to join as new CoC members. Recruitment efforts will be documented.

### B. RECRUITMENT AND OUTREACH

The CoC Board will work to identify and address membership gaps in essential sectors, from key providers and other vital stakeholders. The CoC Board and Staff will recruit to ensure that it meets all membership requirements set forth in its governance charter, including representation of certain populations and organizations. Specifically, outreach will be conducted to obtain membership and CES participation from the following groups:

- i. Nonprofit homeless assistance providers
- ii. Victim service providers, including those serving survivors of DV and human trafficking and Domestic Violence Advocates
- iii. Faith-based organizations
- iv. Governments
- v. Businesses
- vi. CDBG/HOME/ESG Entitlement Jurisdictions
- vii. Disability, Mental Health, and Substance Abuse Service Organizations and Advocates
- viii. Public housing agencies



- ix. School districts, including school administrators and homeless liaisons
- x. Early childhood education system of care
- xi. Social service providers
- xii. Mental health agencies and Substance Abuse and Mental Illness Advocates
- xiii. Hospitals
- xiv. Universities
- xv. Affordable housing developers
- xvi. Law enforcement
- xvii. Local jails
- xviii. EMS/Crisis Response Teams
- xix. Street Outreach Teams
- xx. Disability Service Organizations and Advocates
- xxi. Youth Homeless Organizations, Youth Service Providers, and Youth Advocates
- xxii. LGBT Service Organizations and Advocates
- xxiii. Organizations that serve veterans
- xxiv. Organizations led by and serving Black, Brown, Indigenous and other People of Color
- xxv. Indian Tribes and Tribally Designated Housing Entities (Tribal Organizations)
- xxvi. Individuals with lived experience of homelessness (within the past 7 years preferred)
- xxvii. Organizations led by and serving LGBT persons
- xxviii. Organizations led by and serving people with disabilities
- xxix. Other relevant organizations within the CoC's geography (which may include mental health service providers and funders, substance abuse service providers and funders, foster care, local job councils, etc.).

A. CREATION OF COMMITTEES AND WORKGROUPS

The HFS Board or CoC may appoint standing committees and/or *ad hoc* workgroups to fulfill the work of the CoC. CoC standing committees and *ad hoc* workgroups may make policy, funding or other recommendations to the HFS CoC Board and General Membership for consideration and to the CoC Board for official action. All standing committees and workgroups shall seek to include lived experience representation.

B. STANDING COMMITTEES

A standing committee must have a fixed topic, a fixed meeting schedule, a fixed membership (“Fixed Member(s)”, and must be chaired or co-chaired by a member of the HFS Board. Standing committees shall be reviewed as part of the annual review of the Governance Charter by the Governance Committee. New Standing Committee recommendations will be brought to the Governance Committee for discussion prior to being brought to the CoC Board for a vote. To be in good standing and considered part of the fixed membership of a committee, a Fixed Member must have attended at least 75% of regularly scheduled committee meetings within the past 12-months. Only Fixed Members can vote on recommendations during the Standing Committee meetings.

*i.* Standing Committee Chair Selection:

- Committee chairs will be nominated and approved for two-year terms during the annual Officer elections process (described above in Article 5, Section H) at the first CoC Board Meeting of the year.

*ii.* Standing Committee Chair Responsibilities:

- Working with the CoC Board, Committee Chairs will be responsible for coordinating and leading committee meetings and for conducting outreach to the CoC Board, General Membership, broader community and those with lived experience to create a fixed membership. New members may join committees throughout the year.
- Developing with committee members an annual work plan that identifies work products, staff and committee member roles and timelines.
- Making committee recommendations to the CoC Board.
- Tracking committee member attendance, active participation and ensuring quorum is obtained for each committee meeting.
- Scheduling and sending an annual meeting calendar by February 15 of each year to committee members and to staff for posting on the CoC website.
- Providing written agendas in advance to committee members and sending to staff for posting on the CoC website.

- Sending meeting summaries to committee members and sending summaries to staff for posting on the CoC website.
- Providing regular written or oral reports, as requested, to the CoC Board.

*iii.* Standing Committee Meeting Procedures:

- Committee chairs will work with CoC staff and the Board to recruit a minimum of 3 and maximum of 15 committee members who are Fixed Members and will attend meetings regularly. Committees will be open to all who are interested in attending and will accept members on an ongoing basis up to the maximum of 15 members per committee.
- For the HMIS Committee, all fixed members will consist of the designated leads from partner agencies, rather than adhering to the maximum limit of 15 members.
- Committee chairs shall determine how often they will meet to achieve work plan goals.
- Committee chairs will make agendas available to committee members and post it publicly at least 72 hours in advance. Chairs will provide public meeting summaries within three weeks of the meeting.
- Meetings are open to the public.
- A quorum of fifty percent plus one member of the fixed membership of the standing committee shall be present at any meeting in order for the committee to engage in formal recommendation making.

*iv.* Types of Standing Committees:

- ***Governance Committee.*** The Governance Committee shall be responsible for reviewing the HFS Governance Charter, Written Standards, and any other documentation required by law or regulation on an annual basis and for making and recommending changes to the CoC Board. The Committee also is responsible for overseeing HFS CoC Board member appointment process, including reviewing applications and nominating candidates to the HFS CoC Board. The Governance Committee should meet at least three times a year.
- ***Coordinated Entry Committee.*** The Coordinated Entry Committee is responsible for creating the policies and procedures for Solano County's coordinated entry system. The Committee may also be responsible for monitoring coordinated entry to ensure it is functioning correctly and make recommendations and changes as necessary. The Committee may recruit agencies for participation in coordinated entry. The Committee may also develop performance metrics and evaluative tools, review or prepare CES evaluations and implement associated recommendations, and regularly seek feedback from CES participants. The Coordinated Entry Committee should meet at least quarterly.
- ***HMIS Users Committee.*** The HMIS Users Committee should include HMIS users and the HMIS Administrator. When possible, the HMIS Administrator

should serve as a co-chair of the committee with a CoC Board Member. This group shall evaluate all documents related to HMIS and make recommendations to the CoC Board regarding changes to those documents. This group shall also ensure accurate, timely and comprehensive data is available to inform CoC activities. This group shall assist in the evaluation of the HMIS Lead Agency, as requested by the Board. The HMIS Committee should meet at least quarterly.

- ***Grievance Advisory Committee.*** The Grievance Advisory Committee (GAC) is a joint committee of the CAP Solano JPA and Housing First Solano CoC. It shall have representation from the JPA and CoC Boards, the CAP Solano JPA Tripartite Advisory Board, and shall include service providers and people with lived experiences of homelessness. This committee shall have authority to oversee the grievance process and make recommendations for improvements to the CoC and JPA Boards. The GAC may also review grievance-related policies and operations of JPA or CoC-funded programs and, where appropriate, make recommendations for improvement to the CAP Solano JPA. The GAC will hold public meetings with full transparency and will identify a Chair or Co-chairs who will coordinate and lead committee meetings and identify panelists for grievance panels. [Applications](#) to the GAC from HFS CoC members will be reviewed and voted on for approval by the CoC Board. Applications from community members who do not serve on any of the aforementioned boards or are not current members of the CoC will be reviewed and voted on for approval by both the JPA and CoC Boards. A new call for applicants will be released when necessary, to ensure GAC members represent all aforementioned interests and the committee is comprised of the minimum number of members as identified in the policy.

For more information see the [CAP Solano JPA and Housing First Solano CoC Grievance Policy](#).

- ***Lived Experience Committee.*** The Lived Experience Committee (LEC) is an advisory body intended to ensure the leadership and inclusion of those with current or past lived experience of homelessness within the Housing First Solano Continuum of Care (HFS CoC). The Committee amplifies the voices of lived expertise in HFS CoC policymaking and provides pathways to develop the leadership skills of members. The goals of the Committee are to foster a trusting [feedback loop](#) between members with lived expertise and the system of homeless and housing services in Solano, and to engage that expertise in decision-making. To do so, Committee members use this platform to share their experiences and knowledge, make recommendations for improvement, and participate in Housing First Solano CoC Board decision-making processes.

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## C. AD HOC WORKGROUPS/COMMITTEES

Much of the HFS CoC's work is conducted through *ad hoc* workgroups or committees. An ad hoc workgroup/committee may have varying topics, schedules, and membership, and may be chaired by any qualified person who is appointed or elected by the CoC Board, including HFS Board members, CoC members, and subject-matter experts who are not CoC Board members.

*Ad hoc* workgroups/committees are time-limited, focused on specific issues or tasks and have a defined scope. Some of the *ad hoc* workgroups that may be convened from time to time include:

- i. ***Performance and Evaluation Workgroup.*** The Performance and Evaluation workgroup can be responsible for reviewing the policies and scoring tools for Review and Rank as part of the CoC Competition. The Performance and Evaluation workgroup can also be responsible for monitoring CoC funded projects and general system performance. The workgroup should review the CoC's System Performance Measures and evaluate CoC system-level performance. The Performance and Evaluation workgroup may make recommendations to improve or monitor system performance with input from the HFS General Membership.
- ii. ***Point-in-Time Count Workgroup.*** The Point-in-Time Count workgroup can be responsible for organizing and conducting the Point-in-Time count, which must take place at least every two years. The Point-in-Time Count Workgroup may report to and consult with the Performance and Evaluation workgroup.

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#### D. MEETING TIMING

The HFS workgroups may meet monthly, bimonthly or at some other interval depending on the tasks to be accomplished. Each workgroup should have a clear purpose and overall timeline for addressing issues or problems that it was chartered to address.

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#### E. FINAL APPROVAL

All committees or workgroups will present their work product to the HFS Board or General Membership in accordance with Appendix A for a vote to implement the recommendation, make additional changes, or send the work product back for further review.

### ARTICLE 9 – RECORDKEEPING REQUIREMENTS

HFS shall record and collect 5 years' worth of evidence that:

- i. the CoC Board meets all the requirements of 24 CFR 578.5 (b), including meeting agendas, minutes, the Governance Charter, policies and procedures, and all required updates and notices; and
- ii. the Collaborative Applicant documents and collects evidence that the CoC prepared the application for funds as required, including the designation of the eligible applicant as the Collaborative applicant; and
- iii. the CoC designated a single HMIS for the CoC, and monitored reports of recipients and subrecipients; and
- iv. the Collaborative Applicant documents and collects evidence of use of planning funds for eligible costs and other grants management documentation; and
- v. the agendas, minutes, and other required documents will be available on the HFS website; and

- vi. the process for selecting a Board is reviewed at least every five years and the CoC has updated its Governance Charter annually.

ARTICLE 10 – CHARTER AMENDMENT AND REVIEW

The HFS CoC will review, update, and approve this governance charter at least annually, first through the work of the Governance Committee and then by a final review and vote of the CoC Board. Amendment of the charter requires a majority vote of the CoC Board at a regularly scheduled meeting, provided that notice of the scheduled vote on the charter amendment was provided at least one month prior to that meeting.

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Chair Signature

Date

### **What is the Purpose of this Policy?**

Conflicts of interest can raise governance, tax, and regulatory issues for a CoC. They also raise concerns in the minds of the public and members of the media, potentially undermining the organization's reputation and good standing.

Generally speaking, a conflict of interest is a situation in which a CoC Board Member or one of his or her family members has a personal or financial interest that compromises or could compromise the Board Member's independence of judgment in exercising his or her responsibilities to the CoC.

CoC Board Members are expected to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

Under this policy, Board Members are required to disclose actual or potential conflicts of interest, as well as certain relationships and transactions. Depending on the circumstances, a relationship and/or transaction disclosed under this policy may not be a conflict of interest, may be a conflict that is permitted provided that certain procedures are followed, or may be a conflict that is prohibited altogether.

### **Who is Covered by this Policy?**

This policy covers the members of the Housing First Solano CoC.

### **Who is Responsible for Implementing this Policy?**

The CoC has primary responsibility for implementing this policy. The policy will be disseminated to Board Members upon joining the Board and annually thereafter.

The Board may delegate the responsibility for disseminating the policy and collecting disclosure statements to a Board committee or the Board Chair, who shall oversee the process and may be assisted by CoC staff.

### **Definitions:**

- a. **Board:** means the Housing First Solano Continuum of Care (CoC)
- b. **Board Member:** means any individual currently serving as a member of the Board.
- c. **Closely Associated:** means that an individual:
  - i. Has a Compensation Arrangement with an entity;
  - ii. Has an Ownership Interest in an entity; or
  - iii. Is negotiating, applying for or considering acquiring a Compensation Arrangement with or ownership interest in an entity.



- d. **Compensation Arrangement:** is an arrangement involving direct or indirect compensation for services.
- e. **Conflict of Interest:** means a situation in which a Board Member or his/her Immediate Family Member has, directly him or herself or indirectly through another individual entity, a personal or financial interest that compromises or could compromise the Board Member's independence of judgment in exercising his/her responsibilities to the CoC.
  - i. **Prohibited Conflict of Interest:** means a Conflict of Interest that would prevent a Board Member from serving on the Board.
  - ii. **Issue-Specific Conflict of Interest:** means a Conflict of Interest that would prevent a Board Member from voting on or being present during the discussion of a specific issue.
- f. **Conflicted Board Member:** means a Board Member with a Conflict of Interest.
- g. **Immediate Family Member:** means a Board Member's
  - i. Spouse or partner in a civil union recognized by state law;
  - ii. Domestic partner or partner in a committed, personal relationship;
  - iii. Parent
  - iv. Child;
  - v. Sibling;
  - vi. Father-in-law, Mother-in-law;
  - vii. Brother-in law, Sister-in-law;
  - viii. Son-in-law; Daughter-in-law;
  - ix. Grandparent; or
  - x. Grandchild

The term includes individuals related by blood, adoption, or marriage (i.e., step family members).

- h. **Independent Board Member:** means a Board Member without any Conflict of Interest.
- i. **Nominal Value:** means \$50 or less per gift and \$75 or less for all gifts received from a particular individual or entity per calendar year. Acceptance of gifts of nominal value must be disclosed according to the procedures set forth in this policy. However, the prohibition on soliciting or accepting gifts does not include acceptance of token gifts of low-cost promotional items, such as pens, note pads, caps, calendars, and coffee mugs, and such gifts do not need to be disclosed.
- j. **Ownership Interest:** means that an individual owns at least 5% of the ownership interests (for example, shares of stock or partnership or limited liability company interests) or assets of an entity or, in the case of a publicly held corporation, at least 1% of the corporation's outstanding capital stock.

- k. **Quorum**: means majority of the Board Members (50% + 1). Quorum is required to convene a meeting of the Board. Once quorum is established, quorum is not lost simply because a Board Member must abstain from a vote due to a Conflict of Interest.
- l. **Related Party**: means an Immediate Family Member or an entity with which a Board Member or his/her Immediate Family Member is Closely Associated.
- m. **Transaction**: means any financial agreement or relationship, including but not limited to those involving:
  - i. The sale, lease, purchase, transfer, or provision of goods, services, equipment, facilities, or rights of any kind;
  - ii. The provision or receipt of a loan or grant;
  - iii. A joint venture, partnership or collaboration or
  - iv. An investment.

### **What Types of Conflicts of Interest Are Prohibited by this Policy?**

- a. **Prohibited Conflict of Interest**: Prohibited Conflicts of Interest may prevent a person from serving on the CoC Board or participating in any of the Board activities. A Board Member who has a potential or actual Prohibited Conflict of Interest must resign from the Board. Prohibited Conflicts of Interest include, but are not limited to:
  - i. **Compensation and Employment**: A Board Member may not be a CoC employee or be compensated for his or her service on the CoC Board. A former Board Member may be hired as an employee of CoC, provided that at least 180 days have passed since he or she left the CoC Board. Provision of Professional Services. Officers of CoC may not be paid, outside of their approved salary and benefits, for any professional or consulting services provided to the CoC.
  - ii. **Loans**: The CoC is prohibited from making a loan to or guaranteeing an obligation of any of its Board Members.
  - iii. **Federal Employees**: Board Members who are federal employees are prohibited from serving in any capacity that would require them to act as an agent of or attorney for the CoC in its dealings with any federal government departments or agencies (for example, as chair of the CoC Board).
  - iv. **Diversion of CoC Resources**: Board Members and Board Members' Related Parties are prohibited from using CoC equipment, facilities, assets, or staff time for non-CoC purposes.
  - v. **Gifts**: Board Members are prohibited from soliciting or accepting gifts, gratuities, favors, or anything of monetary value, other than unsolicited items of nominal value, from
    - i. Persons receiving benefits or services under any CoC program;
    - ii. Persons or organizations performing services for or providing goods or space to CoC; or
    - iii. Persons who are otherwise in a position to benefit from the actions of a CoC employee, officer, or Board Member.

- vi. A Conflicted Board Member who purposefully conceals a Conflict of Interest, refuses to recuse him- or herself from voting, or engages in other conduct that violates this policy will be subject to removal from the Board.
- b. **Issue-Specific Conflicts of Interest:** Some Conflicts of Interest arise only when the Board is voting on a specific issue. An Issue-Specific Conflicts of Interest requires that the Conflicted Board Member recuse him- or herself from voting or discussing a particular issue, but do not require resignation or removal of a Board member. Issue-Specific Conflicts of Interest include, but are not limited to:
- i. **Participation in Contracts:** Board Members shall not participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the Board Member, any of his or her Immediate Family Members, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, is or has a financial or other interest in the individual or firm selected for the award.
  - ii. **Voting:** Board Members who are running for CoC leadership are considered Conflicted for purposes of voting on the position for which they are nominated.
- c. **Are There Exceptions to What Is Considered a Conflict of Interest Under This Policy?**

The situations listed below are not considered to be Conflicts of Interest under this policy:

- i. **Provision of Services/Benefits:** Provision of services/benefits by the CoC to a Board Member or an Immediate Family Member solely because the individual is a member of a charitable class that the CoC intends to benefit as part of the accomplishment of its charitable purposes, provided that:
  - i. The individual meets all applicable eligibility criteria for the services/benefits, including funding source rules on the provision of services/benefits to individuals with a close connection to the organization;
  - ii. The individual does not receive preferential treatment in receiving the services/benefits due to his or her connection with the CoC as a Board Member or as an Immediate Family Member;
  - iii. The services/benefits are provided on terms similar to services/benefits provided to individuals who are neither Board Members nor Immediate Family Members; and
  - iv. The Board Member is not involved in the decision about whether to provide services/benefits to the individual.
- ii. **Expense Reimbursements:** Expense reimbursements made by the CoC Board Member or Immediate Family Member for reasonable, necessary and documented expenses incurred by the Board Member or Immediate Family Member in the course of performing authorized services as a Board Member or volunteer for the organization, provided that the reimbursements are made pursuant to the CoC's Board-approved expense reimbursement plan and are permitted by any applicable funding source rules. Unless required by the

Board in a particular circumstance, receipt of reimbursements meeting these criteria need not be disclosed under this policy.

d. **What Information Must Be Disclosed Under This Policy and How Should It Be Disclosed?**

- i. **Disclosures by Candidates for Board Seats:** The Board shall require each individual applying for a position on the CoC to disclose on his or her application Conflicts of Interests involving him- or herself or any of his/her Related Parties.
- ii. **Disclosures by Board Members:**
  - i. **Obligation to Disclose:** Each Board Member has a continuing obligation to disclose promptly and fully any actual or potential Conflicts of Interest of which he or she is aware.
  - ii. **Form and Frequency of Disclosure:** Each Board Member shall complete and sign on an annual basis and at such times as Conflicts of Interest arise, a Conflict of Interest disclosure statement, in the form attached to this policy, fully and completely disclosing the material facts about any actual or potential Conflicts of Interest of which he or she is aware.

e. **How Are Conflicts of Interest to Be Addressed Under This Policy?**

- i. **Board Review:** The Board shall review and determine, with the assistance of legal counsel if necessary, how to address situations involving Conflicts of Interest. In determining whether a Conflict of Interest exists and what action, if any should be taken, the Board shall consider the fact that the situation could subject the CoC to criticism, embarrassment, litigation or administrative proceedings. The Board shall apply a reasonableness standard in determining whether a conflict exists.

If the CoC Board has reason to believe that a Board Member has failed to disclose a Conflict of Interest or otherwise violated this policy, it shall inform the Board Member of the basis for this belief and afford him or her an opportunity to explain the alleged failure or violation.

If, after hearing the response of the Conflicted party and making such further investigation as may be warranted in the circumstances, the Board determines that the Board Member has in fact failed to disclose an actual or possible Conflict of Interest or otherwise violated this policy, it shall take appropriate disciplinary and corrective action, which may include removal from the Board.

- ii. **Voting and Quorum:** The Board shall act on actual or potential Conflicts of Interest situations by affirmative vote of a majority of Independent Board Members present at the meeting at which a quorum has been established. In the event that less than three Board Members are Independent and are available to vote on a resolution, the issue must be assigned to a Committee of Independent community members for a vote. The CoC staff will be

responsible for assembling the Independent Committee, which must include at least four (4) members. The Committee's decision is final.

- iii. No Conflict of Interest: If the Board determines that no Conflict of Interest exists, it shall inform any Board Members involved in the situation of its determination and take any other actions it deems prudent.
- iv. Conflict of Interest Not Prohibited:
  - i. Generally. If the Board concludes that a Conflict of Interest exists and it is not Prohibited by this policy, the Board shall inform any Board Members involved in the situation of its determination and take any other actions it deems prudent to address the Conflict of Interest, including excluding Conflicted Board Members from deliberations and decision making as described in Section v. below.
  - ii. Proposed Transaction. Where a Conflict of Interest is not prohibited and involves a proposed Transaction between CoC and a Board Member or Related Party, the Board shall gather and review appropriate data, including appropriate data as to comparability, to determine whether the terms of the Transaction are fair and reasonable to and in the best interests of CoC.
- v. Issue-Specific Conflict of Interest: A Conflicted Board Member shall not participate in any way in, or be present during, the deliberations and decision making with respect to an actual or potential Conflict of Interest in which s/he is involved. In addition, when the Board is considering a proposed Transaction between the CoC and a Board Member or a Related Party, no Conflicted Board Member with respect to any proposed or existing Transaction with the CoC may participate in any way in, or be present during, the deliberations and decision making.

Example: The Board is considering whether to approve a grant to another nonprofit. Board Member A serves as a board member of that nonprofit. Board Member A is a Conflicted Board Member and must disclose that an Issue-Specific Conflict of Interest exists and recuse him-or herself from deliberations and decision making on the proposed grant. If the Conflicted Board Member does not voluntarily recuse him-or herself, the Board must exclude him or her from deliberations and decision making on the grant.

- vi. Prohibited Conflict of Interest: If the Board determines that a potential Board Member has a Prohibited Conflict of Interest, the Board shall reject the nomination. If the Board determines that a current Board Member has engaged in an activity that creates a Prohibited Conflict of Interest, or that a proposed Transaction would result in a Prohibited Conflict of Interest, the Board shall decide either:
  - i. to decline to enter into the proposed Transaction, if applicable; and/or
  - ii. to request the resignation of the Conflicted Board Member(s) and, if the Conflicted Board Member(s) do(es) not resign, follow appropriate legal procedures to remove the Conflicted Board Member(s).

- vii. Delegation to Committee: The Board may establish or designate a committee of the Board to review any conflicts of interest questions raised by this policy, to determine whether a particular situation involves a Conflict of Interest, and to make recommendations to the Board about how to address Conflicts of Interest.
- f. **How Should the Board's Decisions about Conflicts of Interest Be Documented?**
  - i. The Board or committee shall document its decisions about a Conflict of Interest in its meeting minutes (and attachments to the minutes, if applicable). The minutes shall include: material facts regarding the Conflict of Interest; the basis for the Board's decision; the names of Board Members present and of those who voted on the matter; and any actions taken with respect to Conflicted Board Members with respect to the matter (for example, whether they were excluded from discussion and voting on the matter). The minutes must be prepared before the latter of the next Board or committee meeting or 60 days after the final action is taken on the matter. Once prepared, the minutes must be reviewed and approved by the Board or committee (whichever is applicable) within a reasonable time.

## ATTACHMENT B: CONFLICT OF INTEREST DISCLOSURE STATEMENT FOR COC BOARD MEMBERS

***Your Name:***

***Date:***

***Annual or Other Disclosure (Circle One)***

Reason for Policy. Conflicts of Interest may raise governance, tax and regulatory issues for the Housing First Solano CoC. They also raise concerns in the mind of the public and members of the media, potentially undermining a CoC reputation and good standing. For these reasons, CoC Board Members should avoid Conflicts of Interest, disclose ethical, legal, financial and other such conflicts, and remove themselves from deliberations and decision-making on matters in which they have a Conflict of Interest.

Reason for this Statement. The CoC Board is committed to the highest ethical standards in how a CoC conducts its business and operations. Completing this statement helps the Board and management identify and evaluate situations and relationships that could be problematic for a CoC, including ones that could jeopardize its tax-exempt status or ability to obtain grants or other funding.

Completing this Statement. Each Board Member is required to complete and sign this statement annually and at such times as they become aware of actual or potential Conflicts of Interest. This statement should take no more than 10 to 15 minutes for most Board Members to complete. It asks intentionally broad questions, with the hope of identifying all relevant actual or potential Conflicts of Interest.

Defined Terms Used in this Statement. Capitalized terms used in this statement are defined in the Conflict of Interest Policy for CoC Board Members.

Identifying a Conflict or Relationship Does Not Necessarily Mean There Is a Problem. In some instances, you may need to reveal a conflict or relationship when responding to a question.

This does not necessarily mean that you have done something improper or violated the Conflict of Interest Policy for CoC members. By identifying conflicts and relationships, you permit the CoC, the CoC and management to make an informed judgment, further permitting them to address issues through appropriate action or safeguards. Being forthright now is the best approach.

If You Have Questions about the Policy or this Statement. If you have questions about the Conflict of Interest Policy for Board Members or this Statement, ask the Board Chair or email [Solano@homebaseccc.org](mailto:Solano@homebaseccc.org).

***Your Name:***

***Date:***

***Annual or Other Disclosure (Circle One)***

Please base your answers to the questions below on facts that exist now or that have arisen since you last completed this form.

Do any of your Immediate Family Members serve as a CoC Board Member, officer, or employee? **Yes No (circle one)**

If yes, please identify the individual, his or her position and your relationship to him or her:

To the best of your knowledge, are you or any of your Related Parties engaged in any Transactions with a CoC Board Member, officer, or employee? For this purpose, a Transaction does not include a transaction between an attorney and client, or a medical professional (including psychologist) and patient. **Yes No (circle one)**

If yes, please identify the individuals or entities involved and the Transactions in which they are involved:

To the best of your knowledge, are you, any other Board Members, or any Immediate Family Members of Board Members (including your own Immediate Family Members) engaged in or considering engaging in a Transaction with the CoC (including providing professional or consulting services to CoC)? **Yes No (circle one)**

If yes, please identify the individuals or entities involved and the Transactions in which they are involved:

To the best of your knowledge, are you, any other Board Members, or any Immediate Family Members of Board Members (including your own Immediate Family Members) Closely Associated with any entity that is engaged in or considering engaging in a Transaction with CoC? **Yes No (circle one)**

If yes, please identify the Board Member and/or Immediate Family Member, the entity and the Compensation Arrangement or Ownership Interest, and describe the Transaction:



***Your Name:***

***Date:***

***Annual or Other Disclosure (Circle One)***

To the best of your knowledge, have you or any other Board Members solicited or accepted gifts, gratuities, favors, or anything of monetary value (other than token gifts of low-cost promotional items, such as pens, note pads, caps, calendars, and coffee mugs) from: (a) persons receiving benefits or services under any CoC program; (b) persons or organizations performing services for or providing goods or space to CoC; or (c) persons who are otherwise in a position to benefit from the actions of a CoC employee, officer, or Board Member? **Yes No (circle one)**

If yes, please identify the Board Member, the item that was solicited or accepted, and the person or entity from whom the item was solicited or accepted:

To the best of your knowledge, have you or any other Board Members participated in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest was involved? Such a conflict would arise when the Board Member, any of his or her Immediate Family Members, his or her partner, or an organization which employs or is about to employ any of these parties, is or has a financial or other interest in the individual or firm selected for the award. **Yes No (circle one)**

If yes, please identify the Board Member, the contract and the conflict of interest:

To the best of your knowledge, have you, any other Board Members or Board Members' Related Parties (including your own Related Parties) used CoC equipment, facilities, assets, or staff time for non-CoC purposes? **Yes No (circle one)**

If yes, please identify the Board Member or Related Party, the CoC equipment, facilities, assets or staff used, and the purpose for which it was used:

**Your Name:**

**Date:**

**Annual or Other Disclosure (Circle One)**

To the best of your knowledge, are you aware of any other Conflicts of Interest not already disclosed above? A Conflict of Interest is a situation in which a Board Member or his or her Immediate Family Member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the Board Member's independence of judgment in exercising his/her responsibilities to the CoC. **Yes No (circle one)**

If yes, please identify the Board Members and any other parties involved and describe the situation:

By signing this form, I certify that:

I have received a copy of the Conflict of Interest Policy for CoC Board Members, that I have read and understand it; and I agree to abide by it; and to the best of my knowledge, my responses on this statement are accurate, true and complete.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ATTACHMENT C: COC GRIEVANCE PROCEDURES

1. [CoC General Grievance Policy and Request Form](#)
2. [CoC Right to File Discrimination Complaints Notice and Form](#)
3. [CoC Personally Identifiable Information Use or Disclosure Notice and Complaint Form](#)

## [APPENDIX A: HFS COC DELEGATION OF AUTHORITY](#)