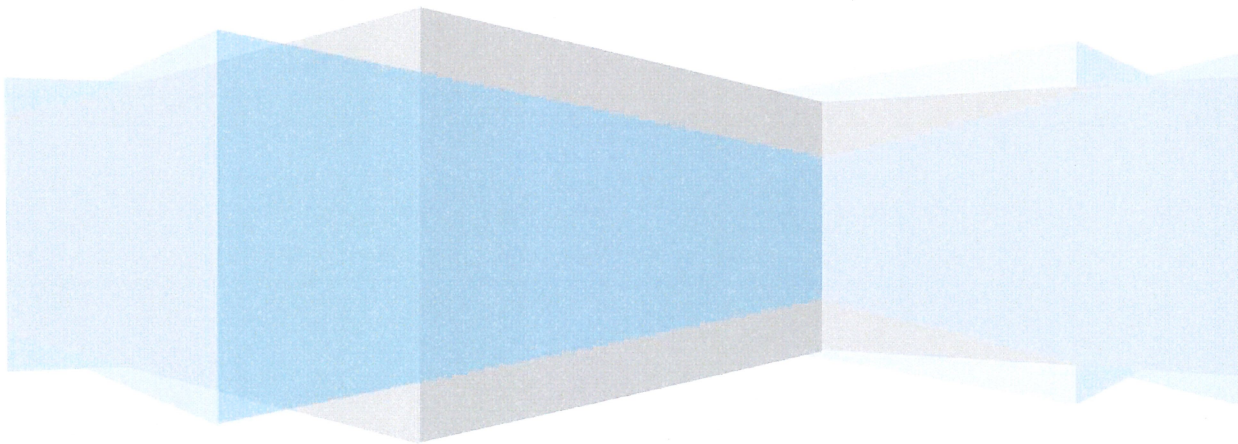




Governance Charter



Lee County CoC Board Chair Approval:



Signature

Jessica Turner

Printed Name

7/08/2026

Date

LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

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LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Record of Changes

Version	Reason for Change	Date Approved by Governing Board	Signature of Board Chair or Co-Chair
Original	n/a	02/08/2017	
1	Add new Joint CoC and Homeless Coalition Committees and updated formatting to be consistent with other CoC Documents	08/09/2017	See Original
2	Changed Board absence policy, sub-committee assignment, permanent seats on Board, and updated overall purpose of CoC, and Board member selection schedule.	08/08/2018	See Version 1 Original
3	Updated subcommittee names and missions	9/12/2019	See Version 2 Original
4	Corrected formatting issues, incorporated HUD Technical Assistance Feedback, added virtual and phone options for meetings.	08/06/2020	See Version 3 Original
5	Makes changes required by HUD as a condition of the HMIS Capacity Building Grant and adds Board Selection Committee.	12/14/2020	See Version 4 Original
6	Corrected formatting issues, incorporated reference to Lee County Code of Ethical Conduct to Section VIII.	03/09/22	See Version 5 Original
7	Updates: Corrected formatting issues and added bullets, re-ordered Purpose and Responsibilities, updated I Purpose of the Governance Charter, edited III Purpose of the CoC, edited Responsibilities of the CoC #6 changed LGBTQIA+ to special populations, edited Responsibilities of the County #3, Responsibilities of HMIS # 1 and moved #6 to Responsibilities of the Coalition and the County, added the Housing and the Legislative	2/24/25	See Version 6 Original



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

	Committees to Responsibilities of the Coalition, and edited #2 and #3, edited Responsibilities of Both the Coalition and County #4, updated, updated Purpose of the Governing Board bullet #3 and Responsibilities of the Governing Board #1 and #6, edited Board Membership #5, and #8 d and e, edited Nominating Committee 3 c and moved everything below c under Board Membership and deleted the sub populations under ii 1) and deleted f and g, edited VII Meetings #1 ,1 b, and 2, separated Committees and moved to Appendix B,C, and D, Data Committee edited Mission bullet #5, deleted Communication Committee and moved the responsibilities under Responsibilities of Both the Coalition and the County because this committee was sunsetted and documented in the minutes of the January 11, 2023 meeting but never changed on the Governance Charter, Resource Committee changed Green Book to Resources Guide and changed update biannually to update at minimum every two years, edited Events Committee Mission bullet#4,and the paragraph below Objectives, added CoC General Membership section and Responsibilities of the CoC General Membership added an appendix F for Requirements, Responsibilities, and Frequency.		
8	Updates: Added correct logos, and changed Lee County Homeless Coalition to SWFL Regional Coalition to End Homelessness, Purpose of the CoC Board deleted Article IV from the previous version, replaced with below, revised language under Governing Board Membership, Organization of Lee County CoC edited language of #1, Purpose of the CoC second paragraph broke into two sentences, Responsibilities of the CoC #2 listed ways commitment would be promoted, Responsibilities of the Collaborative Applicant #4 listed out benchmarks being uses	6/11/25	See Version 7 Original

LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

	to evaluate outcomes and #7 added but not limited to, #10 added language about DV providers using a comparable data base, Responsibilities of the HMIS Lead #11 corrected version number, last paragraph replaced Compliance Committee with Governing Board, Responsibilities of the COC Co-Lead (Coalition) rephrased #3, #4 added individuals and families #5 added survey after analysis, #7 added language how this information is communicated, #11 listed how the outreach is done, corrected Conflict of Interest form.		
9	Changed name and logo from SWFL Regional Coalition to End Homelessness back to the official name Lee County Homeless Coalition as registered with the State and on their sub-recipient contract with Lee County HVS, removed the word diverse from language on page 7 # 8; this was an oversight on the last update, Data Committee on page 11 moved under the responsibility of the Governing Board, changed the order in which a new board member is voted in on page 14 #3, removed 1 year term for board members on #2 page 16, removed the bullet under #4 on page 18 funded members will just have to recuse themselves on any discussions regarding funding, ranking or any real or perceived conflict, Data Committee on page 23 was moved under the Governing Board.	10/8/25	See Version 8 Original
10	Governing Board Responsibilities - Updated the language regarding Lee County Human & Veteran Services as the HMIS Lead, Collaborative Applicant, and Coordinated Entry Lead; added language requiring the Data Committee to complete the HMIS System Administrator Checklist annually for Governing Board review; Coalition Terminology : Updated designation for the Coalition throughout the charter; corrected a leftover reference to the Coalition's as SWFL	07/08/2026	See Original Version 09



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

	Coalition to end Homelessness in the Purpose section. Governing Board Membership - Increased Board to max of 30 and added missing Board representation. Clarified attendance expectations and definitions of excused and unexcused absences; added expanded and formalized the Alternate Representative approval process to include completion of a Governing Board application, Conflict-of-Interest Disclosure Form, review and approval by the Nominating Committee, approval by the CoC General Membership, and final approval by the Governing Board; added Vacancy and Succession procedures for filling vacant Board seats; added that replacement members for HUD-required seats meet same requirement; Officer Elections and Terms - Corrected officer election timeline to reflect elections occurring during the July Board meeting with terms beginning in August; updated officer term language to allow up to two consecutive two-year terms (maximum of four consecutive years in the same office); Code of Conduct and Conflicts of Interest - Updated Alternate Representative language within the Code of Conduct section to align with the revised approval process; General Membership Meetings - Revised language regarding Board vacancy announcements from twice annually to as needed when a vacancy exists; updated Board candidate and vacancy procedures to include mid-term vacancy and succession processes; Responsibilities of Both the County and Coalition: Updated language to reflect what is in the subrecipient contract Appendix B, C and D - Revised Committees missions, and objectives; Appendix E - Requirements, Responsibilities, and Frequency Updated requirements table to reflect officer election timeline revisions, Board vacancy and succession procedures, HMIS Lead designation language, General Membership		
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**LEE COUNTY CONTINUUM OF CARE
GOVERNANCE CHARTER**

	vacancy procedures, annual HMIS checklist review requirements, and provider survey timing updates.		
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LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Purpose of the Lee County CoC Governance Charter

This charter shall provide the structure for the Continuum of Care (CoC) in Lee County and outline the roles and responsibilities of the CoC General Membership, Governing Board, Lee County Homeless Coalition, and Lee County Human and Veteran Services, the CoC Collaborative Applicant and Lead Agency.

The primary purpose of the CoC Governance Charter is to ensure effective, transparent, and accountable management of the CoC's activities in addressing homelessness.

The attached link to Subpart B is the HUD guidelines for establishing a Continuum of Care:
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578#subpart-B>

This Charter and Policies and Procedures shall be maintained and available for review at the offices of the Lee County Homeless Coalition and Lee County Human & Veteran Services.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Organization of the Lee County CoC

The Continuum of Care in Lee County includes:

1. The General Membership - Membership includes 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, veterans service providers, homeless and formerly homeless individuals, and any other persons or organizations who have an interest in homelessness in Lee County.
2. The CoC Governing Board - represents the General Membership and is authorized to act on behalf of the General Membership, hereinafter referred to as "Board".
3. Lee County Human and Veteran Services - the Collaborative Applicant for the U.S. Housing and Urban Development (HUD) Continuum of Care (CoC) competitive funding process. hereinafter referred to as "County."
4. The Homeless Management Information System (HMIS) lead agency.
5. Lee County Homeless Coalition is a nonprofit agency that advocates on behalf of the homeless and is hereinafter referred to as "Coalition."
6. Committees, sub-committees, or task forces/workgroups to help address CoC objectives and goals.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Purpose and Responsibilities of the CoC

Purpose of the CoC

The Continuum of Care (CoC) is a membership, planning, and oversight body in Lee County, Florida. The purpose of the CoC is to develop and implement strategies to ensure that homelessness in Lee County is rare, brief, and non-recurring.

The CoC coordinates the community's policies, strategies, and activities, and is tasked with gathering and analyzing data to determine the local needs of people experiencing homelessness, identifying and bridging gaps in housing and services, implementing systemic responses to homelessness, domestic violence, or significant mental health, physical health, and substance use issues. The CoC offers diversion and prevention services that focus on resolving the immediate housing crisis before the individual or family enters the homeless system and works to prevent individuals and families from becoming homeless, educating the community on issues related to homelessness, providing support and technical assistance on the operations of homeless services, and measuring CoC system performance.

The CoC must coordinate the implementation of a housing and service system within Lee County that meets the needs of individuals and families experiencing homelessness. **At a minimum**, such a system encompasses the following:

1. Outreach, engagement, and assessment.
2. Shelter, housing, and supportive services.
3. Prevention strategies.

The Lee County CoC has a more comprehensive system than the minimum HUD requirements, which includes the following:

1. Street Outreach.
2. Engagement.
3. Coordinated Entry System Assessment.
4. Emergency Shelter.
5. Transitional Housing.
6. Permanent Supportive Housing.
7. Rapid-Rehousing.
8. Supportive Services (including, but not limited to, mental health, substance use, and medical services).
9. Diversion and Prevention Services.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Responsibilities of the CoC

As a whole, the CoC in Lee County must fulfill the following responsibilities:

1. Align oversight responsibilities according to HUD regulations and best practices for CoCs.
2. Promote the commitment to make and represent the organizations and projects serving homeless subpopulations and all individuals and organizations who are affected by and play a role in making homelessness rare, brief, and non-recurring by:
 - Holding regular meetings and forums with organizations and people from different backgrounds, including those who've experienced homelessness
 - Making sure the CoC Governing Board and committees include voices from all key groups, especially those serving specific populations like veterans, youth, seniors, and survivors of domestic violence
 - Collecting feedback through surveys or focus groups to better understand community needs
 - Sharing stories and successes from local projects and partners through social media, newsletters, or short videos to show impact and build public support.
 - Working together with providers to educate local leaders and the public on how their work helps end homelessness
 - Highlighting and celebrating the efforts of community partners at meetings or special events
3. Ensure that homeless service agencies are fulfilling their obligations according to funding requirements and goals and objectives of the Continuum of Care Strategic Plan in Lee County.
4. Support persons who are homeless in their movement from homelessness to economic stability and affordable permanent housing within a supportive community.
5. Promote access to and effective utilization of mainstream programs.
6. Ensure the CoC service providers are inclusive of the needs of Lee County's homeless population, including the unique service and housing needs of Veterans, Youth, Chronic, Family, Special Needs, seniors, special populations, vulnerable populations, including those fleeing domestic violence, dating violence, sexual assault, or stalking, and other marginalized homeless sub-populations.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

7. Facilitate responses to issues and concerns that affect the agencies funded by the CoC, homeless service providers, and individuals and families who are experiencing homelessness that are beyond those addressed in the annual CoC application process.
8. Promote innovative funding and programs to achieve CoC goals and objectives as outlined in the Continuum of Care Strategic Plan in Lee County.

Responsibilities of the Collaborative Applicant (the County)

As the Collaborative Applicant for HUD CoC funding, the County is responsible for:

1. Adopt and follow a written process to select Governing Board members to act on behalf of the CoC. The process must be reviewed, updated, and approved by the full CoC membership at least once every five years.
2. Provide administrative and staff support to the CoC Governing Board.
3. Consult with recipients and sub-recipients of CoC, Emergency Solutions Grant, State of Florida's Department of Children and Families (DCF) funding, and other stakeholders to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, provide technical assistance and support to underperforming projects, and take action against poor performers. This is supported by information provided by the Data Committee and the contracts team. Any findings/corrective action plans will be reported to the Governing Board as needed.
4. Monitor and evaluate the outcomes listed below for projects funded under Emergency Solutions Grants (ESG), State Homeless, and CoC programs, and present reports to the CoC Governing Board, HUD, and DCF at least annually:
 - Housing Stability: How many people move into and stay in permanent housing
 - Time Homeless: How long do people stay homeless before getting help, and how often do they return to homelessness
 - Income & Benefits: Increases in income and connection to benefits
 - Access to Services: Utilization of coordinated entry for prioritization and access to healthcare, mental health, and substance use treatment



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

- Program Utilization and Bed Coverage: Utilization of shelter and housing beds, percentage of beds entered into HMIS
5. Collaborate with the Governing Board on the process to receive applications for funding for the annual CoC competitive funding application to HUD, to include:
 - Developing priorities for funding projects
 - Developing application ranking criteria
 - Selecting a committee to review and rank applications according to the priorities and criteria
 - Approving the full application for the annual HUD CoC competitive funding cycle
 6. Consult with recipients and sub-recipients of CoC, ESG, State Homeless funding, and other stakeholders to establish and operate a centralized and coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
 7. Consult with recipients and sub-recipients of CoC, ESG, State Homeless funding, and other stakeholders to establish and consistently follow written standards for assisting. At a minimum, these written standards must include, but not limited to:
 - Policies and procedures for evaluating individuals' and families' eligibility for assistance
 - Policies and procedures for determining and prioritizing which eligible Individuals and families will receive transitional housing assistance
 - Policies and procedures for determining and prioritizing which eligible Individuals and families will receive rapid re-housing assistance
 - Standards for determining what percentage or amount of rent each program Participants must pay while receiving rapid re-housing assistance
 - Policies and procedures for determining and prioritizing which eligible Individuals and families will receive permanent supportive housing assistance.
 - When a CoC earns high-performing community status, it can use Homelessness Prevention funds, and it typically builds a clear process for deciding who receives them. Communities start with a needs assessment to gauge each household's risk of becoming homeless, then rank households using a prioritization tool, such as a matrix or points system, that weighs urgency and vulnerability. The process is developed with community input, so the criteria stay transparent and assistance goes to those facing the most critical need.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

8. Operate a single Homeless Management Information System (HMIS) for the geographic area as the eligible applicant, serving as the HMIS Lead.
9. Review and revise privacy, security, and data quality plans for the HMIS.
10. Ensure all agencies receiving CoC, ESG, or State Homeless funds consistently enter data into HMIS. Domestic violence (DV) providers must use a comparable database instead of HMIS and follow the same privacy, security, and data quality standards. All providers must submit accurate and timely data to support system performance and coordination.
11. Provide the information required to complete the Consolidated Plan(s) within the CoC's geographic area.
12. Submit the annual CoC competitive funding application to HUD as the Collaborative Applicant, and applications for DCF State Office on Homelessness funding, including, but not limited to the Challenge Grant, Staffing Grant, and State Emergency Solutions Grant (ESG).
13. Design, implement, and maintain a system-wide messaging plan to build community support and drive system change efforts to enhance our Crisis Response System.

Responsibilities of the HMIS Lead (the County)

The HMIS Lead has the following responsibilities:

1. Execute user agreements with every contributing HMIS organization.
2. Ensure consistent participation of recipients and sub-recipients in the HMIS by running and reviewing quarterly data quality reports, in coordination with the Data Committee, as specified in HVS-HMIS-v1.0, Section 1.2.
3. Ensure the HMIS is administered in compliance with requirements prescribed by HUD through collaboration with the HMIS vendor, who reviews HUD data standards compliance at least annually.
4. Establish, support, and manage the HMIS in a manner that meets HUD's standards for data quality, privacy, and security.
5. Conduct and coordinate training for all recipients and sub-recipients in the HMIS, as outlined in the HMIS Standard Operating Procedure (HVS-HMIS-v1.0, Sections 4.1 and 5.1).



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

6. Provide technical assistance for all recipients and sub-recipients in the HMIS as outlined in (HVS-HMIS-v1.0).
7. Consult with the Coordinated Entry Committee and support operations related to Coordinated Entry implementation, ensuring compliance with current data standards related to Coordinated Entry.
8. Monitor Coordinated Entry operations, in coordination with the Data Committee, as specified in HVS-HMIS-v1.0, Section 1.2.
9. In partnership with the collaborative applicant, the Data Committee will update the HMIS standard operating procedures, which contain the privacy plan, security plan, and data quality plan (Section 1.7), (HVS-HMIS-v1.0) at least one time every 5 years.
10. Execute agreements with HMIS participating agencies and end users, as outlined in HVS-HMIS-v1.0, Section 1.3.
11. Facilitate the collection of HMIS participation fees, should any be collected in the future.
12. Collaborate with the CoC Governing Board and Coalition to determine the amount and frequency of any HMIS participation fees to be collected. Fees should be based on the amount charged by the HMIS vendor and should be reasonable. As of version 8 of this charter, no fees are being collected.
13. The HMIS Lead is the only entity that can operate an HMIS Component Project from HUD. Each year, the HMIS Lead will submit an Annual Performance Report covering the specific functions of the HMIS Lead to the Governing Board. The HMIS Lead is also accountable through quarterly data quality reports to the Governing Board, an annual review of HMIS Policies and Procedures to confirm continued alignment with HUD standards, periodic security and privacy audits, a corrective action process for agencies that fall short on data quality or reporting.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Responsibilities of the Coalition

The Coalition is responsible for:

1. Educating the community on issues impacting persons who are homeless.
2. Holding meetings of the full membership, with published agendas, at least monthly.
3. Making a publicly available invitation at least once a year for new members to join the CoC.
4. Securing venue for General Meetings.
5. Finding presenters for General Meetings.
6. Appointing committees, subcommittees, or task forces/workgroups to address CoC objectives and goals, including but not limited to:
 - Resources Committee
 - Events Committee
 - Housing Committee
 - Legislative Committee
 - Lived Experience Committee(See details under Appendix B)

Responsibilities of Both the Collaborative Applicant and the Coalition

1. The leadership of Human and Veteran Services (HVS) (The County) and the Coalition will meet monthly to enhance services and ensure compliance. These meetings will focus on:
 - Planning and Coordination: Setting goals, aligning efforts, and addressing service gaps
 - Collaboration: Sharing updates, solving problems, and fostering teamwork
 - Transparency: Being open and honest about decisions by sharing the reasoning, process, and outcomes. Providing clear information to build trust and encourage collaboration
 - Accountability: Ensuring the CoC lead and the Coalition effectively work toward the shared goal of ending homelessness in Lee County



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

2. Collaborate with the County and the Governing Board to develop, adopt, and monitor a CoC Strategic Plan, which is based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources.
3. The County and the Homeless Coalition follow and update the governance charter, including all policies and procedures necessary to comply with HUD and HMIS requirements, including the code of conduct and recusal process for the CoC Governing Board, its chair(s), and any person acting on behalf of the CoC Governing Board at least every two years.
4. Develop a unified communications campaign that shares the common goals of all CoC members. Ensure this information is regularly communicated through CoC meetings, email updates, and the Coalition's website to keep all members informed and engaged.

Purpose and Responsibilities of the CoC Governing Board

Purpose of the CoC Governing Board

The CoC Governing Board provides ongoing leadership, administrative oversight, and implementation responsibility for fulfilling the purposes of the CoC in Lee County, including the responsibilities set forth below in this charter.

Membership on the CoC Governing Board is constituted by the completion of:

1. A Continuum of Care Board Membership Application.
2. A Conflict-of-Interest Form.
3. A favorable vote by the CoC General Membership, and then sent to the Governing Board for a final vote.

Responsibilities of the CoC Governing Board

As the entity meets regulatory requirements for the CoC, the Board must complete the following:

1. Provide reports on activity to the full CoC membership in January and July.
2. Ensuring this Governance Charter is updated, at least every two years, including all policies and procedures necessary to comply with HUD and HMIS requirements, including the code of conduct



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

and recusal Process for the CoC Governing Board, its chair(s), and any person acting on behalf of the CoC Governing Board.

3. Designate a single eligible Collaborative Applicant to collect and combine the required application information from all applicants for the annual HUD CoC funding competition, and to serve as the agency eligible for State of Florida CoC funding related to homelessness, including, but not limited to, the Staffing and Challenge Grants (24 CFR 578.15(b)).
 - Lee County Human and Veteran Services serves as the Collaborative Applicant and Lead Agency. HVS is responsible for collecting and submitting the annual HUD CoC application and administering CoC program funds in accordance with 24 CFR Part 578. The Governing Board shall approve the final submission of applications in response to the HUD CoC annual funding competition and other funding for which the Collaborative Applicant is the eligible applicant on behalf of the CoC. The Governing Board shall maintain oversight of Collaborative Applicant functions, including periodic review of application compliance, fund administration, and adherence to HUD requirements and CoC-approved priorities.
4. Designate an HMIS Lead to manage the Lee County CoC Homeless Management Information System (HMIS).
 - Lee County Human & Veteran Services serves as the HMIS Lead. HVS is responsible for system administration, user access, data quality, and compliance with HUD HMIS standards. The Data Committee shall complete the HMIS System Administrator Checklist at least annually for Governing Board review. The data committee will update the HMIS standard operating procedures, which contain the privacy plan, security plan, and data quality plan at least one time every 5 years. The Governing Board shall maintain oversight of HMIS to ensure compliance with HUD requirements, including periodic review of data quality, system access, privacy, and security standards.
5. Designate a Coordinated Entry Lead
 - Lee County Human & Veteran Services serves as the Coordinated Entry Lead. HVS is responsible for access, assessment, prioritization, and referral policies in compliance with 24 CFR 578.7(a)(8). The Governing Board shall maintain oversight of Coordinated Entry operations, including periodic review of system performance, equal access, and adherence to CoC-approved policies and prioritization.
6. Evaluate outcomes and review recommended action against poor performers.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

7. Review outcomes of projects funded under CoC, ESG, and State Homeless programs.
8. Appoint committees, subcommittees, or task forces/workgroups to address CoC objectives and goals, including but not limited to:
 - Coordinated Entry Committee
 - Project Performance, Evaluation, and Ranking Committee (PERC)
 - Nominating Committee(See details under Appendix C)

CoC Governing Board Membership

1. The Board shall consist of:
 - No less than 13 members
 - No more than 30 members
 - Members shall consist
 - At least one homeless or formerly homeless individual. This position shall be considered to fill the role of “advocate,” but may also meet the required representation of another community representative, such as a business
 - Organizations and projects serving homeless sub-populations
 - Local businesses
 - Lee County Schools
 - Local governments
 - Public housing authorities
 - Elected officials (3)
 - Private philanthropists
 - Affordable housing developers
 - Law enforcement (2)
 - Healthcare representative
 - Recovery Housing/Sober Living Provider
 - Behavioral Health Provider
 - Workforce Development
 - Representative from Local Court System
 - other interested advocates



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

- Nominated members must demonstrate competencies, interest, and experience in issues related to homelessness
 - Demonstrate a history of behavior that is aligned with the CoC's Code of Ethical Conduct
 - Ensure Board composition reflects factors that impact the CoC's sustainability and mission effectiveness. No organization may have more than one representative on the Board, and no constituency may hold more than 35% of the Board seats
 - Upon the resignation or removal of an Officer, recommend a candidate to fill the vacancy to the Board if required
2. Board membership terms shall automatically renew annually, and members shall continue to serve until they voluntarily resign or are removed for cause. Attendance Requirement - Regular attendance at Governing Board meetings is a fundamental obligation of membership. A Board member's seat shall be declared vacated upon two (2) or more unexcused absences from duly noticed meetings in a calendar year.
- Unexcused Absence - if the member fails to provide advance notification to the Board Chair or designated staff prior to the meeting.
 - Excused Absences - An absence is considered *excused* when the member provides advance notification. A pattern of excused absences, as determined by the Board, may nonetheless be reviewed to assess whether a member can fulfill their duties. The Board retains authority to declare a seat vacant based on a pattern of absences, regardless of notification, if such absences materially impair the member's ability to participate in Board governance.
 - Remote Participation - Participation via telephone, videoconference, or other electronic means in an officially noticed meeting shall constitute attendance and shall not be recorded as an absence.
 - Alternate Representatives - A Board member who anticipates being unable to attend a meeting may designate a single alternate representative to attend in their place. To be eligible to serve, an alternate must:
 - Complete the Governing Board Member Application, including a Conflict-of-Interest Disclosure Form
 - Be reviewed and approved by the Nominating Committee
 - Be voted in as an alternate member by the CoC General Membership
 - Receive final approval by the Governing Board
3. Approval of an alternate does not grant automatic membership on the Governing Board when a seat opens.
4. Vacancy and Succession - When a Board seat becomes vacant, any approved alternate associated with that seat, along with all applicants on the Governing Board Waiting List, shall have their



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

applications presented to the full Governing Board. The Governing Board shall vote to select the replacement member.

5. If the vacated seat is designated as a HUD-required seat, including but not limited to a seat reserved for an individual with lived experience of homelessness, the Governing Board shall ensure that any replacement member meets the applicable HUD requirements to maintain the Continuum of Care's compliance with federal regulations. An alternate or waiting list applicant who does not satisfy the HUD-required qualification for that specific seat shall not be eligible to fill it.
6. The officers, consisting of the Chair and Vice-Chair, shall be elected by the Board at the July Board meeting at the end of their term. Nominations will be taken at the beginning of the meeting, and a majority favorable vote shall determine the officers. With General CoC approval, the term will begin in August. Each officer shall serve a two-year term.
7. Officers shall not be compensated for their services.
8. Officers may be elected for up to two consecutive two-year terms (maximum of four consecutive years in the same office).
9. The Chair is responsible for:
 - Coordinate with the County and Coalition to review policies, procedures, and project performance
 - Lead CoC Governing Board Meetings
 - Maintain board member attendance records and notify representatives who have been absent without cause for two or more meetings
 - Provide updates to the CoC General Membership twice a year
 - Recommend new board members to the nominating committee
 - Sign any required and/or necessary documents on behalf of the CoC in Lee County
10. The Vice-Chair is responsible for fulfilling the duties and obligations of the Chair in his or her absence.

CoC Governing Board Meetings

1. CoC Governing Board Meetings are held every other month, or more frequently as needed.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

- The CoC Governing Board intends to be open and transparent in all efforts
- All CoC Governing Board meetings shall be open to any interested party
- Meetings will be noticed a minimum of one week in advance of the meeting on the CoC webpage
 - Such notice will include the date, time, and location of the meeting
 - Meeting agendas shall be provided with the meeting notification
 - These notice and posting timeline requirements shall be waived if the business of the CoC Governing Board or its committees requires a meeting, which does not permit such timely notices. In such instances, notice shall be provided as quickly as possible
- Meetings may be held in person, via telephone conference line, or in an online format.
- Meeting minutes shall be taken by County Staff and shall be made available on the Human and Veteran Services website
- Procedures for CoC Governing Board meetings follow Robert's Rules of Order
- A quorum must be present for any issues requiring a vote. If a quorum is not present, the item may still be discussed, but no vote may be held

CoC Governing Board Voting

At all Board meetings, business items may be decided by vote, if a quorum is present. If a vote is necessary, all votes shall be by voice or ballot at the will of the members of the Board.

1. A quorum, consisting of 50% + 1, must be present to hold a vote.
2. Actions of the CoC Board will be by majority vote (50% +1) of the CoC Board Members.
3. Each organization represented shall have one vote.
4. No member may vote on any item that presents a real or perceived conflict of interest. They must announce the conflict at the onset of the conversation and recuse themselves from voting.
5. Action that may be taken at any meeting of the Board will be allowable in writing through email or letter, **only for special circumstances.** The County will confer with the Board Chair and Vice-Chair regarding the circumstances and determine if an email vote is allowable in lieu of convening a special board meeting. If approved by the Board Chair or Vice-Chair (in the absence of the Chair), an email vote will be conducted.



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CoC Governing Board Code of Conduct and Conflicts of Interest

The Board is responsible for the development, update, and adherence to the following code of conduct and conflict of interest processes:

A. Conduct and Attendance

1. Governing Board members, committee members, and other CoC agents and employees must exercise care, diligence, and prudence when acting on behalf of the Lee County CoC. Please refer to the "Lee County Continuum of Care Code of Ethical Conduct." Work undertaken on behalf of the CoC Governing Board in Lee County must be completed in the timeframe specified by the Board.
2. Board members must notify, via email, County staff or the Board Chair if they are unable to attend a meeting. Absence without notice or explanation for two meetings within a calendar year, or two failures to complete work assignments, will be grounds for removal from the Board and/or committee assignments. Repetitive absences with notification will be reviewed by the Board to determine if a representative's seat should be vacated.
3. A Board member who is unable to attend a meeting may designate one alternate representative to attend in their place. The alternate must complete the Board Member application, which includes a Conflict of Interest form, and must be approved by the Nominating Committee, voted in by the CoC General Membership, and granted final approval by the Governing Board prior to serving.

B. Conflicts of Interest

1. **Rules Regarding Conflict** - Governing Board members must abide by 24 CFR Part 578.95 as noted in this section to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to abide by these rules will be grounds for removal from the Board and any of its committees.
2. **Conflicts**
 - Individual conflict- No Governing Board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents
 - *Organizational conflict* - An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is



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unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance, or when a covered person's (see next section) objectivity in performing work with respect to any activity assisted is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in the decision of the applicant concerning the award of a grant or provision of other financial benefits to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under 24 CFR Part 578.49(b)(2) and 24 CFR Part 578.51(g), and housing quality inspections of property under 24 CFR Part 578.75(b) that the recipient, subrecipient, or related entity owns

- Other conflicts- For all other transactions and activities, the following restrictions apply:
 - No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its sub-recipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure
 - *Exceptions* - Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria, provided that the recipient has satisfactorily met the threshold requirements:
Threshold requirements - HUD will consider an exception only after the recipient has provided the following documentation:
 - Disclosure of the nature of the conflict, accompanied by a written assurance. If the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and
 - An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies



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- In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:
 - Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available
 - Whether an opportunity was provided for open competitive bidding or negotiation
 - Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question
 - Whether the interest or benefit was present before the affected person was in the position
 - Whether undue hardship will result to the recipient, the subrecipient, or the person affected when weighed against the public interest served by avoiding the prohibited conflict
 - Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class
 - Any other relevant considerations

3. **Abstention from Decision-Making**

Governing Board members must disclose if they have any conflicts of interest or potential conflicts of interest prior to the discussion of any agenda item that presents such conflict. Any matter in which Governing Board members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. If the abstention changes the quorum, additional votes may be accepted by email from disinterested members who are not present. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested directors' and committee members' actual or potential conflicts of interest and their abstention. If email votes have been accepted, the minutes shall reflect the final vote, including those votes.

4. **Annual Conflict of Interest Acknowledgement Form**

Governing Board members must sign a conflict-of-interest form annually in July, affirming that they have reviewed the conflict-of-interest policy and disclosing any conflicts of interest that they face or are likely to face in fulfillment of their duties as board members.



LEE COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

CoC General Membership

Responsibilities of the CoC General Membership

1. Oversee the Nominating Committee. (see details under Appendix D).

CoC General Membership Meetings

1. General Membership Meetings are held monthly.
 - Available board positions will be outlined and the nomination process will be explained at a General Membership meeting as needed when a vacancy exists following the procedures outlined in the *Vacancy and Succession* provisions of the CoC Governing Board Membership section of this Charter.
 - Candidates for Board membership will be presented to the CoC General Membership for a vote at General Membership meetings. This occurs in two situations:
 - **When a vacancy arises** at any point during the year, as needed
 - **In July** when the Chair and/or Vice-Chair terms expire, and those officer seats need to be filled
 - Meetings may be held in person, via telephone conference line, or in an online format



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Appendix A

Conflict of Interest Disclosure Statement

I have read and am fully familiar with the Lee County Continuum of Care's Conflict of Interest policy as described in the Governance Charter. Except for the matters listed below, there is no situation in which I am involved in which my decision on behalf of the Lee County Continuum of Care may be influenced by my gain or advantage, financial or otherwise.

Does your agency receive any funding from Lee County Y____ N____ (If yes, explain below.)

Please describe any existing or potential conflict of interest associated with any particular contract or transaction relating to your role within the Lee County Continuum of Care. If "none," please indicate in the space below.

I agree to promptly, in accordance with the requirements of the Lee County Continuum of Care Governance Charter, page 19, Code of Conduct and Conflicts of Interest: disclose any additional interest that may arise after the filing of this statement.

Date: _____

Signature

Print Name

Agency Name



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Appendix B

CoC - Coalition Committees

Resource Committee

Mission:

The Resources Committee is dedicated to strengthening and coordinating relationships among agencies that provide housing and supportive services to individuals and families experiencing homelessness or housing insecurity. These agencies comprise the CoC General Membership, while not excluding non-member organizations that provide services to housing-insecure populations. The Committee is charged with ensuring that information related to services and resources is accurate, current, accessible, and effectively coordinated and communicated across the CoC membership. Additionally, the Committee seeks to foster innovative strategies that contribute to making homelessness in Lee County a rare, brief, and one-time experience.

Responsibilities:

- Engage agencies that are beginning new homelessness initiatives and connecting them to the CoC
- Obtain and disseminate information regarding program guidelines, available services, and agency changes to the CoC General membership
- Strengthen system-wide communication and collaboration among CoC partner agencies to improve access to and delivery of housing and supportive services.
- Suggest topics and areas of interest or concern to be presented at CoC general meetings

Objectives:

- Inventory all local resources available to individuals' experiencing homelessness, including coordinated
- entry access points, shelters, street outreach, housing, supportive services, and employment resources
- Develop, implement, and sustain an innovative system for sharing real-time programmatic information with all CoC stakeholders
- Develop and maintain a comprehensive community resource directory of services available to
- individuals experiencing homelessness (e.g., the Homeless Resource Guide), including oversight of resource information across all agency-facing and community-facing platforms
- Engage new local agencies serving individuals experiencing homelessness or housing insecurity to
- understand available services and support their participation in the CoC



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- Monitor changes in programs and services throughout the CoC and report updates to the General
- Coalition
- Provide an annual report to the CoC summarizing the findings of the provider survey and gap analysis

Events Committee

Mission:

The Events Committee builds community awareness of and engagement with homelessness in Lee County by planning and executing events that connect people to resources, elevate public understanding, and strengthen relationships across the CoC system. The Committee ensures that each event reflects the CoC's commitment to making homelessness Rare, Brief, and One-Time.

Responsibilities:

- Plans, coordinates, and executes the annual Point-in-Time (PIT) Count in compliance with HUD requirements, including methodology selection, geography coverage, subpopulation inclusion (youth, families, veterans, people experiencing chronic homelessness), HMIS data collection, and housing inventory.
- Plans and executes Homeless Service Day and the annual Veteran Stand Down, coordinating with service providers to ensure people experiencing homelessness have direct access to housing resources and support at each event.
- Organizes the annual Candlelight Vigil to honor individuals who have died without stable housing and to sustain community awareness of homelessness as a public issue.
- Coordinates the annual Proclamation for Hunger and Homelessness Awareness Month each November, including outreach to local government and elected officials.
- Develops and implements marketing and outreach strategies for each event to maximize community participation and stakeholder engagement across a broad cross-section of the public and CoC membership.
- Identifies and develops new events as opportunities arise that advance the CoC's awareness, advocacy, or resource-connection goals.

Objectives:

- All annual events (PIT Count, Homeless Service Day, Veteran Stand Down, Candlelight Vigil, and November Proclamation) are planned and executed on schedule each year, with documented outcomes reported to the CoC General Membership.



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- The annual PIT Count is conducted in full compliance with HUD methodology standards, incorporates census and service-based approaches, and produces complete housing inventory data submitted to HMIS within required timelines.
- Each service-connected event (Homeless Service Day, Veteran Stand Down) results in documented referrals to housing or support services for people experiencing homelessness, with aggregate connection data reported to CoC membership.
- The Committee develops and maintains an event evaluation framework that measures attendance, community reach, and resource connections for each event, with findings used to improve event design year over year.
- The Events Committee, in coordination with CoC leadership, identifies and pilots at least one new community event or engagement opportunity per year that supports awareness, advocacy, or resource access aligned with CoC priorities.

Housing Committee

Mission:

The Housing Committee advances a coordinated, data-driven approach to expanding accessible, sustainable housing for people experiencing or at risk of homelessness in Lee County. By addressing housing gaps, prioritizing high-need households, and aligning with HUD Continuum of Care priorities, the Committee works to reduce homelessness, increase permanent housing placements, and prevent returns to homelessness.

Responsibilities:

- Tracks and analyzes local housing inventory, vacancy, affordability data, and housing gap trends to inform CoC planning and prioritization decisions.
- Coordinates with housing providers, CoC member agencies, local government, and housing authorities to improve alignment and reduce duplication across the housing system.
- Builds and maintains relationships with private landlords and property owners to increase the availability of affordable rental units for households experiencing homelessness.
- Engages local developers, housing finance partners, and community development organizations to identify and support opportunities for new or preserved affordable and supportive housing aligned with CoC priorities.
- Advocates for zoning, planning, and policy changes at the county and municipal level that support increased housing density and the development and preservation of affordable and supportive housing.
- Coordinates with the Legislative Committee to develop and maintain a joint policy and advocacy agenda that reflects CoC housing priorities and informs engagement with local decision-makers.



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Objectives:

- Access to an expanded pool of affordable rental units through an active landlord engagement network with defined outreach targets, incentive options, and direct connection to housing navigators.
- Established at least one productive partnership with a local developer that advances affordable or supportive housing aligned with CoC priorities, with a defined next step or commitment documented by year end.
- Support at least one new or preserved affordable or supportive housing development that expands units for households experiencing chronic homelessness or with the highest needs.
- The Housing Committee operates with a defined set of housing-specific performance benchmarks aligned with HUD CoC metrics, reviewed quarterly, and reported to the Governing Board annually, enabling the committee to assess whether the housing system is moving in the right direction.
- The CoC has a coordinated policy and advocacy agenda, developed in partnership with the Legislative Committee, that articulates a clear position on zoning reform, funding alignment, and long-term housing supply and is actively used to inform engagement with local decision-makers.

Advocacy Committee

Mission:

To advance local, state, and federal policies that prevent and end homelessness in Lee County by promoting affordable and accessible housing, strengthening supportive services, protecting vulnerable populations, and equipping community partners, policymakers, and people with lived experience to advocate for effective, data-informed, and compassionate solutions.

Responsibilities:

- Develop and advance an annual policy and advocacy agenda.
- Monitor and analyze relevant policy, legislation, and funding at the local, state, and federal levels.
- Develop policy recommendations and coordinate advocacy with partners and policymakers.
- Promote housing-focused, prevention-oriented solutions and support funding advocacy.
- Ensure inclusive participation, report regularly to leadership, and evaluate advocacy impact annually.
- Develop and advance Governing Board-approved CoC language and messaging.

Objectives:

- Develop and advance a coordinated legislative and policy agenda aligned with Lee County's homelessness response system.
- Monitor, analyze, and respond to local, state, and federal policy, legislation, and funding proposals impacting homelessness, housing stability, and related systems.



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- Establish standardized policy review and rapid response processes to guide advocacy positions and partner action.
- Build and sustain an inclusive advocacy network of policymakers, community partners, and individuals with lived experience.
- Advocate for systems, policies, and investments that expand housing, strengthen prevention and behavioral health services, and measurably reduce homelessness, with annual reporting on impact.

Lived Experience Committee

Mission:

The Lived Experience Committee exists to ensure that the voices of individuals who have experienced homelessness, housing instability, recovery, re-entry, and other life challenges are meaningfully included in planning, decision-making, and system improvement efforts throughout the Continuum of Care.

Responsibilities:

- Provide insight and feedback on homeless response system policies, programs, and practices.
- Identify barriers that prevent individuals and families from achieving housing stability.
- Share lived experience perspectives to inform planning and decision-making.
- Participate in Continuum of Care meetings, committees, and special initiatives.
- Assist in developing recommendations that improve services and outcomes.
- Promote meaningful participation of individuals with lived experience.
- Support collaboration between service providers, community stakeholders, and those directly impacted by homelessness.
- Encourage system improvements that are person-centered, trauma-informed, and equitable.

Objectives:

- Representation: Increase meaningful participation of individuals with lived experience throughout the Continuum of Care.
- System Improvement: Identify gaps, barriers, and opportunities within housing and support service systems.
- Community Voice: Ensure that the perspectives of those with lived experience are considered in policy, planning, and funding discussions.
- Engagement: Create opportunities for individuals with lived experience to contribute their knowledge, expertise, and recommendations.
- Advocacy: Promote solutions that support housing stability, recovery, self-sufficiency, and long-term success.
- Continuous Improvement: Provide recommendations that strengthen services, improve outcomes, and enhance the overall effectiveness of the homeless response system.



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Appendix C

CoC - Governing Board Committees

Data Committee

Mission:

This Committee is focused on ensuring that the CoC General Membership and Governing Board have timely access to the quality data necessary to make data-driven planning possible.

Responsibilities:

- Regular review of data reports; tracking system performance
- Respond to CoC data requests
- Evaluate the quality, timeliness, and accuracy of data input, data management, and data reports
- Maintain and implement the Data Quality Plan
- Complete the HMIS Administrator Checklist at least once every five years and report findings to the CoC Governing Board for consideration

Objectives:

- Identify, prioritize, track, and resolve critical data issues
- Establish and update a Data Quality Plan
- Establish and update Data Quality Thresholds
- Improve the accuracy and reliability of data
- Review for timeliness, completeness, and consistency
- Identify and address potential operational issues with individual agencies and user groups
- Review data and analyze trends relating to seasonal, racial, ethnic, industry, and geographic characteristics of homelessness in Lee County
- Provide data, evaluation, performance measurement, and research to guide system design, planning, and project funding



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Coordinated Entry Committee

Mission:

To provide strategic guidance to the CoC governing board as to the Coordinated Entry System, ensuring it operates effectively, consistently, and in alignment with HUD requirements and CoC priorities to connect individuals and families to appropriate housing and services.

Responsibilities:

- Yearly review of Coordinated Entry policies, processes, and performance data, and provide recommendations to the CoC Governing Board to improve housing outcomes and system efficiency.
- Analyze HMIS and Coordinated Entry data to assess key performance indicators (e.g., time to housing, exits to permanent housing, returns to homelessness) and identify trends or gaps.
- Organize client satisfaction surveys regarding the Coordinated Entry and analyze client feedback to identify systemic issues and service gaps and provide recommendations to improve overall client experience and system performance.

Objectives:

- Achieve consistent outcomes in assessment and prioritization across access points and populations we serve, through a review of system performance data, including key Coordinated Entry metrics, to assess effectiveness and identify areas for improvement annually.
- Support data-informed decision-making by identifying and monitoring key Coordinated Entry performance indicators (e.g., time to housing, exits to permanent housing, returns to homelessness) in collaboration with the Data Committee.
- Strengthen alignment between Coordinated Entry assessments, housing resources, and client needs to improve access to appropriate housing interventions.
- Enhance participant experience within the Coordinated Entry System by incorporating client feedback into system improvement efforts.
- Ensure that the Coordinated Entry System reflects the lived experience of the people it serves, with participant feedback collected, analyzed, and used to drive identifiable changes in policy, practice, or service delivery on an ongoing basis.

Project Performance, Evaluation, and Ranking Committee (PERC)

Mission:

The Project Performance, Evaluation, and Ranking Committee (PERC) is a committee of the CoC Governing Board responsible for evaluating, prioritizing, and ranking project applications submitted for the annual HUD CoC Program funding competition, DCF State Office on Homelessness funding, and any



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other funding opportunity for which the CoC Collaborative Applicant serves as the eligible applicant on behalf of the CoC

Objectives:

1. Establish a fair, transparent process for soliciting, reviewing, and ranking project applications that is consistent with HUD CoC Program regulations, DCF requirements, and CoC-adopted policies and priorities.
2. Evaluate projects based on performance, need, and alignment with local, state, and federal homelessness policies, ensuring funding recommendations reflect both system-level priorities and demonstrated project effectiveness.
3. Produce funding recommendations that are well-documented, defensible, and advance the CoC's goals of reducing homelessness, improving housing stability outcomes, and maximizing the impact of available resources.
4. HUD's Tiering System: Tier 1 and Tier 2 are funding categories established annually by HUD in the CoC Program NOFO and are based on the CoC's Annual Renewal Demand (ARD). Tier 1 consists of projects ranked within the threshold percentage of ARD established by HUD for that competition year; Tier 1 projects that meet HUD's eligibility, quality, and threshold requirements are not required to compete against project applications from other CoCs. Tier 2 consists of all ranked projects not included in Tier 1; Tier 2 projects compete nationally against project applications from other CoCs for available funding, based on the scoring criteria identified in the applicable NOFO.
5. Role in Tiering and Final Ranking:
 - The PERC's final ranking informs the ranking and prioritization of project applications. However, final placement within funding tiers is determined in accordance with HUD's annual Notice of Funding Opportunity (NOFO) and CoC-adopted priorities. This may include, but is not limited to, mandatory set-asides, bonus project requirements, reallocation decisions, and other federal funding priorities that affect tier placement independent of a project's individual performance score. The Governing Board retains final authority to approve project rankings and tier placements, ensuring consistency with HUD requirements while incorporating the PERC's evaluation and recommendations, and is subject to HUD approval and the availability of funds.



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Appendix D

CoC - General Membership Committees

Nominating Committee

Mission:

The Nominating Committee is a standing committee of the CoC General Membership responsible for ensuring that the Governing Board is composed of qualified, committed individuals who reflect the diversity and needs of the CoC system. The Committee facilitates a fair and consistent process for identifying, vetting, and recommending candidates for Governing Board membership and officer positions.

Committee Membership:

- The Chair of the Committee is the immediate Past Chair of the CoC Governing Board.
- The Committee consists of the Chair plus four additional members, maintaining an odd number of voting members at all times to prevent tied votes.
- Voting members of the Committee are not eligible to be nominated as a Governing Board officer during their term of service on the Committee.
- Committee members are appointed by the CoC General Membership and approved by the Governing Board.
- Committee members serve until they voluntarily resign or are removed for cause.

Responsibilities:

- Reviews applications for Governing Board membership on a rolling basis as applications are received, evaluating candidates against the selection criteria established in the Board Membership section of the Governance Charter.
- Issues a call for officer nominations (Chair and Vice Chair) during the July General Membership meeting at the conclusion of each officer's term.
- Reviews officer nominations against established selection criteria and votes on which candidates to advance to the CoC General Membership for a vote, with final approval resting with the Governing Board.
- Presents Governing Board membership and officer recommendations to the CoC General Membership during monthly meetings or as frequently as applications and nominations are received.
- Maintains transparency in the nomination and selection process by communicating timelines, criteria, and decisions clearly to CoC membership.



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Objectives:

- The Chair of the Committee is the immediate Past Chair of the CoC Governing Board.
- The Committee consists of the Chair plus four additional members, maintaining an odd number of voting members at all times to prevent tied votes.
- Voting members of the Committee are not eligible to be nominated as a Governing Board officer during their term of service on the Committee.
- Committee members are appointed by the CoC General Membership and approved by the Governing Board.
- Committee members serve until they voluntarily resign or are removed for cause..



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Appendix E

Requirement	Who to Complete	Frequency
As the Collaborative Applicant for HUD CoC funding and HMIS Lead Agency for the CoC in Lee County, the County is responsible to: Adopt and follow a written process to select Governing Board members to act on behalf of the CoC. The process must be reviewed, updated, and approved by the full CoC membership at least once every five years.	County	Every five years Completed 2/25
Monitor and evaluate outcomes of projects funded under Emergency Solutions Grants (ESG), State Homeless, and CoC programs, and present reports to the CoC Governing Board, HUD, and DCF at least annually.	County	Annually
Ensure the HMIS is administered in compliance with requirements prescribed by HUD through collaboration with the HMIS vendor, who reviews HUD data standards compliance at least annually.	HMIS	Annually
In consultation with the Lee County CoC and Collaborative Applicant, develop, follow, and update this governance charter at least every two years. Any amendments must be approved by the CoC Governing Board.	County, Coalition, HMIS, and CoC	At least every two years, Completed 2/2025, 6/2025, 6/2026
The data committee will update the HMIS standard operating procedures, which contain the	HMIS	Every five years

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privacy plan, security plan, and data quality plan at least one time every 5 years.		
Each year, the HMIS Lead will submit an HMIS System Administrator Checklist covering the specific functions of the HMIS Lead to the CoC Governing Board.	HMIS	Annually
Make an invitation for new members to join publicly available within the geographic area at least annually.	Coalition	Annually
Governing Board Members Annual Conflict-of-Interest form in July.	County and the Coalition	Annually in July
Conduct a gaps/needs analysis of the homeless needs and services available within the geographic area annually in July.	County and the Coalition	Annually, in July, Due to DCF in October
Provide reports on activity to the full CoC membership at least twice a year.	Governing Board	Twice a year, in January and July
The officers, consisting of the Chair and Vice-Chair, shall be elected by the Board at the July Board meeting. Nominations will be taken at the beginning of the meeting, and a majority favorable vote shall determine the officers. Each officer shall serve a two-year term, with the term beginning in August. Officers may be elected for up to two consecutive two-year terms (maximum of four consecutive years in the same office).	Governing Board	Every two years in August, up to 2 consecutive terms
Available board positions will be outlined and the nomination process explained at a General	Governing Board	As needed when a vacancy exists



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Membership meeting as needed when a vacancy exists.		
Lee County Human & Veteran Services serves as the HMIS Lead, Collaborative Applicant, and Coordinated Entry Lead; these responsibilities are retained by the County. The Data Committee shall complete the HMIS System Administrator Checklist at least annually for Governing Board review. A HUD-compliant grievance policy is maintained for HMIS, Coordinated Entry, and CoC program operations (see Appendix F).	Governing Board	Annually (checklist); Ongoing (grievance policy)
Planning for the county must include identifying and considering local circumstances, capacity, and timing to develop an appropriate counting methodology. The chosen methodology must be approved by the CoC General Membership at least every five years.	Data Committee and CoC General Membership	Every five years Completed 2/25
The process of selecting Board Members shall be reviewed by the General Membership at least every 5 years.	General Membership	Every five years Done 2/25
A slate of potential Board members will be presented to and voted on by the CoC General Membership and Governing Board as needed. Mid-term vacancies are filled by a Governing Board vote per the Alternate Representative and Vacancy procedures in the Board Membership section.	General Membership	As needed
Complete the HMIS Administrator Checklist at least once every 5	Data Committee	Every five years

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years and report findings to the CoC Governing Board for consideration.		
Conduct the Annual Provider Survey in January.	Resource Committee	Annually in January
Update the Homeless Resources Guide as needed.	Resource Committee	Annually in January
The Annual Point in Time Count (PIT).	Events Committee	Annually in January
Homeless Service Day and Veterans Stand Down.	Events Committee	Annually in January
The Candlelight Vigil.	Events Committee	Annually in December
Hunger and Homeless Awareness Month.	Homeless Coalition	Annually in November
Review and update the Coordinated Entry System training curriculum as needed.	Coordinated Committee	Annually in January

Board Member Acknowledgement:



I have read the Governance Charter

Name: _____

Date: _____

Signature: _____

