

HOUSE IDAHO COLLABORATIVE



GOVERNANCE CHARTER

House Idaho Collaborative Governing Documents

GOVERNANCE CHARTER

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Governance Charter

1. Name

Idaho's Balance of State Continuum of Care shall be known as the "House Idaho Collaborative," and commonly referred to as the "HIC."

2. Mission and Vision

Vision: A home for everyone.

Mission: The mission of the HIC is to provide leadership in addressing the challenges of homelessness in Idaho through community engagement and collaboration. We encourage communities to creatively leverage resources and develop partnerships, services, and solutions toward ending homelessness.

Values: Alliance, Impact, Innovation, Commitment, Transparency, and Servant Leadership

3. Geographic Area

Idaho is comprised of seven (7) regions. Regions one through six (1-6) represent the HIC with the 43 counties designated to the following regions:

- Region 1: Benewah, Bonner, Boundary, Kootenai, Shoshone
- Region 2: Clearwater, Idaho, Latah, Lewis, Nez Perce
- Region 3: Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington
- Region 4: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls
- Region 5: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power
- Region 6: Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton

Region 7 is comprised of Ada County and is the other designated Continuum of Care in Idaho called "Our Path Home." The HIC and Our Path Home collaborate to better serve Idaho as a whole.

4. Purpose and Activities

4.1 Continuum of Care

The purpose of the CoC is to ensure homelessness in Idaho is rare, brief, and non-recurring.

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Continuum of Care Program of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities and requirements. For more information see <https://www.hudexchange.info>.

As a CoC, the HIC is required to do the following per 24 CFR 578.5:

- Establish a board to act on behalf of the CoC
 - The board must include representatives from relevant organizations
 - Include at least one person with lived experience in homelessness
- Hold meetings with full membership at least semi-annually
- Publish agendas for the semi-annual, full membership meetings

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- Invite new members to join through publicly available announcement a minimum of annually
- Adopt and follow a written process to select a board which must be updated every 5 years at a minimum
- Consult with the Collaborative Applicant and HMIS Lead to develop and follow a governance charter which will be updated annually to include:
 - Policies and procedures that comply with HUD requirements
 - HMIS policy and procedures
 - Code of conduct and recusal process for the board, its chairs, and any person acting on behalf of the board
- Consult with grant recipients and subrecipients to establish performance targets
- Monitor grant recipient and subrecipients performance
- Evaluate grant recipient and subrecipients outcomes and take action to correct poor performance
- Evaluate outcomes of projects funded under the Emergency Solutions Grant (ESG) and CoC program and report to HUD
- Consult with ESG recipients within the geographic area to establish and operate a centralized and/or coordinated assessment system
- Develop a specific policy to guide the centralized/coordinated assessment system detailing how the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking are being addressed when seeking services from non-victim service providers
- Establish and consistently follow written standards for CoC assistance:
 - 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 rehousing services
 - Standards for determining percentage or amount of rent each participant must pay while receiving rapid rehousing assistance
 - Policies and procedures for determining and prioritizing which individuals and families will receive permanent supportive housing
- Designate a single Homeless Management Information System (HMIS) for the geographic area
- Designate an eligible entity to manage the CoC's HMIS, known as the HMIS Lead
- Review, revise, and approve the Privacy Plan, Security Plan, and Data Quality Plan for HMIS
- Ensure consistent participation of recipients and subrecipients in the HMIS
- Ensure HMIS is administered in compliance with HUD requirements
- Develop a plan to coordinate the implementation of a housing and service system within its geographic area that meets the needs of homeless individuals, unaccompanied youth, and families that includes:
 - Outreach, assessment, and engagement
 - Shelter, housing, and supportive services
 - Prevention strategies

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4. Purpose and Activities

- Planning and conducting a Point in Time Count
- Conducting an annual gaps analysis of homeless needs and services
- Providing information required to complete the Consolidated Plan
- Consulting with ESG recipients on the plan for allocating ESG grant funds and reporting on and evaluating ESG recipient and subrecipient performance
- Develop an Emergency Transfer Plan that meets all requirements in 578.99 of 24 CFR

4.1.1 House Idaho Collaborative

The purpose of the HIC is to facilitate the coordination, communication, and cooperation of housing and supportive services. This group has been organized to plan for, and provide as necessary, a system of outreach, engagement and assessment, emergency shelter, rapid re-housing, transitional housing, permanent housing, and prevention strategies to address the various needs of those who are homeless and those at-risk of homelessness in Idaho.

The HIC is instrumental in the development, recommendation, and implementation of a comprehensive statewide strategy to deal with homelessness and the housing needs for Regions one through six (1-6) of the State of Idaho.

To accomplish its mission and execute roles and responsibilities listed herein, the HIC coordinates with the Collaborative Applicant, the ESG Recipient, Our Path Home, Coordinated Entry, and the Homeless Management Information System Lead Agency. The HIC also participates in completing the Continuum of Care program national and local funding applications, the Consolidated Plan, and any other related action plans or grant applications. The HIC supports and participates in a variety of grants and activities focused on making homelessness rare, brief, and non-recurring.

The HIC structure includes the full membership, four (4) committees, the Collaborative Applicant, and the six (6) Regional Coalitions (see Figure 1).

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4. Purpose and Activities



Figure 1

Full Membership- The HIC is the full membership body of individuals who have come together to prevent and end homelessness in the CoC's geographic area. Membership in the HIC is voluntary and open to all people desiring to support the mission and vision of the HIC. Members work together through their Regional Coalitions on collaboration, participation in projects, and promotion to support pro-housing initiatives for Idaho.

Guiding Idaho- Guiding Idaho serves as the Executive Board of the HIC. Guiding Idaho provides governance for the Collaborative and serves as the Chair at the HIC full membership meetings.

Informing Idaho- Informing Idaho serves as the data collection, analysis, and reporting body. Committee members will work in conjunction with the HMIS Lead Agency on projects involving HMIS/CMIS to fulfill requirements for the CoC's HMIS. Informing Idaho coordinates with other agencies and data sources to provide a comprehensive picture of clients, services, and unmet needs within the CoC.

Engaging Idaho- Engaging Idaho is responsible for communication, engagement, and participation in and for the HIC. Engaging Idaho coordinates with community resources to promote awareness of available programs with the intent of increasing opportunities for homeless, and those at-risk of homelessness, to access the services they need. Engaging Idaho also oversees Coordinated Entry and the two standing Advisory Boards: the Youth Action Board (YAB) and the Lived Experience Panel (LEP).

Housing Idaho- Housing Idaho is responsible for planning, initiating, assisting, supporting, and providing education on various projects and programs that directly impact increased housing and services for those who are homeless or at risk of becoming homeless.

Regional Coalitions- Regions one through six (1-6) each have an active coalition whose purpose is to assist in the development and implementation of the HIC's strategies at the

4. Purpose and Activities

local level. Regional Coalitions are also charged with networking with all local relevant agencies, individuals, supporting programs to accomplish their goals. Any initiatives related to preventing and ending homelessness in their geographic region should be promoted or led by the Regional Coalitions.

4.1.2 Our Path Home

Collaboration between the CoCs is important for making homelessness rare, brief, and non-recurring throughout Idaho. Our Path Home and the HIC will share information, coordinate with, and support each other as is reasonable and appropriate to promote success for housing initiatives throughout the State.

4.2 Collaborative Applicant

Each year the Collaborative Applicant (CA) is required to submit the CoC funding application to HUD and may apply for Unified Funding Agency (UFA) status. The HIC votes annually to approve the Collaborative Applicant to apply as a UFA. The Collaborative Applicant requires subrecipients to establish fiscal control and accounting procedures to assure proper disbursement and accounting for federal funds in accordance with 2 CFR part 200, subpart D. Aside from the responsibilities attached to their assigned roles, the Collaborative Applicant houses all of the records for the HIC. The Collaborative Applicant is responsible for managing and maintaining documents, policy and procedure, meeting attendance and schedules, minutes and agendas, communications, and data created and used by the HIC members, committees, and Regional Coalitions.

The Collaborative Applicant provides the secretaries for the HIC full-membership meetings, Guiding Idaho, and all other standing committees. This ensures all attendance records and meeting materials are documented and stored correctly as required by the CoC Program Requirements.

The Collaborative Applicant representatives appointed to committees have one (1) vote collectively. If more than one (1) representative of the Collaborative Applicant attends the same committee they are not allowed a separate vote. The appointed representative and secretary may be the same person.

Collaborative Applicant representatives are chosen internally; however, any committee may request the Collaborative Applicant representative serving with them be reassigned. The request shall be submitted to the Collaborative Applicant in writing, along with a brief description for the change. The Collaborative Applicant shall make every effort to accommodate the requests of the committees.

4.2.1 Collaborative Applicant Duties

The Collaborative Applicant is responsible for the following:

- Communicating with all HIC members
- Managing and storing all HIC related data and documents
- Tracking attendance and meeting minutes
- Assisting with policy updates
- Facilitating projects and programs when possible
- Creating the Annual Homelessness Assessment/Report
- Providing technical assistance to the HIC
- Providing dedicated personnel to HMIS/CMIS and Coordinated Entry programs

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- Assisting Regional Coalitions as needed
- Participating in monitoring and compliance of grants
- Any other duties assigned by the HIC

Additional detail on the Collaborative Applicant's duties are listed in the *House Idaho Collaborative Collaborative Agreement*.

4.2.2 Unified Funding Agency

The HIC votes annually to allow the Collaborative Applicant to pursue United Funding Agency (UFA) designation through HUD. For HUD to award this designation, they must verify annually that the Collaborative Applicant has a financial management system which meets standards set forth in 2 CFR 200.302, has demonstrated ability to monitor (sub)recipients, and meets all other HUD requirements established in the most recent NOFO.

If awarded UFA status, the Collaborative Applicant may disperse funds between projects without a formal grant agreement amendment, as long as the resulting shifts total less than ten percent (10%) of the total grant award amount from one approved eligible activity category to another activity in a single year of a new project grant or renewal project grant. Budget changes exceeding ten percent (10%) of an eligible activity category of the grant award cumulatively on an annual basis must be approved first by Guiding Idaho, and then by HUD via a formal grant amendment. All changes must be shared at the semi-annual membership meeting. The CA cannot move funds from the CoC Planning grant or the UFA grant, if applicable, nor can funds be moved between a renewal project grant and a new project grant.

The CoC retains all of its responsibilities, even if it designates a UFA other than itself to apply for funds on behalf of the Continuum. This includes approving the application for funds. Additional detail on the UFA's duties are listed in the *House Idaho Collaborative Collaborative Agreement*.

See 2 CFR 578.11 for more details.

4.2.3 Coordinated Entry

Following HUD guidelines, in collaboration with the ESG Recipient, the HIC has established a Coordinated Entry (CE) system. Coordinated Entry is a shared, community-wide, intake process intended to match all persons experiencing homelessness, or at risk of homelessness, with the community resources they are eligible for. The Collaborative Applicant provides a dedicated staff member to support CE activities. Regional assessment locations for the Coordinated Entry system are commonly referred to as "Access Points" (APs).

The Coordinated Entry System requirements include:

- Providing an initial, comprehensive assessment of the housing and service needs of individuals and families in the CoC's geographic area
- Utilizing a comprehensive and standardized assessment tool
- Developing policy to guide the consistent triage and operations of Access Points
 - Must address the safety needs of individuals and families experiencing homelessness
 - Must address the safety needs of individuals and families fleeing, or attempting to flee, domestic violence, dating violence, sexual assault or stalking
- Maintaining easy accessibility by individuals and families seeking housing or services throughout the geographic area

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- Advertising throughout the geographic area to ensure individuals and families in need understand how to access services

Additional detail on the Coordinated Entry Lead's duties are listed in the *House Idaho Collaborative Collaborative Agreement*.

4.3 HMIS/CMIS Lead

The HIC designates an HMIS/CMIS Lead for the CoC. The designated agency manages the Homeless Management Information System (HMIS), as well as the Community Management Information System (CMIS) used specifically by providers serving victims of domestic (or other) violence. The HMIS and CMIS are the information systems utilized by the HIC to comply with HUD's data collection, management, and reporting standards for the CoC. HMIS and CMIS collect client-level data, data concerning the provision of housing and services to homeless individuals and families, and those at risk of homelessness.

HMIS/CMIS Lead Responsibilities are defined as, but not limited to:

- Responding to the HIC and Informing Idaho directives
- Representing HMIS/CMIS to the community and stakeholders
- Overseeing the day to day administration of HMIS/CMIS
- Providing regular training on HMIS regulations, software, data standards, data quality, security, confidentiality, privacy, reporting and related issues
- Providing technical support to participating agencies on HMIS/CMIS regulations, software, data standards, data quality, security, confidentiality, privacy, reporting and related issues
- Monitoring agency participation, security, compliance and the collection of all necessary data
- Continuing oversight of database management, licensing and system functionality
- Serving as the liaison with the software vendor and ensure system integrity, compliance and availability
- Providing recommendations on the use of HMIS/CMIS software and software enhancements
- Regularly attending Informing Idaho and HMIS Advisory Board meetings
- Making recommendations to Informing Idaho and the HIC on
 - Planning
 - Participation
 - Coordination of resources
 - Determination of long term policies and procedures
- Developing and implementing HIC approved written standards for
 - Policies and procedures
 - Data quality plans
 - Security plans
 - Privacy plans
- Serving as the liaison to HUD regarding the HUD HMIS/CMIS grants and submit the Annual Combined APR for CoC grants
- Providing HMIS/CMIS budget and submitting draw requests
- Ensuring accuracy, generating data, reporting and submitting Longitudinal systems Analysis on behalf of the HIC

5. Membership

- Ensuring accuracy, generating data, reporting and submitting the System Performance Measurement on behalf of the HIC
- Coordinating collection, reviewing, reporting and submitting the annual Point in Time Count and Housing Inventory Count
- Carrying out Coordinated Entry activities and other initiatives and projects as directed by the HIC or UFA-designated Collaborative Applicant
- Ensuring accuracy, generating data, and providing ad hoc reports for the HIC, HUD, VA, PATH, HHS RHY, project sponsors, HIC Committees, and other public and private requests
- Ensuring accuracy, generating data, and providing reports for:
 - CoC Application
 - Independent Review Panel
 - Risk Analysis and Monitoring
 - CoC Performance Measurements
 - CAPER and Action Plan
 - Annual Performance Reports
- Supporting and protecting the rights and privacy of clients

Additional detail on the HMIS/CMIS Lead's duties are listed in the *House Idaho Collaborative Collaborative Agreement*.

4.4 The ESG Recipient

According to the requirements of the ESG Interim Rule, the ESG recipient must coordinate with all CoCs in the state to:

- Allocate resources (both by type and geographic distribution)
- Develop performance standards for, and evaluate outcomes of, projects and activities assisted by ESG funds, including how well (sub)recipients succeed in:
 - Targeting those who need the assistance most
 - Reducing the number of people living on the streets or in emergency shelters
 - Shortening the length of time people spend homeless
 - Reducing participants' housing barriers or housing stability risks
- Develop funding policies and procedures for operating and administering the HMIS/CMIS in which (sub)recipients are required to participate.

Additional detail on the ESG Recipient's duties are listed in the *House Idaho Collaborative Collaborative Agreement*.

5. Membership

5.1 General Membership

The HIC believes the CoC is made stronger through participation of broad and diverse members. Any relevant agency representative or individual is welcome as a member of the HIC. To become a member, an individual or agency need only to express their interest either by contacting the Collaborative Applicant or their Regional Coalition. Each member will be asked to complete a Membership Request Form to provide contact information and specific areas of expertise, interest, or skill. If an interested party contacts the Collaborative Applicant first, they

5. Membership

will be given the Membership Request Form and connected with their Regional Coalition. All members are highly encouraged to be active at the local level.

An open invitation for members is available on the HIC webpage hosted by IHFA. Members are accepted at any time during the year.

All individuals participating on HIC committees and taskforces, all Regional Coalition members, and all advisory board members are considered part of the HIC's membership. The HIC values inclusion and the perspective of all; therefore, a concerted effort will be made to ensure the following groups or populations are represented at all times:

- Native American or Indigenous Tribes
- Hispanic/Latinx
- BIPOC
- LGBTQIA+
- Persons with Disabilities
- Law Enforcement
- Hospital Staff
- Affordable Housing Developers
- Refugee persons/agencies
- Transportation
- Public Housing Authorities
- Substance Use Disorder and Mental Health treatment providers
- Youth and Senior service providers
- Emergency Management Agencies
- Federal program representatives
- Victim service providers
- Persons with Lived Experience
- Local and State government agencies
- School Administrators and/or Homeless Liaisons
- Youth homeless organizations
- Youth advocates
- People with HIV/AIDS

5.1.1 Committee Membership

Informing, Engaging, and Housing Idaho are not required to maintain representation from specific populations in their membership. However, all committees remain cognizant of the value of diversity and are diligent in prioritizing populations identified by the HIC when appropriate. Requirements for Guiding Idaho are listed in Section 6.2.

5.2 Leadership Roles and Responsibilities

5.2.1 Leadership Qualifications

In order to serve as a Chair of a committee, or on any elected seat in Guiding Idaho, a member must:

- Have attended a minimum of two (2) committee meetings in the previous six (6) months
- Be representative of relevant State Departments, organizations and/or projects serving homeless subpopulations, or possess personal lived experience of homelessness

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- Be “relevant”- meaning that they must be located in, or operate within the State of Idaho, or represent community stakeholders within the CoC geographic region
- Have some experience or expertise in homelessness or in providing homeless assistance
- Be able to meet the needs of the desired position:
 - Attend scheduled committee meetings
 - Participate in annual Point-in-Time Count
 - Complete duties assigned to the role
 - Attend semi-annual HIC meetings

Other desired qualifications include being:

- Familiar with local homeless needs, resources, and/or gaps
- Engaged with their Regional Coalition
- Passionate about preventing and ending homelessness
- Willing to work effectively on a team; and
- Representative of one of the priority populations for membership as identified in this document and by HUD

5.2.2 Committee Leadership Roles

The four (4) committees, and each of the six (6) Regional Coalitions, should have, at a minimum, a Chair and a Secretary. These groups may be supported by two (2) individuals serving as Co-Chairs. Advisory boards and temporary taskforces are recommended to have a Chair and Secretary as well. Guiding Idaho, as the Executive Board, has more specific leadership requirements outlined in Section 6.2.

5.2.3 Co-Chair Appointment Responsibilities

Informing Idaho, Engaging Idaho, Housing Idaho, and Regional Coalitions will need to elect (Co)Chairs on their assigned schedule (see Article VI, Section 6.3). Committee and Regional Coalition (Co)Chairs will be decided through a nomination and election process. Their duties include:

- Coordinating activities of the committee or taskforce
- Presiding over and facilitating committee or taskforce meetings
- Assisting the Secretary with setting agendas
- Providing reports to Guiding Idaho and/or HIC membership
 - Taskforces will provide reports to their oversight committee
- Performing functions developed or designated by Guiding Idaho and/or HIC membership

Chairs for advisory boards and taskforces will need to be selected either through volunteer or nomination and election by the group, whichever is most appropriate.

5.2.4 Secretary Appointment Duties

The Collaborative Applicant will assign a Secretary to each committee. The duties of a Secretary include:

- Keeping records of attendance and meeting minutes
- Communicating meeting schedules, minutes, agendas and other materials to committee members in a timely manner

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- Ensuring all reports for Guiding Idaho and the HIC are prepared and distributed as needed
- Assisting with the creation of documents or other materials for the committee
- Other related duties requested by the Collaborative Applicant and/or the committee being served

If available, the Collaborative Applicant may provide a Secretary for advisory boards and taskforces. However, if the Collaborative Applicant staff are not available, a member of the group shall document all meetings and decisions, and submit them to the Collaborative Applicant in a timely manner.

5.3 Terms and Resignations

Members may serve as part of the HIC indefinitely as long as they meet the minimum attendance requirements.

The terms of service for leadership roles in Section 5.3.1 apply to Informing Idaho, Engaging Idaho, Housing Idaho, the advisory boards, and any taskforces formed. The terms for all Guiding Idaho members will be the same unless otherwise specified in Section 6.2.3.

5.3.1 Terms

Whether nominated and elected, or appointed to a leadership role, the term of service will be two (2) years, unless otherwise stated. Voting schedules can be found in Sections 6.2.3 and 6.3.2. If the leadership role is for a taskforce limited by time or purpose, the leadership will serve for a) the duration of the taskforce or b) two (2) years, whichever occurs first. Individuals in leadership roles may be elected or appointed to serve multiple consecutive terms.

Any positions filled through appointment by a Regional Coalition will serve a two (2) year term. In an effort to maintain consistency and continuity, regions one (1), three (3), and five (5) will appoint their representatives in January of odd years and regions two (2), four (4), and six (6) will appoint representatives in the January of even years.

Appointments of representatives from State agencies will remain in their positions until the agency requests they be removed or replaced, or until they are removed through a majority vote from the committee they serve.

5.3.2 Resignation and Termination

Any elected or appointed individual may choose to resign during their term of service. They need to do so by informing their assigned committee or taskforce and the Collaborative Applicant in writing. An email will be considered sufficient written notice. If appointed by their Regional Coalition they will need to follow their Coalition's bylaws for resigning from their position as well.

If a seat is vacated mid-term the nomination and election or appointment process will need to be conducted in a timely manner. The person chosen to fill the role will complete the vacated term and may be appointed or elected to fill future terms.

If a Chair is unable to fulfill their duties for a period of three (3) months or less, the committee, taskforce, or appointing body may choose a temporary designee. The committee, taskforce, or appointing body will need to determine the appropriateness of this action before appointing a temporary designee.

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6. Meetings and Duties

If a regional representative or member of Guiding Idaho is unable to fulfill their duties, a designee may be selected. Absences longer than three (3) months will result in a new member being elected or appointed to fill the seat. The individual vacating the seat may be nominated or appointed in future years.

Service in a leadership or appointed role may be terminated by a majority vote of the committee or taskforce being served for any of the following reasons:

- Attendance below 50% for the prior twelve (12) month period
- Violations of the Code of Conduct
- Demonstrated inability to fulfill role requirements in the prior six (6) month period
- A requested vote with or without cause by the committee, taskforce, or appointed body being served resulting in a majority consensus

Notification must be sent to the committee, taskforce, or appointing body indicating there will be a special meeting held or an agenda item added to an upcoming meeting requesting termination of service in the specific position.

5.4 Benefits of Membership

Benefits of membership in the HIC include:

- Invitation to and potential voting rights at the semi-annual HIC meetings
- Eligibility for committee or leadership service
- Access to training and technical assistance opportunities
- Participation in the statewide Coordinated Entry system
- Opportunities to network with people and agencies doing similar work or with similar interests
- Resume building

6. Meetings and Duties

6.1 House Idaho Collaborative-Full Membership

6.1.1 Full Membership Meetings

The full membership of the HIC meets semi-annually in April and October. If for some reason the meeting is unable to be held in the regularly scheduled month, it shall be rescheduled as soon as reasonably possible and a reason for the delay shall be documented. The following meeting will be held in keeping with the original schedule.

Meetings for the full membership are announced a minimum of two (2) weeks in advance on both the website and through electronic communications to all known members. The agenda is made available at the time of the announcement by being posted on the website. Changes may be made to the agenda up to 48 hours prior to the meeting. Any changes after this time will have to be presented and agreed upon during the meeting.

When at least one (1) representative from each region and one (1) representative from each committee are present, a quorum will be met for the full membership. Attendance is taken at each meeting and used to determine which members have voting privileges currently and for the next meeting. A quorum is not necessary to hold an official meeting; however, if not met, all voting decisions shall either be tabled or, if time sensitive, be requested electronically. Any

action taken by the HIC must be adopted through majority vote by those present when a quorum is formed.

Minutes of the HIC meetings will be made available on the HIC website in a timely manner. These minutes will include any decisions made, a list of attendees, and demonstrate the comments and perspectives of those who spoke during the meeting. An attendee's name may be removed from the published attendance list if publishing it would put the person in danger, such as a victim advocate wishing to remain anonymous. This will need to be communicated to the Collaborative Applicant prior to the minutes being prepared.

Meetings will be held virtually with in-person options whenever possible. The HIC will not pay for members to attend in-person meetings. The physical location and virtual log-in information will be provided with the agenda and in electronic communications about the meeting.

Special meetings may be scheduled when it is determined by Guiding Idaho to be necessary. Notification will be posted on the HIC's website and sent through electronic communications to the membership. These special meetings will be hosted and conducted in the same manner as regularly scheduled meetings.

6.1.2 Full Membership Appointments and Voting

There are no appointments within in the full membership. The Chair and Vice-Chair of Guiding Idaho facilitate the HIC's semi-annual meetings and perform the related duties. The Secretary assigned to Guiding Idaho also serves as the HIC's Secretary and will perform all related duties.

In order to be eligible to vote, a member must have attended at, at least 2 HIC meetings in the previous 12 months (including semi-annual meetings, HIC committee or subcommittee meetings e.g. Engaging, Informing, Housing, Lived Experience Panel, Youth Action Board, Access Point subcommittee, Point-In-Time subcommittee, etc.). Attendance is collected and documented in the meeting minutes by the Secretary who will verify voting eligibility at the start of each meeting.

Each member has one (1) vote regardless of the number of agencies, populations, or committees they represent.

In the instance of a split decision the Guiding Idaho Chair will cast the deciding vote.

Voting records may be made available to the public upon request and each member's vote will be identifiable. Information available to the public will be limited if there are safety concerns related to releasing the information.

6.1.3 Full Membership Duties

Meetings of the full HIC membership shall include updates and information from all committees and Regional Coalitions. These updates, at a minimum, shall include grant activities, HMIS/CMIS updates and data reporting, Coordinated Entry data and updates, and progress on the current Strategic Plan's initiatives.

Specific duties for the HIC include:

- Adopting changes to the mission, vision, and values
- Accepting the Annual Strategic Plan
- Appointing or selecting special population representatives to serve on Guiding Idaho
- Annually approving UFA status for the Collaborative Applicant
- Any other decisions that impact the overall purpose or direction of the HIC

Additional detail on the HIC's duties, as represented by Guiding Idaho, are listed in the *House Idaho Collaborative Collaborative Agreement*.

6.2 Guiding Idaho

6.2.1 Guiding Idaho Members

Guiding Idaho is expected to be representative of the entire CoC and should include, at a minimum:

- One (1) representative from each of CoC's six (6) Regional Coalitions (6 seats)
- One (1) representative from the Boise City/Ada County Continuum of Care, Our Path Home (1 seat)
- One (1) representative from the Collaborative Applicant (1 seat)
- One (1) representative from a) Idaho Department of Health and Welfare; b) Idaho Department of Commerce; c) Idaho Department of Labor; d) Idaho Department of Education; e) Idaho Department of Corrections; and f) Department of Veterans Affairs-State or Federal (6 seats)
- One (1) homeless or formerly homeless representative, otherwise known as a person with lived experience, whose experiences of homelessness are current or within the past 7 years (1 seat)
- One (1) individual from a service provider, organization, or project that serves survivors of domestic violence (1 seat)

Representatives from State and Federal agencies may serve until their appointing agency replaces them or a termination of service vote requires that a new representative be appointed. Guiding Idaho and the Collaborative Applicant may request a specific representative from State and Federal Agencies if they feel they would be beneficial to the HIC.

HUD highly recommends that individuals from the following populations or organizations also be included:

- Native American or Indigenous Tribe
- Hispanic/Latinx
- BIPOC
- LGBTQIA+
- Persons with Disabilities
- Law Enforcement
- Hospital Staff
- Affordable Housing Developer
- Refugee person/agency
- Transportation
- Public Housing Authority
- Substance Use Disorder and Mental Health treatment providers
- Youth and Senior service providers
- Emergency Management Agency
- Federal program representatives

Guiding Idaho committee members must meet the qualifications of, and uphold the responsibilities laid out in, the *HIC Board Membership Contract*.

6.2.2 Guiding Idaho Meetings

Guiding Idaho meets at least quarterly. Any cancellation of a scheduled meeting shall be announced on the website and through electronic communication to members as soon as reasonably possible. The meeting shall be rescheduled as close to the original timeframe as possible and announced both on the HIC website and through electronic communication to members.

Guiding Idaho meetings have a quorum if 50% of the members are present. If fewer than 50% of the members are present an official meeting can still take place however all voting decisions must either be tabled or determined appropriate for electronic voting with an assigned deadline. Any action taken by Guiding Idaho must be adopted through majority vote by those present when a quorum has been formed. Voting by proxy may be allowed if the request for a designee is submitted and approved by the Chair of Guiding Idaho prior to the meeting.

Guiding Idaho agendas are sent electronically to members. Prior minutes will be sent for review as part of the agenda and meeting packet for the next scheduled meeting. A draft of the minutes may be requested from the Collaborative Applicant at any time. The agendas and minutes will include the names of all members unless it is deemed unsafe to do so. Any concerns with regards to publishing membership and attendance shall be addressed with the Collaborative Applicant in writing.

Meetings are held either in-person or virtually. The physical location, if applicable, and virtual log-in information shall be provided with the agenda and in written communications before the meeting.

Special meetings may be scheduled when determined by Guiding Idaho to be necessary. Notification will be made on the website and through electronic communications to the members as appropriate. These special meetings will be hosted and conducted in the same manner as regularly scheduled meetings.

6.2.3 Guiding Idaho Appointments and Voting

There are a minimum of 16 voting seats and a maximum of 21 voting seats for Guiding Idaho. The makeup of the members can be found under “Members” in Section 6. Of the minimum 16 seats, eight (8) are appointed or selected every two (2) years on an alternating schedule. The five (5) remaining seats, seats 17-21, will also be selected every two (2) years on an alternating schedule. Table 6.2.3 designates the seats, and their terms, and can be found in the appendix of this document.

Table 6.2.3

<i>Seat #</i>	<i>Seat Title</i>	<i>Time Frame</i>
1	Region 1 appointment	Odd Years
2	Region 2 appointment	Even Years
3	Region 3 appointment	Odd Years
4	Region 4 appointment	Even Years
5	Region 5 appointment	Odd Years
6	Region 6 appointment	Even Years
7	LE Representative	Odd Years

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8	Domestic Violence Rep	Even Years
9	Dept. of Health & Welfare	Perpetual
10	Dept. of Commerce	Perpetual
11	Dept. of Labor	Perpetual
12	Dept. of Education	Perpetual
13	Dept. of Corrections	Perpetual
14	Dept. of Veteran's Affairs	Perpetual
15	Our Path Home Rep.	Perpetual
16	CA Representative	Perpetual
17		Odd Year
18	HIV/AIDS Org. Rep.	Even Year
19		Odd Year
20	Developer or Property Owner Association Rep.	Even Year
21		Odd year

The Guiding Idaho Chair position is filled by a representative from the Collaborative Applicant. Guiding Idaho has a Vice-Chair to provide support, and is responsible for acting as Chair when needed due to absence or conflict of interest. The Vice-Chair will be nominated and elected by the HIC membership in the April meeting of even numbered years. Nominations for this position will be made six (6) months prior to election at the October HIC meeting.

Guiding Idaho's Secretary position will be filled by a designee of the Collaborative Applicant.

The remaining five (5) seats are to be nominated and elected by the HIC membership at the appropriate April meeting (see Table 6.2). Engaging Idaho is responsible for vetting all nominations for Guiding Idaho and providing relevant information for HIC members. Therefore, all nominations shall be given to Engaging Idaho by February 1st for review. Every effort shall be made to nominate and elect members from the listed populations that are not already represented.

Terms for Guiding Idaho are two (2) years; individuals may serve multiple terms. To maintain consistency, Regional Coalition appointee terms alternate: regions one (1), three (3), and five (5) will appoint their representative in January of odd years; regions two (2), four (4), and six (6) will appoint their representative in January of even years (detailed in Figure 6.2). Each Regional Coalition representative may serve multiple terms as determined by their Coalition.

Each member is allowed one (1) vote regardless of number of agencies, populations, or committees they represent.

In the instance of a split decision, the Chair will cast the deciding vote.

Each Regional Coalition is allowed one (1) vote, though up to three (3) representatives may participate on a committee. The voting representative from each region must be voted in by their Regional Coalition and have been submitted to the Secretary prior to the meeting. If a voting member is absent or recused for conflict of interest, they may appoint a proxy to vote in their stead by notifying the Secretary prior to the meeting in writing, offering their voting rights to their

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proxy. Regardless of the number of members from the Collaborative Applicant participating on the committee, only the one (1) appointed member will have a counted vote.

Any member volunteering to serve on a committee must attend one (1) committee meeting before being allowed to vote.

Voting records may be made available to the public upon request and each member's vote will be identifiable. Information available to the public will be limited if there are safety concerns related to releasing any of the information.

6.2.4 Guiding Idaho Duties

Guiding Idaho is responsible for the following:

- Reviewing, recommending, and adopting changes to governing documents annually
- Forming and disbanding committees
- Providing guidance to committees and regional coalitions
- Creating and recommending the Annual Strategic Plan to the full membership
- Delegating tasks to committees and regional coalitions
- Overseeing the monitoring and evaluation of grant compliance
- Consulting with state and local governments regarding ESG funds and evaluation
- Coordinating with the Collaborative Applicant to review applications, set funding priorities, and complete the annual CoC Application.
- Researching new grant and funding opportunities

Additional detail on Guiding Idaho's duties are listed in the *House Idaho Collaborative Collaborative Agreement*.

6.3 Committee Meetings and Duties

6.3.1 Committee Meetings

The HIC membership and Guiding Idaho meeting schedule and requirements are detailed in Sections 6.1 and 6.2 respectively.

Informing Idaho, Engaging Idaho, and Housing Idaho are required to meet a minimum of quarterly, though more frequent meetings are recommended. Any cancellation of a committee meeting shall be announced on the HIC's website and through electronic communication to members as soon as reasonably possible. The meeting shall be rescheduled as close to the original time frame as possible and announced on the HIC's website and through electronic communication to the members.

Committee meetings have a quorum when 50% of the members are present. If fewer than 50% of the members are present, an official meeting can still take place; however, all voting decisions must either be tabled or determined appropriate for electronic voting with an assigned deadline. Any action taken by committees must be adopted through majority vote by those present when a quorum has been formed. Voting by proxy may be allowed if the request for a designee is submitted and approved by the Chair(s) prior to the meeting.

Meetings are held virtually with in-person options available whenever possible. The HIC will not pay for members to attend meetings in person. The physical location and virtual log-in information shall be provided with the agenda and in written communications about the meeting.

Special meetings may be scheduled when it is determined by the committee to be necessary. Notification will be made on the website and through electronic communications to the members as appropriate. These meetings will be hosted and conducted in the same manner as regularly scheduled meetings.

6.3.2 Committee Appointment and Voting

Informing Idaho, Engaging Idaho, and Housing Idaho are composed of a minimum of one (1) representative from each regional coalition, one (1) representative from the Collaborative Applicant, and one (1) representative from Guiding Idaho. Requirements for Guiding Idaho can be found in section 6.2.3.

The Guiding Idaho and the regional representative may be the same person. Each Regional Coalition is allowed one (1) vote, though up to three (3) representatives may participate on a committee. The voting representative from each region must be voted in by their Regional Coalition and have been submitted to the Secretary prior to the meeting. If a voting member is absent or recused for conflict of interest, they may appoint a proxy to vote in their stead by notifying the Secretary prior to the meeting in writing, offering their voting rights to their proxy. Regardless of the number of members from the Collaborative Applicant participating on the committee, only the one (1) appointed member will have a counted vote.

Any member volunteering to serve on a committee must attend one (1) committee meeting before being allowed to vote.

The Secretary seat shall be filled by a designee of the Collaborative Applicant.

The chair(s) shall serve two (2) years; they will be selected on alternating years to promote continuity (see Table 6.3.2). Members may serve on the committee for as many consecutive years as they feel appropriate as long as they continue to meet attendance requirements.

Table 6.3.2

<i>Seat #</i>	<i>Seat Title</i>	<i>Time Frame</i>
1	Chair	Odd Years
2	Co-Chair	Even Years
3	Region 1 appointment	Odd Years
4	Region 2 appointment	Even Years
5	Region 3 appointment	Odd Years
6	Region 4 appointment	Even Years
7	Region 5 appointment	Odd Years
8	Region 6 appointment	Even Years
9	CA Representative	Perpetual

6.3.3 Committee Authority

The committees are responsible for managing programs and projects related to their specific purpose and duties. Committees have been granted the authority to make decisions, and changes, related to their specific duties. However, committees may not make decisions, or

changes, to any policy or procedure included in the Governance Documents without the approval of Guiding Idaho and/or the full HIC membership. Committees also may not make changes to projects or programs under the purview of other committees without collaboration and involvement of all involved parties. Committees have the authority to establish and disband taskforces and workgroups as needed to perform their duties and activities.

6.3.4 Informing Idaho Duties

Informing Idaho is responsible for the following:

- Creating performance outcomes with/for grant recipients
- Evaluating outcomes for HUD or other funding providers
- Overseeing HMIS/CMIS
- Reviewing and revising policy, procedure, and operation plans related to data collection and HMIS/CMIS
- Monitoring participation in the Housing Inventory Count and Point-in-Time Count
- Assisting in creation of the Gaps Analysis
- Providing information for the Consolidated Plan and other reports
- Analyzing data to create messaging
- Proposing and/or implementing data driven solutions
- Offering technical assistance and education related to data collection and HMIS/CMIS
- Other duties related to data and communications for the HIC

6.3.5 Housing Idaho Duties

Housing Idaho is responsible for the following:

- Coordinating implementation and evaluation of the Annual Strategic Plan
- Assisting with shelter, housing, and supportive services
- Promoting homeless prevention strategies
- Updating policies as requested by Guiding Idaho
- Engaging community partners and resources
- Supporting and assisting with regional projects of all types
- Providing education and technical assistance related to shelter, housing, supportive services, and prevention
- Other duties as assigned by Guiding Idaho

6.3.6 Engaging Idaho Duties

Engaging Idaho is responsible for the following:

- Reviewing and updating policy and procedure for Coordinated Entry annually
 - Including updating the Emergency Transfer Plan and Prioritization Process
- Promoting the HIC, and opening an invitation to potential members at least annually
- Performing outreach and engagement throughout Idaho
- Assessing and evaluating housing and service systems
- Overseeing the Youth Action Board and the Lived Experience Panel
- Vetting potential members for Guiding Idaho and Advisory Boards
- Other duties assigned by Guiding Idaho

6.3.6.1 Advisory Boards

Engaging Idaho provides oversight for the two (2) permanent Advisory Boards: the Youth Action Board and the Lived Experience Panel. The Advisory Boards have been created to gather information and solicit feedback from their specific populations in the hopes of providing insight into programs, initiatives, and evaluation methodology.

Engaging Idaho invites participants to join their respective Advisory Boards and will determine the meeting schedule for each.

Engaging Idaho provides regular updates and outcomes from the Advisory Boards to Guiding Idaho and the HIC.

Members of the Advisory Boards are not voting members of Engaging Idaho, however, they are able to vote as part of the full HIC membership at the semi-annual meetings.

7. Regional Coalitions

7.1 Regional Coalition Purpose

The members of each Regional Coalition are responsible for determining the structure of their organization as long as all required components are met. These components are detailed in the Collaborative Agreement. The Collaborative Agreement formalizes the relationship between the Regional Coalitions, the HIC, and the Collaborative Applicant.

7.2 Regional Coalition Membership and Voting

7.2.1 Regional Coalition Members

Membership for the Regional Coalitions is determined by the Regional Coalition's bylaws. Each coalition is strongly recommended to include at least one (1) representative from the following populations as part of their membership:

- Native American or Indigenous Tribe
- Hispanic/Latinx
- BIPOC
- LGBTQIA+
- Persons with Disabilities
- Law Enforcement
- Hospital Staff
- Affordable Housing Developer
- Refugee person/agency
- Transportation
- Public Housing Authority
- Substance Use Disorder and Mental Health treatment providers
- Youth and Senior service providers
- Emergency Management Agency
- Federal program representatives
- Victim service providers
- Person with Lived Experience
- Local and State government agencies

7. Regional Coalitions

- School Administrators and/or Homeless Liaisons
- Youth homeless organizations
- Youth advocates
- People with HIV/AIDS
- Advocates from all populations

Populations represented shall be documented by the Coalition and submitted to the Collaborative Applicant with their attendance records.

Membership shall be comprised of a mix of HUD funded and non-HUD funded agencies and community members.

7.2.2 Regional Coalition Appointment and Voting

The Regional Coalitions are responsible for determining the appointment process including officers within the Coalition and representatives to the HIC. The policy and procedures for appointments and any updates need to be documented in writing and provided to the Collaborative Applicant. These policies and procedures should be reviewed annually.

7.3 Regional Coalition Meetings and Duties

7.3.1 Regional Coalition Meetings

The Regional Coalitions may each decide the policies and procedures for their meetings as long as they address the following requirements:

- Meeting frequency (a minimum of quarterly)
- Attendance records including how they will be transmitted to the Collaborative Applicant
- Meeting announcements
- Voting process
- Defining a quorum
- Rescheduling meetings
- Special meetings
- Any other rules or systems related to meetings

The policies and procedures, bylaws, and updates must be submitted to the Collaborative Applicant as stated in the *Collaborative Agreement*.

7.3.2 Regional Coalition Duties

Regional Coalitions are responsible for the following:

- Creating local strategies to meet the Annual Strategic Plan
- Supporting programs and initiatives to reduce and prevent homelessness
- Adhering to the Collaborative Agreement
- Maintaining representation in all of the HIC committees
- Participating in Coordinated Entry and Point-in-Time Count activities
- Regularly reporting data, progress, and needs to the Collaborative Applicant and HIC
- Recruiting members throughout their geographical area's communities
- Encouraging the use of HMIS/CMIS for data collection
- Providing all requested information to the Collaborative Applicant and the HIC for grant application and reporting purposes

Additional detail on the Regional Coalitions' duties are listed in the *House Idaho Collaborative Collaborative Agreement*.

8. Code of Conduct

8.1 Conflict of Interest

Any voting member of the HIC who has their salary paid by, or runs a program sponsored by CoC funds, as administered by the Collaborative Applicant, must declare a conflict of interest and recuse themselves from voting on any matters that impact their salary or financial benefit to their program(s).

Participation in funding, or in programs receiving funding, does not necessarily constitute a conflict of interest. Any concerns about whether or not there is a conflict should be addressed with the committee's Chair and/or the Collaborative Applicant.

Any person serving as a member who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or for those with whom they have family business or ties, during their tenure, may participate as a member, but must disclose their interest in writing to Guiding Idaho and the Collaborative Applicant and recuse themselves from voting on issues affecting their financial interest.

8.2 Ethical Standards

It is expected that all members of the HIC shall demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude while participating in, or on behalf of, any HIC business. All members shall represent themselves and their agencies in a professional and ethical manner when conducting HIC business.

Any concerns related to conflict or conduct shall be addressed with the leadership of Guiding Idaho, or the Collaborative Applicant, in an effort to operate on the side of caution and with transparency.

All members shall support initiatives, efforts, and decisions that are in the best interest of the system and those it serves.

8.2.1 Anti-Discrimination

The HIC complies with applicable Local, State, and Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity). The HIC does not exclude people or treat them differently because of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity).

8.3 Compensation

No member of the HIC shall receive any HIC compensation outside of the following exceptions:

- Travel stipends as outlined below
- Honorariums for elected HIC representatives with lived experience of homelessness, including members of the Youth Action Board and Lived Experience Panel

8.3.1 Travel Stipends

Reimbursement for travel including transportation, lodging, and meals shall be provided to participants of specified meetings and paid for by the HIC's CoC Planning Grant through the Collaborative Applicant. Guiding Idaho, in coordination with the Collaborative Applicant, shall determine a schedule of meetings and recipients approved for these stipends annually. Historically, Regional Coalition representatives have been provided reimbursement for traveling to quarterly board meetings. However, with the advancement of meeting technology this need has been reduced. When possible, each Guiding Idaho Regional Coalition representative will be sponsored to attend an in-person meeting one time per year.

Travel reimbursement may also be provided to other groups or individuals invited to attend based on the meeting purpose or agenda. These groups or individuals will be decided by Guiding Idaho and the Collaborative Applicant. Any committee may request travel reimbursement for a guest, in writing to the Collaborative Applicant, who will ensure the information is provided to the appropriate decision makers. No committee member may offer or guarantee reimbursement without having submitted the request and received the final decision from Guiding Idaho.

Reimbursements will be made within the following guidelines:

- Reimbursements for airfare will be made in accordance with the lowest available fares obtained at least two (2) weeks prior to the meeting
- Members driving to the meeting will be reimbursed mileage to and from the designated meeting place
- Costs for lodging will only be approved in advance, and in the event that travel cannot be arranged for the date of the meeting
- Lodging approval will be obtained with at least two (2) weeks advance notice, and will be approved at a cost no greater than the approved room rates as determined by the Collaborative Applicant
- Meals provided during the meeting will not be eligible for reimbursement
Reimbursement of eligible meal costs will be provided when documented with receipts

9. Appendix

9.1 HIC Collaborative Agreement

HOUSE IDAHO COLLABORATIVE

Collaborative Agreement

I. Purpose and Scope

The purpose of this Collaborative Agreement (CA) is to identify the responsibilities of each party associated with the ID-501 Idaho Balance of State Continuum of Care (the BoS CoC). This CA ties together governing bodies, Guiding Idaho, the Administrative Agency Idaho Housing and Finance Association (IHFA) as the Collaborative Applicant of the CoC, and the Regional Coalitions under a single

collective called the House Idaho Collaborative (HIC). This CA is entered into with the Region ____ Coalition (“the Coalition”).

The HIC is composed of representative stakeholders that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless individuals and families or those at risk of homelessness within the state of Idaho, with the exception of Ada County.

The goal of the HIC is to ensure homelessness in Idaho is rare, brief, and non-recurring.

The HIC directs HUD funding to providers, maximizes access to services, and strengthens collaboration across the BoS CoC to meet this goal. The HIC uses evidence-based strategies to combat homelessness and to optimize self-sufficiency among individuals and families experiencing housing challenges.

II. Collaborative Agreement Term

Collaborative Agreements will be executed annually unless action is taken to revise or dissolve the CA. This Agreement will be reviewed and updated by the HIC as needed. CA revisions shall be reviewed and agreed upon by all signing parties prior to execution of a new CA.

III. Regional Coalition Responsibilities

1. Involve local non-HUD funded Regional Coalition members, including persons with current or past experience with homelessness, and broad-based community representation.
2. Support the Administrative Agency in identifying potential subrecipients in each region to ensure adequate services across Idaho.
3. Ensure meeting minutes and attendance for all Regional Coalition meetings are submitted to the Administrative Agency (SNAP@IHFA.ORG) within two weeks of coalition meeting.
4. Ensure Regional Coalition representation at all Guiding Idaho meetings.
5. Conduct an election in every odd-numbered year for a Regional Representative for the Guiding Idaho Committee. Guiding Idaho Representatives may serve consecutive terms.
6. Work to achieve the HIC’s vision and goals, including regional goals which were developed following the HIC’s Strategic Plan;
 - Report goal progress on a quarterly basis to Guiding Idaho, HIC, and IHFA.

- Inform Coalition members on HIC and IHFA activities.
7. Appoint representatives to active HIC Committees and ensure that minimum attendance requirements are met as outlined in the HIC Governance Charter.
 8. Form and maintain a regional Point-in-time (PIT) Count committee and elect representation to the statewide PIT Count committee.
 9. Support the HMIS Lead Agency by encouraging the use of HMIS/CMIS for all service providers in the region regardless of funding source.

IV. Guiding Idaho Responsibilities

1. Work with representatives of Regional Coalitions and the HIC Committees to create Annual Strategic Plan.
2. Ensure the board includes representatives from each region, relevant organizations, persons with lived experience, and individuals who advocate for or represent members of special populations reflected in the HIC's homelessness system.
3. Seek out input from and provide feedback to the Regional Coalitions, grant recipients and subrecipients on gaps, barriers, local needs, and performance targets at least annually.
4. Host the semi-annual full membership meetings and share the Annual Strategic Plan.
5. Ensure full membership votes on Unified Funding Agency (UFA) status, vision, mission, and values, and elects special population representatives to Guiding Idaho.
6. Gather input from and give recommendations to Regional Coalitions, Housing, Informing, and Engaging Idaho committees on initiatives that support the Annual Strategic Plan and/or vision, mission, and values.
7. Oversee the Administrative Agency's monitoring, compliance, and corrective actions of subrecipients.
8. Ensure a fair, effective, easily accessible coordinated entry system that serves all people within the HIC's geographic area.
9. Designate a single Homeless Management Information System (HMIS) for the geographic area and ensure compliance with HUD requirements.
10. Coordinate and oversee the Collaborative Applicant in reviewing applications, setting funding priorities, and completing the annual CoC Application.
11. Establish, review, revise, approve, and ensure compliance with the following documents annually and as needed:
 - Governance Charter
 - Written Standards
 - Policies and Procedures for HMIS, CMIS, and CE
 - Privacy Plan, Security Plan, and Data Quality Plan for HMIS
 - Emergency Transfer Plan that meets all requirements in 578.99 of 24 CFR
 - Code of Conduct and recusal process for the board, its chairs, and any person acting on behalf of the board

V. Administrative Agency, IHFA, Responsibilities

1. Provide technical assistance on strategic planning for local response to HIC goals and objectives to *ensure homelessness is rare, brief, and nonrecurring*.

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2. Collaborate with and give input to the HIC and Regional Coalitions on strategies and benchmarks.
3. Provide clear and consistent communication with Regional Coalitions and HIC.
4. Provide training to HIC members to promote awareness and ensure that HIC goals and objectives are fulfilled.
5. Distribute HIC committee attendance reports to Guiding Idaho at least quarterly to encourage and ensure regional representation.
6. Update Regional Coalitions on policy changes, funding availability, and priority changes.
7. Provide HUD-funded agencies with support in successfully meeting performance standards and objectives for grants administered by IHFA.
8. Participate in the Regional Coalition meetings.
9. Attend Regional Coalition meetings in person at least once per year, unless prohibited by meeting schedule, staff availability, or unforeseen circumstances.
10. Extend a public invitation for new members at least annually.
11. Monitor subrecipients to ensure compliance with HUD rules and require correction and impose enforcement as needed.
12. Maintain the website for the HIC.
13. Act as Secretary for HIC Committee meetings (scheduling, note taking, preparing and posting agendas and minutes, tracking membership...etc.).
14. Facilitate the statewide HIC and PIT Count efforts.
15. Act as the HMIS Lead Agency for the HIC and provide technical assistance, training, and oversight for all HMIS/CMIS users.
16. Support compliance with the HMIS Governance Agreement and Data Quality, Security, and Privacy Plans by all HMIS participating agencies.
17. Act as the Coordinated Entry (CE) Lead Agency and provide CE technical assistance, training, and oversight for all Access Points.
18. Provide subrecipients with grant requirement training, technical assistance, and oversight of grant budgets and draws, reallocate funds, and work with subrecipients to ensure complete and effective use of all funds, and submit AAQs to HUD as needed.
19. Consult with state and local governments regarding Emergency Solutions Grant (ESG) funds and evaluation.
20. Provide information required to complete the Consolidated Plan.
21. Consult with ESG recipients on the plan for allocating ESG grant funds and reporting on and evaluating ESG recipient and subrecipient performance.
22. Conduct annual CE stakeholder, provider, and client surveys.
23. Complete required annual HUD reports for the HIC including the Coordinated Entry Annual Report, Annual Performance Reports (APRs), System Performance Measures (SPMs), Consolidated Annual Performance Evaluation Report (CAPER), Grant Inventory Worksheet (GIW), Longitudinal Systems Analysis (LSA), Consolidated Plan, and Gaps Analysis.
24. Act as the Collaborative Applicant and UFA for the HIC.
25. Complete the CoC Registration.
26. Complete the CoC Application, including publishing the Notice Of Funding Opportunities (NOFO), collecting subrecipient applications, providing technical

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- assistance, recruiting, training, and running the Independent Review Panels, conducting listening sessions with stakeholders, submitting ranking options to Board for vote, and entering into grant agreements with each subrecipient.
27. Work with regional partners to recruit new subrecipient agencies to ensure adequate services across Idaho.
 28. Work with partners at a statewide level to recruit and coordinate with non-HUD funded homeless and housing partners to ensure a broad representation of services.
 29. Stay informed on changing federal rules and HUD grant requirements, inform the HIC, and change and implement policies as needed to remain in compliance.
 30. As the UFA, maintain required financial management and accounting policies and submit to annual audits.

Signatures and Dates

Guiding Idaho Representative

Signature Date

Printed Name

Administrative Agency, IHFA Representative

Signature Date

Printed Name

Regional Coalition # _____ Chair

Signature Date

Printed Name