

**Idaho Balance of State  
Continuum of Care**

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CoC Operating Guidelines

**April 2019**

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# **GUIDELINES**

## **IDAHO BALANCE OF STATE CONTINUUM OF CARE**

### **BACKGROUND**

**Continuum of Care Structure under [S. 896 HEARTH Act of 2009 \(24 CFR 578\)](#)**

The Continuum of Care (CoC) is the group composed of representatives of relevant organizations 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 or at-risk-of-homelessness persons for a specific geographic area. This group serves as the recognized decision-making body for the wider Continuum of Care jurisdiction.

### **ARTICLE I: NAME AND GEOGRAPHIC AREA**

The name of this body shall be the Idaho Homelessness Coordinating Committee (IHCC). The IHCC serves the State of Idaho and is represented by Regions One through Six, the Boise City/Ada County Continuum of Care, and relevant agencies through the State. The IHCC functions as the Idaho Balance of State Continuum of Care Board.

### **ARTICLE II: MISSION**

#### **Vision Statement**

A Home for Everyone

#### **Mission Statement**

*The mission of the IHCC 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 towards ending homelessness.*

#### **Section 1: Purpose**

The purpose of the IHCC is to facilitate the coordination, communication, and cooperation of housing and supportive services. Committee input ensures that scarce resources devoted to alleviate homelessness are utilized to the maximum benefit by filling the identified service gaps in communities throughout Idaho. The IHCC shall be 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 of

the State of Idaho. The IHCC will consider and make decisions as the Continuum of Care (CoC) Board. The IHCC will coordinate with the Collaborative Applicant, the ESG recipient, the Boise City/Ada County Continuum of Care, and the Homeless Management Information System (HMIS) Lead Agency regarding the Continuum of Care Homeless Assistance Application, the Consolidated Plan, Annual Action Plans, and state housing policy.

### **ARTICLE III: COLLABORATIVE APPLICANT (IHFA)**

Idaho Housing and Finance Association (IHFA) is designated by the IHCC to serve as the Collaborative Applicant for the CoC. The Collaborative Applicant is responsible for coordination, communication, record keeping of meeting agendas and minutes, annual reporting, completion and submittal of the annual CoC program application, general program administration and oversight, monitoring, and other duties as assigned.

#### **Roles/Responsibilities: Collaborative Applicant (IHFA)**

##### ***Section 1. Administrative Functions***

The Collaborative Applicant shall design a collaborative process for the development of an application for the annual CoC grant competition. As part of this process, the IHCC will determine if it will allow the Collaborative Applicant to apply for UFA status each year. Prior to the registration phase of the CoC Program competition, or at a time designated by HUD, the IHCC will follow the voting process articulated in Article VII, Section 1C to make this determination. The Collaborative Applicant also provides staff support for scheduling meetings, and collecting and distributing minutes. The Collaborative Applicant will ensure HMIS is administered in compliance with the 2014 HMIS Data Standards. The collaborative applicant will ensure that there is a publicly open invitation process for new members to join within the geographic area of the CoC at least annually.

##### ***Section 2. Emergency Solutions Grant (ESG)***

IHFA serves as the Idaho State ESG recipient. In this role, IHFA will design and execute the application process for the ESG program, administer the ESG grant program, and oversee fiscal and performance monitoring of all ESG subrecipients. According to the requirements of the ESG Interim Rule, published December 5, 2011, the Collaborative Applicant will consult with all CoCs in the state in the following three areas:

- (a) Allocation of resources (both by type of activity and geographic distribution).
- (b) Development of performance standards for, and evaluating outcomes of, projects and activities assisted by ESG funds, including how well subrecipients succeed in: (1) targeting those who need the assistance most; (2) reducing the number of people living on the streets or in emergency shelters; (3) shortening the time people spend homeless; and (4) reducing participants' housing barriers or housing stability risks.
- (c) Development of funding, policies, and procedures for operating and administering the Homeless Management Information System (HMIS) in which subrecipients are required to participate.

### ***Section 3. Continuum of Care Program (CoC) Grant***

The Collaborative Applicant shall design a collaborative process for the development and submission of the Consolidated Application for the annual CoC grant competition, and coordinate with the IHCC to evaluate applications submitted, prioritize applications for application submittal, and set funding priorities.

The Collaborative Applicant will also provide administration to support the CoC completion of the registration process and composition and submission of the CoC's Grant Inventory Worksheet.

The Collaborative Applicant may disperse funds between and among projects, as long as the resulting shifts total less than 10 percent 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 award without a formal grant agreement amendment. Budget changes exceeding 10 percent of an eligible activity category of the grant award cumulatively on an annual basis must be approved first by the CoC, and then by HUD via a formal grant amendment. The Collaborative Applicant cannot move funds from CoC planning grants, or UFA costs if applicable, nor can funds be moved between a renewal project grant and new project grant.

### ***Section 4. Consolidated Plan Coordination***

The Collaborative Applicant will follow the requirements for consultation in support of the Consolidated Plan according to CFR 91.110(b) Consultation; States. Specifically, this entails the following:

When preparing the portions of the Consolidated Plan describing the State's homeless strategy and the resources available to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons at risk of homelessness, the State will consult with: (1) Each Continuum of Care within the state; (2) Public and private agencies that address housing, health, social services, victim services, employment, or education needs of low-income individuals and

families; of homeless individuals and families, including homeless veterans; youth; and/or of other persons with special needs; (3) Publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and (4) Business and civic leaders.

### ***Section 5. HMIS Coordination***

The Collaborative Applicant provides oversight of HMIS and works in conjunction with the Data Collection, Reporting and Evaluation Committee to support the overall initiative and success of the HMIS program. The Collaborative Applicant provides oversight, project direction, policy decisions, and directs the HMIS Lead on behalf of the IHCC. The Collaborative Applicant monitors the HMIS for compliance and adherence to the IHCC approved plans.

## **ARTICLE IV: HMIS LEAD**

### ***Section 1. Operate CoC Homeless Management Information System and Community Management Information System***

The IHCC designated Idaho Housing and Finance Association (IHFA) as the HMIS Lead Agency to manage HMIS and the comparable database Community Management Information System (CMIS). The HMIS and CMIS are the information systems designated by the CoC to comply with HUD's data collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

IHFA will operate all aspects of HMIS and CMIS for Idaho's Balance of State CoC.

(a) **Data and Technical Standards Compliance**

The HMIS Lead Agency will ensure that this operation will be in compliance with the HMIS Data Standards and the Technical Standards (69 FR 146, 2004). The HMIS Lead Agency will review this compliance on an annual basis and report to the IHCC if any corrective action is required.

(b) **HMIS Policies/Procedures**

The HMIS Lead Agency will maintain comprehensive HMIS and CMIS operational policies and procedures, including but not limited to; a privacy plan, security plan and data quality plan. These policies and procedures will be reviewed and approved by the IHCC annually.

(c) **Training and Technical Assistance**

The HMIS Lead Agency will provide regular and ongoing training and technical assistance and support to all providers engaged in use of the HMIS and CMIS network.

(d) **Monitor System Participation/Data Quality Performance**

The HMIS Lead Agency will monitor regularly the number of affiliated service providers utilizing HMIS and CMIS and report the percentages to the IHCC and the Collaborative Applicant. The HMIS Lead Agency will work collaboratively with the Data Collection, Reporting and Evaluation Committee, and the IHCC to develop a plan to address low participation rates if it becomes necessary to do so. The HMIS Lead Agency will support the efforts of the IHCC to ensure the fullest HMIS participation possible.

**Section 2. Reporting/Analysis**

(d) **Performance Outcomes Reporting (CoC-Wide/Individual Program)** The HMIS Lead Agency will coordinate a collaborative effort of the IHCC to design a performance outcomes report, consistent with the expectations of the HEARTH Act, as well as newly developed reporting requirements. The report(s) will be delivered to the Data Collection, Reporting, and Evaluation Committee for review and approval. The approved reports will be submitted to the IHCC on a quarterly basis and will include an annual year-end analysis.

(e) **Annual Homeless Assessment Report**

The HMIS Lead Agency will manage the collection of all data elements required for the Annual Homeless Assessment Report and enter the data as required into the HUD Homeless Data Exchange. The Data Collection, Reporting, and Evaluation Committee will review and approve the report for submission on behalf of the CoC. The HMIS Lead Agency will provide a report of the data to the next full IHCC meeting following final submission to HUD.

(f) **Required Program Reports**

- (i) CoC – Annual Performance Report
- (ii) PATH – Annual Performance Report
- (iii) ESGCAPER– Consolidated Annual Performance and Evaluation Report
- (iv) SSVF - Regular data uploads to VA data repository
- (v) RHYMIS – Semi-annual data uploads to the RHY repository
- (g) **Point-In-Time**  
 The HMIS Lead Agency will manage HMIS and CMIS point-in-time related data collection, street count collection training, and final reporting of required data into the Homeless Data Exchange to HUD. The Data Collection, Reporting, and Evaluation Committee will review and approve the report for submission on behalf of the IHCC. The HMIS Lead Agency will report to the IHCC on the results of the count at the next full IHCC meeting following the final submission to HUD.
- (h) **Housing Inventory Count**  
 The HMIS Lead Agency will coordinate and collect all housing inventory data on behalf of the IHCC and enter the relevant data into HUD’s Homeless Data Exchange. The Data Collection, Reporting, and Evaluation Committee will review and approve the report for submission on behalf of the IHCC. The HMIS Lead Agency will report to the IHCC on the current inventory at the next IHCC meeting following the final submission to HUD.

## **ARTICLE V: BOARD MEMBERSHIP**

### ***Section 1: Qualifications***

The membership of the Continuum of Care is defined as those persons and organizations participating in the work of the CoC through committee or workgroup service and/or planning; other relevant stakeholders; or those who are experiencing homelessness (24CFR Subpart B 578.5). The IHCC Committees report to the IHCC Board, and serve as the Continuum of Care recommendation body.

The chairperson of the IHCC shall be the Vice President of Housing Support Programs of the Collaborative Applicant, IHFA, and is responsible for grant programs that are funded within the CoC’s jurisdiction by the Community Planning and Development (CPD) Division of HUD.

The vice chair of the IHCC shall be nominated and confirmed by a vote of the Board.

Membership will be composed of voting members and advisory members to the board. Advisory members are members of the board who do not have voting privileges.

## **Section 2: Board Voting Membership Makeup**

### **Voting Membership Shall Consist of:**

- (a) One representative from each of the state's six Regional Homeless Coalitions, and a representative from the Boise City/Ada County Continuum of Care
- (b) One representative from the Idaho Department of Health and Welfare, Division of Behavioral Health, Idaho Department of Commerce, Idaho Department of Labor, Idaho Department of Education, Idaho Department of Corrections, Idaho Department of Veterans Affairs, and other members as identified by the IHCC
- (c) A homeless or formerly homeless representative
- (d) A representative of Idaho Housing and Finance Association
- (e) The IHCC will make a concerted effort to assure representation from the following subpopulations:
  - (i) An individual from an organization or project that serves persons with substance use disorders
  - (ii) An individual from an organization or project that serves persons with HIV/AIDS
  - (iii) An individual from an organization or project that serves veterans
  - (iv) An individual from an organization or project that serves the chronically homeless
  - (v) An individual from an organization or project that serves families with children
  - (vi) An individual from an organization or project that serves unaccompanied youth
  - (vii) An individual from an organization or project that serves persons who are seriously mentally ill
  - (viii) An individual from an organization or project that serves persons who are survivors of domestic violence.

### **Nomination and Confirmation for Voting Membership**

- (a) Each Regional Coalition shall elect and confirm one voting representative to the IHCC.
- (b) Other Continua of Care within the state of Idaho shall elect and confirm one voting representative to the IHCC.
- (c) Representatives from State Agencies shall be appointed by an authorizing official for that agency. The Collaborative Applicant may request participation of specific individuals from State Agencies.
- (d) Homeless individuals or individuals of formerly homeless status are nominated by the Collaborative Applicant or local Regional Homeless Coalitions. The nominees will be confirmed by IHCC board vote.
- (e) Other members are nominated by the Collaborative Applicant or local Regional Homeless Coalitions. The nominees will be confirmed by IHCC board vote.

## **Dual Roles**

- (a) Each voting member shall be entitled to one vote regardless of the number of roles he or she represents.
- (b) Voting members are encouraged to only fulfill one role on the IHCC Board. If the Board cannot find enough volunteers to fulfill each role, a member can serve multiple roles while the Board locates a suitable replacement for the subsequent roles.

## ***Section 3: Board Advisory Membership***

### **Membership Benefits**

- (a) Invitation to quarterly IHCC Board meetings
- (b) Eligibility for committee or council member service
- (c) Access to training and technical assistance opportunities
- (d) Access, training, and use of HMIS/CMIS system for the purpose of assessing, monitoring, and reporting agency client services
- (e) Participation in a statewide Homeless Connect system
- (f) Opportunities to network with people doing similar work or with similar interests

### **Membership Responsibilities**

- (a) Attendance at quarterly IHCC Board meetings
- (b) Participation in the biennial Point-In-Time Census Count
- (c) Participation in local Regional Coalition meetings

### **In Order to Become an Advisory Member of the IHCC, an Individual or Organization Must Take the Following Steps:**

- (a) Formally request membership in writing (email is sufficient) by completing the Membership Application (see Appendix)
- (b) Attend at least one IHCC meeting within one year prior to membership request

### **Minimum Criteria Used for Nomination and Confirmations:**

- (a) Be representative of the relevant organizations and/or projects serving homeless subpopulations
- (b) Be “relevant” – meaning that they must be located in, or represent a balance of community stakeholders in a region
- (c) Experience or expertise in homelessness or in providing homeless assistance

### **Other Desired Characteristics:**

- (a) Familiar with local homeless needs, resources, gaps
- (b) Experience in homelessness or in providing homeless assistance
- (c) Have a passion for working to end homelessness
- (d) Capable of working effectively on a team
- (e) Have time available to accomplish the tasks
- (f) Represent one of the groups listed in Appendix 7

***Section 4: Size***

The IHCC will consist of no fewer than fifteen voting members/seats.

***Section 5: Term of Office and Vacancies***

- (a) Voting Representatives to the Regional Homeless Coalition shall serve at the discretion of their Regional Homeless Coalition and shall be elected every year. Voting representatives to the IHCC may serve consecutive successive terms as elected by the Regional Homeless Coalitions.
- (b) Voting representatives from the State Agencies may serve as long as deemed appropriate by an authorizing official for the agency.
- (c) Advisory members may serve as long as deemed appropriate by the IHCC Board.
- (d) Representatives may authorize a designee to participate in an IHCC meeting for the purposes of sharing information. Voting rights may be transferred to a designee for the purposes of carrying out official IHCC business.
- (e) Vacancies in the IHCC are automatically declared:
  - (i.) When a member resigns.
  - (ii.) When a member has been absent from half of the regularly scheduled meetings of the IHCC or its committees in any one year.
  - (iii.) When a member's health prohibits participation.
  - (iv.) When a Regional Homeless Coalition deems it necessary to appoint a new representative.
- (f) Regions shall appoint their new voting representatives during the month of January each year and report appointments to the Collaborative Applicant.
- (g) Any vacancies as a result of circumstances identified in subsection (e) above shall be filled as soon as possible for the term of office identified in subsections (a) and (b) above.

***Section 6: Attendance***

Consistent with HUD's expectation that COC boards reflect committed representation from a variety of sectors, providers, and state agencies, IHCC has imposed mandatory minimum attendance requirements.

All appointed committee and/or Board members must attend at least fifty percent (50%) of the body's scheduled meetings within the prior 12-month period. The Board requires replacement of any committee or Board member failing to meet the minimum attendance

requirement. Formal enforcement communications will be distributed on a quarterly basis by the Governance Committee.

***Section 7: Non-Discrimination***

The IHCC does not discriminate in any of its programs and activities. The IHCC prohibits discrimination on the basis of race, color, national origin, religion, gender, familial status, disability, age, sexual orientation, or gender identity or expression.

***Section 8. Resignation***

A member of the IHCC Board may resign at any time by submitting a letter of resignation to the IHCC through the Collaborative Applicant (see Appendix 6). The Collaborative Applicant will notify the respective Regional Coalition or State Department to request a replacement for the board member (see Appendix 3).

***Section 9: Removal of Officers or IHCC Board Members***

The Chair, or any member of the IHCC Board may be removed from office, with or without cause, by a majority vote of the remaining IHCC Board. Each region may request removal of its representative from the IHCC Board by submitting a letter to the Collaborative Applicant. Removal is effective only if it occurs at a meeting called for that purpose. Notice must be sent to all IHCC Board members stating that the proposed removal is a purpose of the meeting. The IHCC Board must submit its recommendation for removal to the Collaborative Applicant for final approval of the removal.

**ARTICLE VI: COMMITTEE STRUCTURE**

***Section 1: Powers***

The affairs of the CoC shall be managed by or under the direction of the IHCC Board.

***Section 2. Number and Qualifications***

Committees established by the IHCC for purposes of meeting the Idaho Balance of State Continuum of Care goals and strategies shall include at least one representative from each of the following:

- (a) Regional Coalitions 1 – 6
- (b) Collaborative Applicant (IHFA)

Membership may include a representative of an Idaho state department, as well as a representative of the Boise City/Ada County Continuum of Care.

Membership should be no fewer than eight persons.

The public is welcome to participate, under the terms of the IHCC’s open meetings standards.

### ***Section 3. Term of Office***

Committee members will be selected by local Regional Housing Coalitions. Committee members may serve multiple terms. Regional Housing Coalitions are responsible for selecting replacement committee members when a member resigns or is removed from a committee.

### ***Section 4. Nomination and Election of Officers***

Each Committee will elect a chair, vice chair, and secretary for the facilitation of committee business. In the absence of elections, the IHCC may appoint committee members to these positions. Committee officers will serve a 1 year term. Committee officers may serve multiple terms.

Each committee will develop annual objectives, complete committee-specific tasks, and provide information to other committees, the IHCC, and the Collaborative Applicant as applicable.

### ***Section 5: Officer Titles and Duties***

Committees shall have the following officers: Chair, Vice-Chair, and Secretary. The duties of each officer shall be as follows:

(a) Chair

- (i.) Coordinate activities of the Committee, working closely with the Collaborative Applicant.
- (ii.) Preside at Committee meetings.
- (iii.) Set meeting agendas and facilitate committee meetings.
- (iv.) Provide reports to the IHCC Board.
- (v.) Perform other functions as developed or designated by the IHCC.

(b) Vice-Chair

- (i.) Assume the Chair's duties if the Chair is unable to do so.
- (ii.) In the case of permanent inability of the Chair, act temporarily as Chair until the Committee selects and elects a new Chair.

(c) Secretary

- (i.) Keep record of attendance and committee minutes.
- (ii.) Communicate with and provide monthly reporting of minutes and attendance to the Governance Committee.

### ***Section 6: Committee Duties and Responsibilities***

Committee activities are determined by the IHCC Board and based on initiatives and efforts adapted to further its response to homelessness. Committees will use the form in Appendix

4 to advance proposals to the Board for approval upon support from Committee membership.

The necessity for Board approval shall be determined by the type of work being developed. Policy level decisions will require board approval. Procedural and process decisions may be made by the administrative agency based on the input of Committees and other stakeholders; however the Board maintains the ability to request the submission of operating procedures and processes for review and comment. The Board may request updates, overviews, and status reports from the administrative agency. The Board may also institute monitoring or other reporting activities meant to evaluate a procedure's adherence to policy or impact on systemwide goals and priorities. "Policy" will be defined as a guiding principle or framework used to set direction for the system or particular goals and functions of the system. "Procedure" will be defined as the manner by which the system will operate administratively within the established policy, including steps, processes, policy control or monitoring, and process improvements, among other elements.

### ***Section 7. Resignation***

A committee member may resign at any time by submitting a letter of resignation to the IHCC through the Collaborative Applicant (see Appendix 6). The Collaborative Applicant will notify the respective Regional Coalition to request replacement for the committee member (see Appendix 3).

**Governance Committee** - Committee members will develop Policies and Procedures for the IHCC and will identify processes to create specific task-oriented and/or permanent committees to meet the ongoing needs of the IHCC committees. This committee will ensure shared communication among other committees and members of the IHCC. The committee will track and report attendance and minutes of each committee, the Regional Coalitions, and the IHCC. Committee members will ensure facilitation of at least bi-monthly meetings for committees (excluding PIT committee) and quarterly meetings for Regional Coalitions and forward minutes and attendance to the Collaborative Applicant for inclusion in the Balance of State COC application (see Appendix 6). Committee members will make Policy recommendations to the Board and will create processes to facilitate grant awards. Policy decisions are approved and implemented by the Board. The committee will ensure that the IHCC Board meets at least quarterly, and in consultation with the Collaborative Applicant, will develop agendas and materials to help meet strategic planning goals as set by the Strategic Planning Committee and the IHCC Board.

**Strategic Planning Committee** – Members of this committee will determine goals for the CoC. This committee will utilize information from the Data Collection, Reporting, and Evaluation Committee to determine what strategies are most effective in ending homelessness. The Strategic Planning Committee will set goals for HUD-funded programs

and components in the Continuum of Care Application and Continuum of Care planning documents in alignment with federal goals, and will develop subcommittees to ensure these goals are evaluated regularly and met. Committee members will communicate statewide and regional homeless issues to all related parties and funding groups for consideration for inclusion in the Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report (CAPER).

**Data Collection, Reporting, and Evaluation Committee** – Committee members will work in conjunction with the HMIS Lead Agency on projects involving HMIS/CMIS and other data sources within the Continuum to provide a comprehensive picture of clients, services provided, and unmet needs within the Continuum of Care and coordinate requirements for the Statewide HMIS. Committee members will assist in the coordination of Regional Coalition meetings to assess the homeless housing and supportive service gaps in each region and provide for the timely dissemination of information to Service Providers in their respective regions. Data Collection, Reporting, and Evaluation involves not only the HUD required programs, but also other federal partners such as Veterans Affairs and Health and Human Services, and other faith-based and nonprofit agencies not participating in HMIS or CMIS. Projects will include data standards and data quality review, Point-in-Time Count, Housing Inventory Counts, AHAR, Continuum of Care Notice of Funding Availability application, Continuum of Care ad-hoc reporting, and pilot projects.

**Point-in-Time Committee** – Members of this committee will plan for and carry out the annual Point-in-Time (PIT) count as directed by HUD. Committee members will work with the Collaborative Applicant and the HMIS Lead Agency to develop and execute strategies within Regional Coalitions.

**Homeless Connect Committee** – Committee members will develop and institute a coordinated entry system and process for the Continuum of Care. Committee members will work with the Collaborative Applicant, the HMIS Lead Agency, and the Boise City/Ada County Continuum of Care to refine and coordinate processes for implementation throughout the state, and will revise these as necessary.

**Youth Action Board**– This committee will include at least three members under the age of 25, with at least 2/3 of the youth members participating having lived experience with homelessness. The YAB will provide direct input on all issues related to youth homelessness and will have the opportunity to participate in policy-making decisions of the CoC, particularly on policies relating to preventing and ending youth homelessness. The YAB will participate in the development of a Coordinated Community Plan to end youth homelessness in the event that the CoC receives a Youth Homelessness Demonstration Program grant.**Regional Coalitions** – Committee members will assist in the development and implementation of the IHCC strategies in each region. Coalition structure will be left to each region to decide, with the expectation that members

are aware of the procedures. Regional Coalitions shall be responsible for implementing bylaws which consist of a mission statement, committee and meeting structure, membership admittance, and election process (including officers). Coalitions shall be free to structure meetings and discussions as needed, but must establish and provide to IHFA uniform bylaws and amendments. Collaborative Agreements exist between the IHCC and each Regional Coalition and can be found in Appendix 8. This agreement will be reviewed no less than every five years. Members will work in conjunction with the HMIS Lead Agency on projects involving HMIS/CMIS and other data sources within the Continuum to provide a comprehensive picture of clients, services provided and unmet needs within the Continuum of Care, and coordinate requirements for the Balance of State HMIS.

Each region elects members to each committee and to the IHCC, as representatives of their coalition. Each Regional Coalition shall meet at least quarterly with monthly meetings recommended. Minutes will be submitted to the Collaborative Applicant on a monthly basis (See Appendix 6).

Each Regional Coalition will make a concerted effort to assure representation from the groups listed in Appendix 7.

## **ARTICLE VII: MEETINGS**

### ***Section 1. Meetings of the Board***

- (a) Regular meetings of the Board shall be held quarterly during the following months: January, April, July, and October, unless another time of meeting is designated by the Board.
- (b) Meetings may also be held at the call of the Chair or whenever a majority of the members so request.
- (c) Interested parties are encouraged to attend and participate in IHCC meetings where feasible.
- (d) The Collaborative Applicant will coordinate and facilitate the IHCC meetings.
- (e) IHFA will reimburse members for expenses incurred to attend IHCC meetings, as outlined.
- (f) Members nominated from the regions must participate in the IHCC meetings or assign an alternate to attend in his/her absence. An alternate for the remainder of the term will replace any member missing two or more consecutive IHCC meetings.
- (g) Meetings and meeting minutes will be open and available to the public.

### ***Section 1A. Special Meetings***

Special meetings may be scheduled when it is determined by the membership that a special meeting is necessary. Public meetings will be held annually to provide CoC progress updates and solicit feedback.

### ***Section 1B. Notice of Meetings***

The Collaborative Applicant will ensure that CoC members are notified at least two days prior to regular and special meetings and provided with the date, time, and location of the meeting, an agenda, and any additional information required for the meeting.

### ***Section 1C. Decision Making***

A majority of IHCC Board members shall constitute a quorum. A quorum is not necessary to hold official meetings. However, any action taken by the Board must be adopted through majority vote of those present when a quorum has been formed. Electronic and proxy (with written confirmation of designee) voting shall be permitted. Voting records will be made available to the public upon request and each individual member's vote will be identifiable. In the instance of a split decision among voting members, the Chair will cast the deciding vote.

### ***Section 1D. Voting Privileges and Delegates***

Each member entity, including the CoC Collaborative Applicant, shall be entitled to an unlimited number of members, at least one of whom shall be a person functioning at the executive or managerial level with decision-making authority, but the entity shall have only one vote.

Members shall have the right to nominate IHCC Board Members. The Chair and IHCC Board members will recuse themselves from any vote that would present a conflict of interest.

To the maximum extent possible, IHCC meetings shall operate on a consensus basis. However, members can request a vote on specific issues. Entities with more than one representative in attendance will determine in advance which representative will vote.

### ***Section 2. Committee Meetings***

- (a) While each committee will strive to achieve consensus (full support), the affirmative vote of a majority of members present for the vote shall be required for the approval of any matter.
- (b) Members may issue an electronic vote or through proxy. The proxy representative must be identified in writing prior to the vote. Members shall be entitled to one vote per entity.
- (c) In the instance when an alternate is serving in the place of the member agency's primary representative, the alternate shall have the right to vote. In all cases, each member entity only has one vote. It is the primary representative's responsibility to find an adequate alternate to serve in their place, to update their alternate prior to the meeting, and to inform the committee chair of the alternate in writing.
- (d) There will be a minimum participation requirement of three members present to hold a committee meeting and conduct committee business so long as the meeting notification, agenda, and accompanying materials were sent to all committee

members with at least three days advance notice. Committee members may agree to waive the advance notice requirement in special circumstances.

- (e) Meeting agendas should draw attention to high priority and/or time-sensitive items on the agenda to indicate the importance of attending committee meetings or the need for a vote by committee membership.
- (f) If electronic voting is carried out, committee leadership will:
  - (i.) Send an email to all members stating the reason for voting via e-mail and providing an outline of the issues requiring electronic vote.
  - (ii.) Each voting member shall send his/her email vote to the Chair and the Secretary. The Secretary shall tally the votes and announce the results at the next meeting with a list showing the vote of each member.
- (g) If a member misses a meeting, it is the member's responsibility to review the minutes from the missed meeting before the minutes are approved in the next meeting. If the member has feedback on committee business from the missed meeting, the feedback will be shared, if deemed necessary, at the next meeting.
- (h) "Present" may be defined as being physically present or participating by other technological means.
- (i) Committees will meet at least every other month. Cancelled meetings will not count against members for purposes of attendance tracking. The PIT Committee is exempt from bi-monthly meetings and will meet on an as-needed basis.
- (j) Committee leadership will send monthly attendance reports and meeting minutes to the Collaborative Applicant (See Appendix 6).
- (k) Committee members are encouraged to only serve on one IHCC committee. If the region cannot find enough volunteers to serve on each committee, a member can serve on multiple committees while the region locates a suitable replacement for the subsequent committees.

### ***Section 2A. Missed Meetings***

If the minimum required number of committee member participation of three members is met, the following will be tracked per attendance rules:

- (a) Those present may choose to hold the meeting. The others not attending will be recorded as absent.
- (b) Reschedule the meeting during the same month. Attendance will then be based on the committee members in attendance at the rescheduled meeting.

## **ARTICLE VIII: CODE OF CONDUCT**

IHCC Board Members will uphold the following Code of Conduct:

- (a) The IHCC Board Members will declare any conflicts of interest prior to voting on IHCC business.

- (b) All Members will demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude.
- (c) All Members will present themselves and their agencies in a professional and ethical manner when conducting IHCC business.
- (d) All Members will support initiatives, efforts, and decisions that are in the best interest of the system and those it serves, regardless of the impact on the agency they work for.

***Section 1: Conflict of Interest***

- ~~(a)~~ Any person serving as a member of the IHCC who has his/her salary paid by, or runs a program sponsored by, Continuum of Care Homeless Assistance funds as administered by the Collaborative Applicant, must declare a conflict of interest and recuse themselves from voting on issues that might affect their salary or program.
- (b) 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 or business ties, during their tenure, may participate as a member, but must disclose their interest in writing to the IHCC and recuse themselves from voting on issues affecting their financial interest.
- (c) Participation by homeless individuals who also are participants under Continuum of Care programs in policy or decision making does not constitute a conflict of interest.

***Section 2: Compensation***

No member of the IHCC will receive any compensation, other than reimbursement for transportation, lodging, and meal reimbursement as outlined herein and periodically updated by IHCC procedural review, while participating in IHCC meetings sponsored by the Collaborative Applicant. Reimbursement will be made to officially elected regional representatives serving on the IHCC or committees, or their alternates. Other groups or individuals invited to attend based on the meeting purpose or agenda may be eligible for such reimbursement, which will be determined by IHFA and communicated to the participant prior to the meeting or event.

- (a) Reimbursements for airfare will be made in accordance with lowest available fares obtained at least 2 weeks prior to the meeting.
- (b) Members driving to the meeting will be reimbursed mileage to and from the designated meeting place.
- (c) 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 from IHFA with 2 weeks advance notice; should an available room rate be obtained

by IHFA for the purpose of eligible meetings, lodging will be reimbursed at a cost no greater than the approved room rates. Costs of this kind must be approved in advance to be eligible for reimbursement.

- (d) Meals provided during the meeting will not be eligible for meal reimbursement. Reimbursement of eligible meals will be provided when documented with receipts.

### **ARTICLE IX: Conclusion**

This Agreement contains the complete understanding of the parties with respect to the subject matter contained herein, and supersedes and terminates any prior written agreements between the parties as stated above or otherwise. All appendices attached hereto are hereby incorporated herein by reference.

Any proposed amendments to these Guidelines will be distributed to the Continuum at a regular or special meeting for consideration.

## **Article II. Appendix**

- 1. *IHCC State Responsibility Reminder Letter***
- 2. *IHCC Attendance Letter***
- 3. *IHCC Vacancy Letter***
- 4. *HMIS Governance Agreement***
- 5. *Notices***
- 6. *Board and Regional Coalition Representation***
- 7. *Regional Coalition Collaborative Agreements***

**1. IHCC State Responsibility Reminder Letter**

Date

IHCC Board Member

\_\_\_\_\_  
Dept of Health and Welfare  
Behavioral Health  
Boise ID

Re: IHCC Responsibilities

Dear \_\_\_\_\_,

I would like to first offer my gratitude and appreciation to those that have willingly accepted appointments to the Idaho Homelessness Coordinating Committee (IHCC). The IHCC, as the acting board for the Balance of State’s Continuum of Care (CoC), is not only a governing body required within the CoC program’s regulations, but a crucial component of ensuring coordination, consistency, and success among Idaho’s homelessness resources and provider network. The importance of the board’s functions and member participation cannot be overstated.

To that end, I would like to remind the IHCC board of several commitments and responsibilities asked of each board member:

- 1) Participate in board meetings, occurring quarterly via conference call;
- 2) Participate in the IHCC’s annual fall on-site board meeting;
- 3) Provide regional representation in board discussion, considerations, and voting; and
- 4) Serve one year term limit with the ability to be reelected for consecutive terms.

The Department of Housing and Urban Development (HUD) places a high emphasis on widespread collaboration, as is demonstrated in CoC program regulations and the CoC’s competitive application scoring criteria. In the absence of the fulfillment of the above referenced responsibilities the IHCC cannot make decisions influenced by true statewide representation and risks reduced scoring on HUD’s CoC annual competitive application.

Your commitment to the planning, policy development, and coordination activities of the IHCC is absolutely critical. I ask that each board member’s commitment is demonstrated through attendance and participation in IHCC meetings.

Sincerely,

Brady Ellis, IHCC Board Chair

**Section 2.01**

Date

**2. IHCC Attendance Letter**

IHCC Board Member

RE: Attendance

Dear IHCC Board Member:

The IHCC Organizational Guidelines, Section Five: Membership, E) Term of Office and Vacancies, 4) b) requires that representatives serving on a committee must attend half or more of the regularly scheduled meetings per year.

Your representative \_\_\_\_\_ on the \_\_\_\_\_ Committee has attended \_\_\_\_\_ of \_\_\_\_\_ meetings.

It is critical to have regular regional representation. Please identify an alternate representative to serve on the \_\_\_\_\_ Committee and notify me of your selection.

Thank you,

Shannon Mahoney, Secretary

Governance Committee

cc: Representative \_\_\_\_\_

**3. IHCC Vacancy Letter**

Date

IHCC Board Member

RE: IHCC Vacancies

Dear IHCC Board Member:

We have the following vacancies for IHCC Committees in your Region:

\_\_\_\_\_ Committee

Please check with your Regional Coalition on a replacement and let me know.

Thank you,

Shannon Mahoney, Secretary

Governance Committee

cc: Representative \_\_\_\_\_

**Section 2.02**

#### ***4. HMIS Governance Agreement***



ID-501 2015  
Governance Agreement

## **5. Notices**

Notices shall be mailed or delivered to the following addresses:

### **IHFA:**

Idaho Housing and Finance Association  
Attn. Brady Ellis  
565 W. Myrtle  
Boise, Idaho 83702

P.O. Box 7899  
Boise, Idaho 83707-1899

Ph. 208-331-4839  
[BradyE@IHFA.ORG](mailto:BradyE@IHFA.ORG)

Notice may be made by registered or certified U.S. mail, by facsimile and/or by electronic delivery. Notice shall be effective as of the date received and/or confirmation by the recipient in writing regardless of the method of delivery.

### **Send Minutes to:**

Idaho Housing and Finance Association  
[SNAP@IHFA.org](mailto:SNAP@IHFA.org)  
Fax 208-331-4808

## **6. Board and Regional Coalition Representation**

### **Section 2.03**

The IHCC will make a concerted effort to assure representation from the following groups is included on the Board and Regional Coalitions:

From HUD CoC Application:

1. Local Government Staff/Officials
2. CDBG/HOME/ESG Entitlement Jurisdiction
3. Law Enforcement
4. Local Jails
5. Hospitals
6. EMT/Crisis Response Team(s)
7. Mental Health Service Organizations
8. Substance Abuse Service Organizations
9. Affordable Housing Developer(s)
10. Public Housing Authorities
11. Youth Homelessness Organizations
12. School Administrators/Homeless Liaisons
13. Victim Service Providers
14. Street Outreach Team(s)
15. Youth Advocates
16. Agencies that serve survivors of human trafficking
17. Homeless or Formerly Homeless Persons
18. Faith-based and other community-based organizations
19. Private businesses
20. Universities/Colleges
21. HOPWA/HIV/AIDS Providers

Other Recommendations:

1. Idaho State Healthcare Innovation Plan (SHIP)

2. Department of Health and Welfare, Hub Director
3. Department of Health and Welfare, Medicaid Representative
4. Department of Health and Welfare, Welfare Representative
5. Idaho Council on Domestic Violence and Victim Assistance
6. Idaho Coalition Against Sexual and Domestic Violence
7. Rescue Mission Representative
8. PATH
9. Landlords

## ***7. Regional Coalition Collaborative Agreements***



Region 1 CA.pdf



Region 2 CA.pdf



Region 3 CA.pdf



Region 4 CA.pdf



Region 5 CA.pdf



Region 6 CA.pdf



Boise City  
Collaborative Agreement