

ADDITIONS AND UPDATES TO GOVERNANCE CHARTER AND ATTACHMENTS

ADDITIONS AND UPDATES	DATE OF APPROVAL
2016	December 13, 2016
2015	December 8, 2015
2014	December 9, 2014
2013	December 19, 2013 (original)

2016 ADDITIONS AND UPDATES	
Governance Charter	<ol style="list-style-type: none"> 1. Revised formatting. 2. Edited the Mission Statement. 3. Added a Table of Contents to include Attachments to the Governance Charter. 4. Added Attachment F-1 – HMIS Policies and Procedures. 5. Revised Section V, Preparation of Application for Funds, to be consistent with Attachment I, Consolidated Application Submission Process, page 4.
Attachment A BOARD COMPOSITION	<ol style="list-style-type: none"> 1. Revised formatting 2. Updated to reflect current membership.
Attachment B DIVISION OF RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Revised formatting. 2. Clarified that the PEH is responsible for developing a strategic plan to meet the goals and purposes of the Governance Charter, page 1. 3. Clarified that the PEH is responsible for approving annual updates to the Governance Charter and Attachments, page 1. 4. Clarified that the PEH is responsible for appointing additional standing Committees, page 1. 5. Clarified that the PEH is responsible for approving the Collaborative Applicant to apply for designation as a Unified Funding Agency, page 1. 6. Added that the PEH is primarily responsible for approving the annual Point-In-Time (PIT) count methodology, page 1. 7. Included Division of Responsibilities for the Snohomish County HMIS, pages 3-9.
Attachment C STANDING COMMITTEES	<ol style="list-style-type: none"> 1. Revised formatting. 2. Updated Standing Committee names. 3. Updated Current Work Groups, Subcommittees and Ad-Hoc Committees.
Attachment D EXPECTATIONS AND CODE OF CONDUCT	<ol style="list-style-type: none"> 1. Revised formatting. 2. Added a provision about Board members maintaining confidentiality, page 1 (item 10).
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	<ol style="list-style-type: none"> 1. Revised formatting. 2. Differentiated between Standing Committees and other committees, requiring the need for members of Standing Committees to complete the Annual Disclosure of Conflict of Interest form and not the other Work Groups, Subcommittees, and Ad-hocs, page 1. 3. PEH CoC Application Oversight Committee Disclosure of Conflict of Interest: Included Project Review Committee, page 2.
Attachment F HMIS	<ol style="list-style-type: none"> 1. Revised formatting. 2. Removed components not related to policies and procedures: B. Overview - History of HMIS Lead designation and selection of HMIS system, page 1.

GOVERNANCE CHARTER	<ol style="list-style-type: none"> 3. Removed duplicated responsibilities already outlined in Attachment B – Division of Responsibility, Attachment C – Committees, or in Attachment F-1 - HMIS Policies and Procedures, pages 2-4. 4. Included overview descriptions of Responsibilities for the PEH, HMIS Lead, the Collaborative Applicant, and Committees with references to Attachment B – Division of Responsibility, Attachment C – Committees, and Attachment F-1 - HMIS Policies and Procedures for detailed responsibilities, pages 2-4. 5. Revised section F to Annual Review and Approval for consistency with the approved PEH Governance Charter Section X – Approval of Governance Charter and Subsequent Amendments, page 4.
Attachment F-1 HMIS Policies and Procedures	<ol style="list-style-type: none"> 1. Included the HMIS Policies and Procedures as an attachment to the Governance Charter.
Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC & ESG)	<ol style="list-style-type: none"> 1. Added Attachment A – Orders of Priority for Permanent Supportive Housing Beds. 2. Updated document to ensure compliance with the CoC Interim Rule, 24 CFR part 578, and other HUD notices/guidance, such as the Defining “Chronically Homeless” Final Rule, Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, and Guidance for Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities. 3. Added guidance on Changes in Household Composition, page 41. 4. Added guidance on Shared Housing, page 42.
Attachment H COORDINATED ENTRY AND ASSESSMENT	<ol style="list-style-type: none"> 1. Revised formatting. 2. Added a Table of Contents 3. Updated to reflect current coordinated entry system. 4. Removed components not related to policies and procedures, such as the descriptions of types of homeless housing (i.e., shelter, homelessness prevention, rapid rehousing, transitional housing, permanent supportive housing), and the Coordinated Entry Household Typology and Response table, pages 10-17. 5. Removed components related to prioritization (pages 13-14) and instead referenced the Attachment A – Orders of Priority for Permanent Supportive Housing Beds, page 22. 6. Added Coordinated Entry Policies, pages 22-26.
Attachment I CONSOLIDATED APPLICATION SUBMISSION PROCESS	<p>New document to clarify the annual process for submitting the Continuum of Care (CoC) Consolidated Application to the U.S. Department of Housing and Urban Development (HUD).</p>

2015 ADDITIONS AND UPDATES	
Governance Charter	<ol style="list-style-type: none"> 1. Updated Section IV: Composition. <ol style="list-style-type: none"> a) Board Membership Composition: section revised to include policy for a single person representing more than one board position b) Board Membership Composition: section revised to include policy for a single organization to have two appointed individuals occupying board positions

	<ul style="list-style-type: none"> c) Open Membership and New Members: section revised to allow review of new member applications by a designated committee, rather than the full board membership 2. Updated Section VI: Rules for the Governance Board Quorum and Voting: quorum requirement revised to 1/3 of seated members and to require that no less than 80% of board positions be filled. 3. Updated Section VIII: Appointment of Agents and Designation of HMIS. Unified Funding Agency (UFA) section added
Attachment A BOARD COMPOSITION	Updated to reflect current membership.
Attachment B DIVISION OF RESPONSIBILITIES	
Attachment C STANDING COMMITTEES	
Attachment D EXPECTATIONS AND CODE OF CONDUCT	
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	
Attachment F HMIS GOVERNANCE CHARTER	
Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC & ESG)	<ul style="list-style-type: none"> 1. Added hyperlinks to sections referenced throughout. 2. Added Section IV.d, Rapid Rehousing, and included reference to the Office of Community and Homeless Services (OCHS) Rapid Rehousing Guide, page 12-13. 3. Added clarity to Section IV.e, Permanent Supportive Housing, that veteran households are prioritized within each priority subpopulation, page 13. 4. Moved Section V, Participant Eligibility, to Section VI, page 26. 5. Updated VI.e, Chronic Homelessness, with: <ul style="list-style-type: none"> a) Updated VI.e.i. with the Federal Strategic Plan goal to end chronic homelessness by 2017, page 28. b) Updated VI.e.i to indicate that if a person meets all of the criteria of the definition of chronic homelessness, it can be reasonably assumed that this person’s disability is of long and continuing duration, substantially impedes his or her ability to live independently, and is improved by the provision of more suitable housing conditions, page 29. c) Added Table 6.4, Duration of Homelessness, to provide clarity on the definition of chronic homelessness, page 29.

	<p>d) Added VI.e.ii, Chronically Homeless Veterans, to include guidance regarding veterans who have been documented as chronically homeless by the Department of Veterans Affairs (VA), page 29.</p> <p>e) Added VI.e.iii, Chronic Homelessness and Rapid Rehousing, to clarify that chronically homeless persons in rapid rehousing projects maintain their chronic homeless status as long as eligibility is documented prior to entering the rapid rehousing project, page 30.</p> <p>6. Added Table 7.3, Documenting Duration of Homelessness, to clarify the documentation required, page 33.</p> <p>7. Added VII.d.ii, Documenting Disability, to clarify that the same documentation is required to document a disabling condition under the definition of chronic homelessness as is required to document a disability under the Defining “Homeless” Rule, page 33</p> <p>8. Updated VII.d.iii, Documenting Severity of Service Needs, to clarify that this documentation is required for the purposes of prioritization, page 33.</p> <p>9. Updated VII.d.iii, Documenting Severity of Service Needs, with the standardized assessment tool to be used, the Investing in Futures Housing Assessment, page 33.</p> <p>10. Updated XV, Performance Standards, to incorporate by reference the Everett/Snohomish County CoC Performance Standards, page 46.</p>
Attachment H COORDINATED ENTRY AND ASSESSMENT	Updated throughout to reflect expanded Coordinated Entry and Assessment system.

2014 ADDITIONS AND UPDATES	
Governance Charter	
Attachment A BOARD COMPOSITION	Updated to reflect current membership.
Attachment B DIVISION OF RESPONSIBILITIES	
Attachment C STANDING COMMITTEES	1. Updated names of Standing Committees
Attachment D EXPECTATIONS AND CODE OF CONDUCT	
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	
Attachment F HMIS	

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