

**OUT-WAYNE COUNTY CONTINUUM OF CARE
OPERATING PRINCIPLES/GOVERNANCE CHARTER**

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Article I – Name

The Out-Wayne County Continuum of Care (hereafter referred to as “CoC”) is a non-incorporated membership organization without IRS or legal status.

Article II – Mission

The Mission of the Out-Wayne County Continuum of Care is to eliminate homelessness in Out-Wayne County. Toward this end, the CoC identifies and addresses the economic and social policies at the local, state and national levels that contribute to homelessness and works to improve the capacity of all community partners to help homeless and imminently homeless persons expeditiously secure safe, sanitary, and affordable permanent housing.

Article III – Purpose

- A. The Out-Wayne County Continuum of Care shall plan and implement a coordinated community-based process of identifying the housing and service needs of individuals and families that are homeless or at-risk of homelessness in Wayne County and build a system of housing and services to address those needs consistent to the extent possible with the guidelines and requirements of the Hearth Act as promulgated in the CoC Interim Rule found at 24 CFR 578.
- B. The CoC shall prepare and submit an annual application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the entire Out-Wayne County Continuum of Care.
- C. The CoC shall support, promote and participate in the collection of data utilizing the Homeless Management Information System. The data will be collected by member agencies and used to better understand homelessness, identify potential unmet needs, and educate the community and be used as a tool to advocate for additional resources and community support to meet CoC goals. Agencies who serve victims of Domestic Violence will utilize a comparable data collection system.
- D. The CoC shall provide funding for efforts by nonprofit providers and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; and optimize self-sufficiency among individuals and families experiencing homelessness.
- E. The CoC shall evaluate the outcomes of projects for which funds are awarded in Out-Wayne County including the Emergency Solutions Grant (ESG) Program.
- F. The CoC shall pursue funding opportunities to support the achievement of its mission and goals.
- G. The CoC shall support the centralized intake Housing Assessment and Resource Agency

(HARA) model.

- H. The CoC shall plan for and conduct at least a biennial point-in-time count of homeless persons within the geographic area.
- I. The CoC will utilize the community assessment conducted by Lead Agency Wayne Metropolitan Community Action Agency (Wayne Metro) to identify gaps in the services available within the geographic area, providing information necessary to complete consolidated plans when requested.
- J. The CoC shall establish and operate a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services in the geographic area and promote access to and effective utilization of mainstream programs by homeless individuals and families.

Article IV – Membership

- A. The membership of the CoC shall be open to all interested community members (including individuals) or organizations. It is the expectation of the CoC that all housing provider agencies will participate in the CoC process.
- B. The CoC membership shall include representatives of organizations including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.
- C. A annual review of the stakeholder composition using the sector matrix in Appendix E will occur annually to ensure a broad representation of community sectors, agencies, and persons. Efforts to recruit missing sectors from participation will occur, prioritizing the inclusion of homeless or formerly homeless persons.
- D. Members may serve as community wide (at large) or by participation on the Board,
- E. All members should disclose any potential conflict of interest. See Appendix C Code of Conduct.

Article V – Lead Agency, HMIS Lead Agency and Facilitation

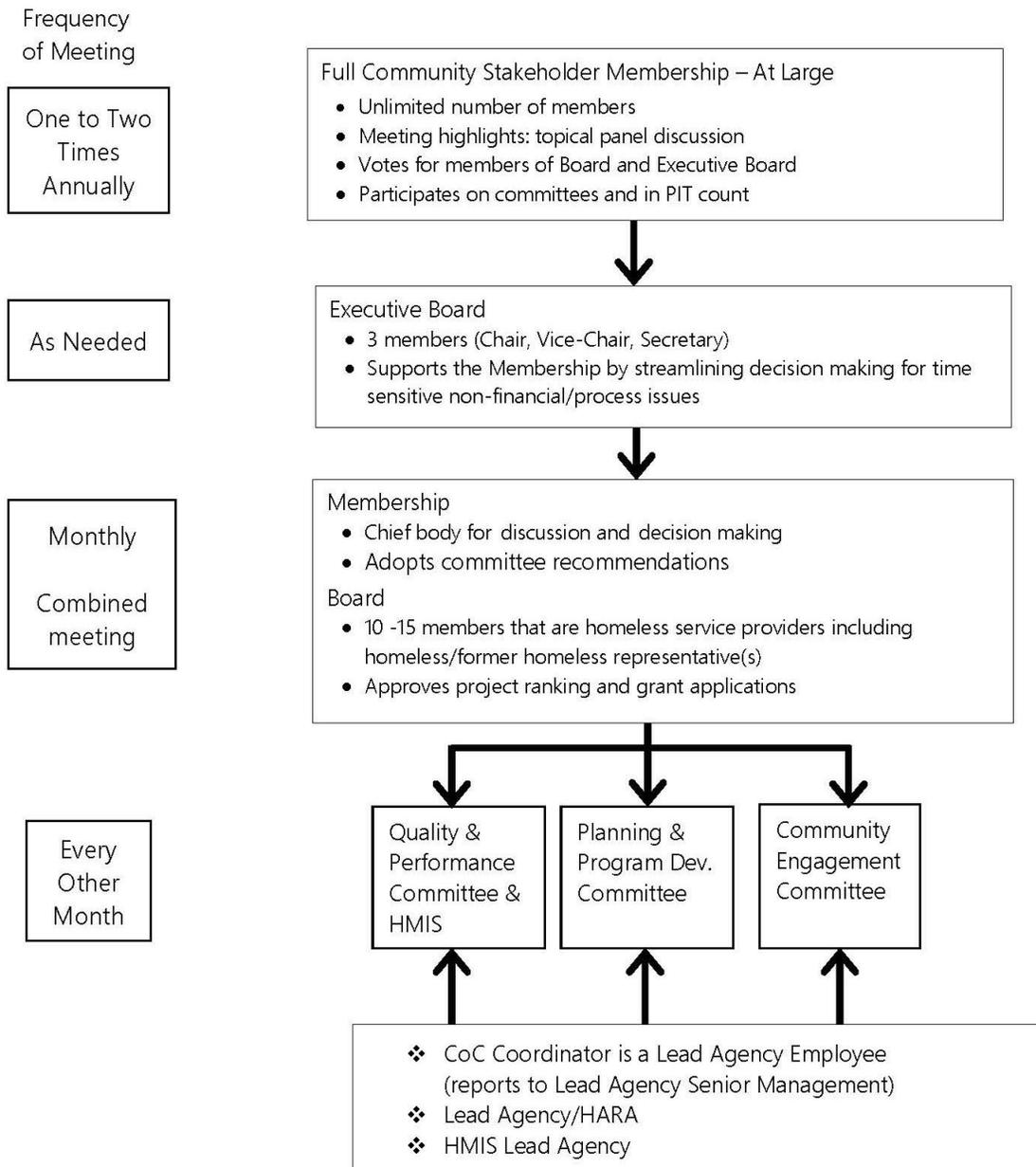
- A. The CoC will select the Lead Agency and HMIS Lead Agency for a three-year term.
- B. The Lead Agency will operate as the collaborative applicant to prepare and submit an annual application for funding to HUD on behalf of the CoC as specified in Article III, Section B.
- C. The Lead Agency will prepare and submit other applications for funding as directed by the CoC.
- D. The Lead Agency and HMIS Lead Agency will be responsible for insuring compliance with regulations and programmatic requirements required on behalf of the CoC and for grants that the Lead Agency and HMIS Lead Agency procure on behalf of the CoC.
- E. The HMIS Lead Agency shall hire staff and contractual consultants as necessary to support the responsibilities of administration and evaluation of the HMIS on behalf of the CoC.
- F. The Lead Agency shall hire a CoC facilitator, other support staff and contractual consultants for evaluation, NOFA, MSHDA, ESG grant preparation and other priorities identified by the board.
- G. The Lead Agency will be responsible for, and may assign the following to the CoC Facilitator or consultants:
 - 1. Collaborating and coordinating with homeless and housing resources including local networks/coalitions/continuums/ whose purpose is to end homelessness
 - 2. Work with CoC and ESG funded agencies to meet benchmarks and performance measures on behalf of the entire CoC
 - 3. Scheduling and facilitating at large community Stakeholder annual meetings
 - 4. Scheduling and assisting with facilitation of monthly meetings for the Board and membership
 - 5. Scheduling committee meetings consistent with the calendar of meetings in Article VI, Section A and insure committee heads are following through with agendas, reminders, and reports to membership.
 - 6. Creating a report of HUD communication and administrative actions from the Lead Agency to be distributed to the CoC on a monthly basis.
 - 7. Coordinate oversight of the CoC's HMIS system with HMIS Lead Agency.
 - 8. Educating the broader community and decision makers about the state of homelessness in Out-Wayne County, the activities of the CoC, and need for

resources

9. Coordinating outreach efforts to insure residents in need of services and the broader community are familiar with how to access the resources of the CoC
 10. Oversee coordination of work performed by consultants
 11. Coordinate the development of submissions in response to the annual NOFA's for the HUD CoC and MSHDA ESG programs, as well as for other funding opportunities
 12. Insure the CoC, Lead Agency and COC and ESG grant funded agencies are meeting programmatic, regulatory and reporting requirements
 13. Work with CoC and ESG funded agencies to identify capacity building and training opportunities that can be supported by the CoC
 14. Inform the CoC of changes to appropriate State or Federal regulations or requirements
- H. Signatory Powers - The Facilitator will have the authority to sign on behalf of the CoC for support letters and regular correspondence. Senior officials of the Lead Agency will have the authority to sign contractual documents and financial commitments.
- I. The Lead Agency's facilitator shall maintain the board member dashboard in Appendix D.

Article VI – Organizational Structure of the CoC

The following chart shows the organizational structure of the CoC between the composition of the membership, board, and committees:



- A. Board Members (individuals and organizations) are considered having good-standing status if they meet all of the following requirements:
 - 1. Up to date for membership dues (dues cover the calendar year January through December). Waiver of dues can be requested to eliminate any potential financial hardship.
 - 2. Actively participates in 75% of Board and CoC monthly meetings
 - 3. Serves as a member of one committee with 80% attendance
 - 4. Participates in the Point-in-Time Count planning or day of activities
 - 5. Attends the annual community-wide meeting(s)
 - 6. Attends and/or supports the fundraising annual event

- B. Community Wide At Large Members (individuals and organizations) are considered having good-standing status if they meet all of the following requirements:
 - 1. Up to date for membership dues (dues cover the calendar year January through December). Waiver of dues can be requested to eliminate any potential financial hardship.
 - 2. Has interest in services offered to homeless participants of Out-Wayne County
 - 3. Attends the annual community-wide meeting (s)
 - 4. Participates or sends a representative to the annual point in time planning meeting
 - 5. Participates in the Point-in-Time Count day of activities

- C. Members shall provide guidance on overall policy issues; oversight of sub-committees, including recommending their creation and dissolution; the review and approval of sub-committee goals and objectives, and oversight of the development of the Continuum of Care plan.

- D. Meeting announcements, agendas and minutes will be posted on the CoC website.

Article VII – Committees

A. The following CoC Committees will have the following suggested responsibilities and timelines:

Committee Name and Responsibility	Timeline											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
1) Quality, Performance & HMIS												
Performance Measures				■								
Annual Compliance				■	■	■						
Capacity Assessment							■	■				
Determine Funding Priorities							■	■				
Designation of HMIS Lead	■											
Designation of HMIS administrator	■											
Oversee Operation	■											
Ensure HMIS Compliance					■							
Reporting				■			■			■		■
Member Participation Dashboard				■								■
Conducts annual performance of CoC governance systems									■			
2) Community Engagement												
Organize Community CoC meeting and holds board elections	■											
Expand and coordinate communication between board members, community members and the public regarding issues related to homelessness and the work of the CoC through publications and outreach. Promote community-wide commitment to the goal of ending homelessness	■				■	■						■
Outreach: Identify existing relationships, gaps and address those gaps through a coordinated outreach strategy that engages these partners in CoC activities and events. Youth, domestic Violence, Veteran, Community Wide, Mental Health, Substance Abuse, Political, Business										■	■	
Coordinated Messaging and all Media Outlets			■	■	■	■			■	■	■	
Inventory of Community partners											■	
Public Service Announcement							■	■	■			
Educational Material	■	■										
Website Content			■	■					■	■	■	■
3) Planning and Program Development												
Annual PIT Count planning. Set # of recruited volunteers target per board	■	■						■				

Committee Name and Responsibility	Timeline											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
member to participate in Point-in-Time count day activities												
Annual Point in Time Count Day of												
ESG Coordination												
Coordinated Entry												
Discharge Planning												
Annual Gap Analysis												
Consolidated plan												
Project Ranking for Annual HUD CoC NOFA												
4) Ad Hoc												
Updates Governance Charter Annually												
Homeless Awareness Week												
Other as needed												

- B. Each committee shall have a Chair and Co-Chair selected by the respective committee members. The Chair shall be generally responsible for the formation and dissemination of agenda items, minutes, and the preparation of summary reports to the CoC.
- C. Ad Hoc Committees can be added as need and circumstance dictates.
- D. A complete listing of the CoC members/agencies elected to the CoC Board and Executive Committee will be made available on the CoC website. A list of members/agencies that are participating on the standing and ad hoc committees will be maintained by the Facilitator.

Article VIII – Board and Executive Committee

- A. The Board/Executive Committee may include but not be limited to those who:
 - 1. Are or have experienced homelessness.
 - 2. Provide services and/or housing to homeless individuals and families and subpopulations that include but are not limited to: veterans; persons living with HIV/AIDS; persons who are chronically homeless or mentally-ill/dually-diagnosed; victims of domestic violence, sexual assault or human trafficking; and runaway and homeless youth.
 - 3. Represent a HUD and/or MSHDA-funded organization.
- B. The Board shall be comprised of an odd-number of members of no less than eleven but not to exceed a total of fifteen.

- C. The Executive Committee will be composed of a Chair, Vice Chair and Secretary. The Chair and Vice Chair must be employees or board members of service providers. Officers will be representatives of multiple service providers.
- D. Each member in good standing will be eligible to nominate a Board/Executive Committee member. Nominees must be members in good standing at the time of their nomination.
- E. One-third of the first class of Board and Executive Board members will serve for three years, another one-third will serve for two years and a final one-third will serve for a year. Thereafter, all members of the Board and Executive Committee will serve for a term of not less than three years with no term limit.
- F. Terms for the first class of Board and Executive Board members will commence on October 4, 2018. Thereafter terms will begin January 1st.
- G. A representative from each member organization and individual members in good standing will choose the members of the Board and Executive Board by unanimous decision. Members in good standing will replace Board/Executive Board members as required.
- H. The responsibilities of the Chair shall include convening and facilitation of the Board and Executive Committee meetings. The Vice Chair will perform these responsibilities in the absence of the Chair. The Secretary will be responsible for posting announcements of meetings of the Board and Executive Committee and publishing meeting minutes. Delegation of the posting of meeting announcements and publishing meeting minutes may be made to the Facilitator.
- I. The roles and responsibilities of the Board in conjunction with membership include:
 - 1. Convene monthly meetings of the Board and membership
 - 2. Preparation of materials for board and membership meetings, including posting announcements of meetings, preparation of agendas, and publishing meeting minutes. These responsibilities may be designated to the Facilitator, consultant, or other Lead Agency designee
 - 3. Facilitate voting by Membership on all normal matters of business that come before the CoC requiring a decision rendered by Membership
 - 4. Establish priorities for the Lead Agency and HMIS Lead Agency consistent with grant agreements
 - 5. Execute agreements with the Lead Agency and HMIS Lead Agency
 - 6. Determine and carry out a process for an annual review and report of the Lead Agency and HMIS Lead Agency
 - 7. Strategic alignment of programs, resources, and activities that further the

collective efforts of the CoC to end homelessness

8. Orientation and mentoring of new community-wide members and members of the Board and Executive Committee
 9. Advise on financials as it relates to program budgets and revenue and expenditures on behalf of the CoC
 10. Voting on recommendation by membership with regards to ranking of funding applications submitted by agencies in conjunction with the annual HUD Continuum of Care NOFA or other funding opportunities
- J. The roles and responsibilities of the Executive Committee include voting on matters of a time sensitive nature that would be considered a normal course of business for the CoC and do not represent a contractual or funding commitment on behalf of the CoC.

Article IX – Resignation

- A. Board and committee members may resign from the Board or their committee membership by submitting a written resignation to the Chair of the appropriate body. If so desired for a board or committee member representing an agency, a replacement member will be appointed by the same agency for their agency/stakeholder role and will fulfill the remainder of the original member’s term. If an individual resigns, the chair will appoint a replacement that will fill the term of the member that resigned.
- B. A Committee Chair may resign by notifying, in writing, all committee members about his or her intent to do so. A replacement will be selected by committee members to fill the term of the Chair that resigned.
- C. A Board Chair may resign by notifying, in writing, all Board members about his or her intent to do so. A replacement will be selected by Board members to fill the term of the Chair that resigned.

Article X – Meetings

- A. The Community Wide annual meeting and elections for the Board and Executive Committee will be held the first Thursday of October from 9:30am to 11:00am
- B. CoC Board and membership meetings will generally be held the first Thursday of each month at the Wayne Metropolitan Community Action Agency Administrative Offices, 2121 Biddle Suite 102, Wyandotte Michigan. The meetings will generally commence at 9:30 am and end at 11 am.

- C. CoC Committee meetings will generally be held on the third Tuesday every other month (odd number months – January, March, May, July, September, November). The meetings will commence at 9:30 am and end at 10:30am. The location will be set by committee members.
- D. The Executive Committee will meet on an as-needed basis but at a minimum quarterly.
- E. Meeting times and locations for the Board, Executive Committee, Membership and committees may be adjusted from time to time with sufficient notice to membership and by posting announcements on the CoC website. The calendar of standing meetings are as follows:

Suggested Calendar of Meetings												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Community-Wide Annual Meeting & Elections						1st Thurs. 9:30-11am				1st Thurs. 9:30-11am		
Board and Membership Meeting	1st Thurs. 9:30-11am	1st Thurs. 9:30-11am										
Executive Meeting			4th Tues. 3-4pm			4th Tues. 3-4pm			4th Tues. 3-4pm			4th Tues. 3-4pm
Committee Meeting	3rd Tues. 9:30-10:30am											
Gala Event									2nd Fri. 6-9pm			
P.I.T. Count	Last Wed.											

Article XI - Voting and Decision Making

- A. All community-wide members and Board members (or their designated proxy as displayed by their member in attendance placard that demonstrates yes/no/abstain for any vote) present at any given meeting will be allowed to vote on funding-related and non-funding issues.
- B. Organizations that join as community-wide members can cast one vote for any matter that comes before the Membership. Organizations participating in a committee or on the Board can cast one vote for any matter that comes before the respective body. This is the principle of "One Organization One Vote."
- C. At least 50% of the community-wide membership, board membership, or committee membership must be present for official votes to occur.
- D. Voting protocol on project ranking and funding-related issues is as follows when applicable:
 1. When applicable, projects (new and renewal) being considered for funding will submit pre-applications to all members for review. Board members must be in good standing to be considered for funding in addition to the associated agency/program performance.
 2. When applicable, projects will be ranked by members based on funding guidelines and thresholds.
 3. Board Members in good standing (one vote per organization) will vote on ranking recommendations from the Membership and funding (project and non-project related) issues.
 4. Final project rankings and associated project funding recommendations will be presented by the Facilitator on behalf of the membership to the Board for final approval. The Board will approve by a simple majority. Board members must acknowledge potential conflicts of interest when any of the following apply:
 - Currently, or formerly, an employee (either salaried or contractual) of an organization seeking funding
 - Currently, or formerly, a volunteer of the organization seeking funding
 - Currently, or formerly, a member of the Board of Directors of the organization seeking funding
 - Currently or formerly a recipient of services provided by the organization (or family member is / was a recipient) seeking funding
 5. The Facilitator may ask Board members to approve a project-funding protocol based on funding guidelines, timelines, priorities, and thresholds.
 6. The Facilitator will be responsible for the coordination, compilation, and submission of all consolidated applications for funding.

- E. Voting can be conducted via email for membership, board, executive or committee meetings after the conclusion of the meetings for a limited timeframe, in exceptional circumstances and not be considered regular practice, and is limited to those members present at the original meetings.
- F. Meetings for membership, board, executive or committees may be held by conference call in exceptional circumstances and not be considered regular practice. Voting when necessary will be recorded during the conference call.
- G. Non-financial and time sensitive decisions are delegated to the Executive Board via in person meeting or conference call.

Article XII - Amendment and Adoption of Operating Principles

- A. Proposed alterations, amendments, or additions to these Operating Principles may be initiated by any member. Proposed alterations, amendments, or additions shall be presented in writing to the Facilitator at least two weeks prior to the next regularly scheduled meeting or special meeting at which the changes are to be considered. Changes to the Operating Principles shall require a simple majority vote of all possible voting members.
- B. These operating principles will be reviewed, and an evaluation of governance performed, on an annual basis by the Board or a delegated ad hoc committee. Operating principles of the Governance Charter may be updated and approved on an annual basis but no less than every five years.

APPENDIX A - Glossary of Terms

Group	Details
Out-Wayne County	All of Wayne County with the exceptions of the cities of Detroit, Hamtramck and Highland Park
CoC Community Wide (at large) Membership	The community wide at large membership represents persons experiencing or at risk of homelessness, providers of homeless services, and other relevant organizations and community stakeholders to fulfill the responsibilities and regulations, as required by HUD, to establish a Continuum of Care. The responsibilities of the CoC may be completed by the membership at large, or through delegation by membership to the Board, committees, the Lead Agency, consultants or other external groups. The requirements to maintain membership in good standing are detailed in Article VI Organizational Structure, Section B.
Board	<p>The Board in conjunction with Membership is the primary decision-making body for the Out-Wayne County. Board members work with Membership to determine the priorities and policy direction of the CoC and ensure that the body fulfills its responsibilities as assigned by HUD and in accordance with the Governance Charter. Additionally, the Board with Membership oversees and approves the work of committees and workgroups. The Board will consist of ten to fifteen members.</p> <p>The CoC will ensure that the Board and any persons acting on behalf of the Board comply with a code of conduct and with conflict-of-interest requirements and recusal processes. The Board and Membership will strive to ensure broad representation among the Board positions, including community stakeholders from around the CoC's geographic area and agency staff representing the major homeless subpopulations. Individual Board members may represent multiple sectors or stakeholders.</p> <p>Board members are elected by the full CoC membership at the special Community Wide Annual Meeting & Elections held in the Fall of each year. Board members will serve staggered terms of two years so that every year, half of the positions will stand for election. Terms begin January 1st and end December 31st.</p>
Executive Committee	The Executive Committee consists of the officers of the Board: The Chair, Vice Chair and Secretary. The purpose of the Executive Committee is to assist the Board and Membership to follow through on making decisions on issues that are time sensitive but considered within the normal course of business and do not include funding, financial or contractual commitments on behalf of the CoC.

Homeless Service Providers	The Homeless Service Providers are agencies responsible for managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing rapidly ends people's homelessness permanently. This includes planning for the use of HUD HEARTH resources and coordinating these funds with other resources in the community.
Standing Committees	<p>While decisions for the CoC will be made by the Board and Membership, the work of the CoC will be supported by three standing committees: Quality, Performance and HMIS, Community Engagement, and Planning and Program Development.</p> <p>Committees shall not make any policy or funding-related decisions. Committees may make recommendations to the Membership and Board.</p> <p>Each standing committee will be led by a Chair and a Co-Chair. Committee members may be members of the Board, CoC members, and/or other stakeholders. The Chair and Co-Chair must be members of the CoC.</p>
Ad Hoc Committees	<p>The CoC's Board and Membership forms short-term workgroups on an as-needed basis to accomplish certain tasks. Ad Hoc committee membership will vary depending on the particular needs of the group. Examples of Ad Hoc committees include: Point-in-Time Count Planning, Governance, Homeless Awareness Week</p> <p>Each ad hoc committee will be led by a Chair and a Co-Chair. Other committee members may be other members of the Board, CoC members, and/or other stakeholders. The Chair and Co-Chair must be members of the CoC.</p>
Collaborative Applicant	Wayne Metro is designated by the Out-Wayne County CoC to apply for grants from HUD and other governmental and philanthropic organizations on behalf of the CoC. The Collaborative Applicant is also the Lead Agency (Wayne Metro).
HMIS Lead	Wayne Metro is designated by the Out-Wayne County CoC to operate an HMIS system on its behalf. Wayne Metro serves as the HMIS project grantee under the CoC Program and is responsible for managing all aspects of the HMIS and ensuring it meets all federal requirements.
HMIS System	The CoC has designated ServicePoint by Mediuware as the single HMIS system for meeting HUD client level data collection reporting.
Hearth Act	The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 was signed into law on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including: A consolidation of HUD's competitive grant programs.
Lead Agency and Staff Support	Wayne Metro has been selected by the Out-Wayne County CoC to serve as the Lead Agency to provide staff support to the Board and committees. The Lead Agency performs a variety of necessary functions such as facilitation of the CoC, performance monitoring, engagement and education of stakeholders, and submission of the annual collaborative program grant application. Wayne Metro manages all aspects of the CoC, including ensuring all federal Program requirements and compliance are met.

CoC Facilitator	This role needs to be defined by Lead Agency Wayne Metro. General responsibilities are outlined in Article V (G).
Sub-population (homeless)	For the purpose of the governance structure, sub-populations are referring to categories of individuals with related, yet distinct, needs that can be addressed through a continuum of care. Representation of the sub-population as required by the HEARTH Act must be reflected on the CoC Board.

APPENDIX B – Tracking Amendments

Date	Detail

APPENDIX C - Joint Code of Conduct

Code of Conduct Signature Page For the Out-Wayne County Board & Community-wide CoC Member

Section 1- Conflict of Interest

- 1.1 Members of the Out-Wayne County Continuum of Care Board may participate in decisions nor votes concerning the selection, award, or administration of a contract supported by a Federal award, or provision of financial benefits, if they disclose a real or apparent conflict of interest exists. Such a conflict would arise when the Board Member, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in an agency selected for an award.
- 1.2 CoC Facilitator or any staff positions in the future that are developed for the CoC are employed by the Lead Agency. These staff may report to the CoC but they are a Lead Agency (Wayne Metro) employee.

Section 2 – Acceptance of Gifts or Favors

A Board Member nor Community-wide CoC members shall neither solicit nor accept gratuities, favors, gifts, or a series of gratuities, favors, or gifts in excess of \$25, from applicants for Federal awards, grantees, contractors, or parties to sub agreements where the receipt would either compromise impartial performance or give the appearance of compromising impartial performance.

Section 3 – Fraud Intolerance

- 3.1 The term fraud refers to, but is not limited to: intentionally entering false or erroneous information into electronic software systems; any dishonest or fraudulent act; forgery or alteration of any official document; misappropriation of funds, supplies, or Continuum of Care materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records, furniture, fixtures, or equipment; accepting or seeking anything of material value from vendors or persons providing services or materials to the Continuum of Care for personal benefit; or any similar or related irregularities.
- 3.2 Fraudulent acts will not be tolerated and may result in termination from CoC membership. Fraudulent acts will be pursued to the fullest extent and may result in criminal charges.
- 3.3 A CoC Board or Community-Wide Member who has reason to believe that there may have been an instance of fraud, improper action, or other illegal act in connection with a Continuum of Care program, function or activity shall report it immediately to the CoC Board and to Lead Agency Facilitator.
- 3.4 Improper actions are actions undertaken by a Board Member or Community-wide Stakeholder member in the performance of their official duties that:

- (a) Are in violation of any federal, state, or local law; or
- (b) Constitute an abuse of authority; or
- (c) Create a substantial, specific danger to public health or safety; or
- (d) Constitute a misuse of Continuum of Care funds; or
- (e) Represent a conflict of interest.

3.5 Reported incidences will be investigated as expeditiously as possible by the CoC Board and Lead Agency Facilitator, as appropriate. When an investigation confirms that fraud or an illegal act(s) has occurred, appropriate corrective action will be taken.

Acknowledgement

I have read and understand the Joint Code of Conduct. I agree to promptly report any actual or potential conflicts of interest that arise in my conduct of the business of Wayne Metro and the Out-Wayne County CoC.

I accept the terms of this Code of Conduct and understand that failure to comply with it may result in dismissal from the Board, termination of employment, or termination of contract, and appropriate legal action.

Printed Name

Date

Signature

APPENDIX E – Out-Wayne County CoC Sector List

	Primary Name	Alternative Name	Agency	Term Length
Local Government staff/Official				
DCBG/HOME/ESG Entitlement Jurisdiction				
Law Enforcement				
Local Jail(s)				
Hospital (s)				
EMT/Crisis Response Team(s)				
Mental Health Service Organizations				
Affordable Housing Developer(s)				
Disability Advocates				
Public Housing Authority				
Funded Youth Homeless Organizations				
Youth Advocates				
School Administrators//homeless Liaison				
Funded Victim Service Providers				
Non- Funded Victim Service Providers				
Domestic Violence Advocate				
Street Outreach Team(s)				
Lesbians, Gay, Bisexual, Transgender (LGBT) Advocates				
LGBT Service Organizations				
Agency that service survivors of human trafficking				
Other homeless subpopulations advocates				
Homeless or Formerly Person				
Other				

APPENDIX F – Annual Evaluation of CoC Board Participation Form

Board Membership

1. Membership dues are paid or waiver is submitted.
2. Actively participated in at least 75% of CoC Board monthly meeting
3. Actively participated in Point in Time Count
 - a. Had one representative present at planning meetings
 - b. Recruited 5 volunteers participate in point in count day of activities
4. Attends the annual community-wide meeting(s)
5. Attended or supported the fundraising annual event
6. Participated in one committee by attending 80% of meeting

Community at Large Membership

1. Update to membership dues or submitted a hardship waiver
2. Has interest in finding permeant shelter for the homeless
3. Attend the annual community wide meeting(s)
4. Participates or sends a representative to the annual point in time planning meeting
5. Participate in the Point in Time day of activities