

# West Central Illinois Continuum of Care Consortium Governance Charter<sup>1</sup>

## I. Overview

### A. Governance Charter Purpose

This document sets forth:

- Guiding principles of membership and participation in the West Central Illinois Continuum of Care Consortium (the Continuum)<sup>2</sup>
- Responsibilities<sup>3</sup> delegated by the Continuum to its Council (WCI Homeless Assistance Council), committees, and agents
- Provisions for Continuum governance through the Council and key policies and processes

### B. Contents

The sections of this Charter are as follow:

- I. Overview
- II. The Continuum of Care
- III. WCI Homeless Assistance Council
- IV. Committees, Working Groups & Task Forces
- V. Continuum Policies
- VI. Appointed Entities
- VII. General Provisions

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<sup>1</sup> A draft version of the Indianapolis Continuum of Care Governance Charter was used as a starting point in creating this document for West Central Illinois Continuum of Care Consortium, available at <http://indycoc.org/>.

<sup>2</sup> This Continuum of Care "IL 519" as designated by HUD. WCI Homeless Assistance council includes eleven counties in west central Illinois, in the counties of: Adams, Brown, Cass, Hancock, Henderson, McDonough, Morgan, Pike, Schuyler, Scott, and Warren counties.

<sup>3</sup> See Appendix A for Responsibilities of the Continuum defined by Interim Rule 24 CFR §578.7 located at end of charter.

## C. Acronyms

Acronyms used in this document:

- CAA Community Action Agency
- CFR Code of Federal Regulations
- CoC Continuum of Care
- CSH Corporation for Supportive Housing
- DCEO Department of Commerce and Economic Opportunity
- DHS Department of Human Services (formerly known as Public Aid)
- ESG Emergency Solutions Grants
- HAIL Housing Action Illinois
- HMIS Homeless Management Information System
- HPC High-Performing Community
- HUD U.S. Department of Housing and Urban Development
- IHDA Illinois Housing Development Authority
- IIRA Illinois Institute for Rural Affairs
- MOU Memorandum of Understanding
- NOFA Notice of Funding Availability
- ROE Regional Office of Education
- SHPA Statewide Housing Providers Association
- UFA Unified Funding Agency
- WCI West Central Illinois

## D. Terms & Definitions<sup>4</sup>

**WCI Homeless Assistance Council** is the governing Council established to act on behalf of the Continuum using the process established as a requirement by C.F.R. §578.7(a)(3) and in compliance with the conflict-of-interest requirements at §578.95(b).

**CoC Program Grantee (Recipient)** is the CoC Program Grantee is the “recipient” as used by HUD and means an applicant that signs a grant agreement with HUD.

**Collaborative Applicant** means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum. Section VI of this Charter designates the YWCA of Quincy as the Collaborative Applicant for the Continuum.

**The Continuum (Continuum of Care)** means the group organized to carry out the responsibilities required by the HUD CoC Program and that is composed of representatives of

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<sup>4</sup> For additional information, see Appendix B to this Charter.

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 to the extent these groups are represented within the geographic area and are available to participate.

**ESG Lead Applicant** means the entity designated by the Continuum of Care to apply to the Illinois Department of Commerce and Economic Opportunity's Emergency Solutions Grant Program on behalf of two or more service providers when organizations need to apply together, in a region, in order to meet minimum funding request thresholds. The Lead Applicant will require memorandum of understanding or some other type of agreement with the other service providers (sub-recipients) involved in the grant request.

**ESG Sub-recipients** are the entities that are recipients of Emergency Solution Grant Program funds from Lead Applicants. The Emergency Solution Grant Program funds come from the Illinois Department of Commerce and Economic Opportunity.

**Homeless Management Information System (HMIS)** means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD. Starting in 2012, the Continuum uses ServicePoint from Bowman Systems, Shreveport, LA. From 2004 to 2011, the Continuum used ROSIE from Municipal Information Systems, Inc., St. Louis, MO.

**HMIS Lead** means the entity designated by the Continuum of Care to operate the Continuum's HMIS on its behalf. Section VI of this Charter designates the YWCA of Quincy as the HMIS Lead for the Continuum.

**Meetings** are defined as in-person meetings with conference calls access.

**Notice** is defined as adequate for this Charter when it meets any time required and the Support Entity:

- Delivers the content electronically to Continuum member lists; and
- Posts the content to the Continuum website ([www.wciccc.com](http://www.wciccc.com))

This further requires that:

- Members take responsibility for providing their electronic contact information to the Support Entity;
- Committees disseminate the notice to their members; and
- Continuum members disseminate the notice both electronically and onsite as appropriate to its clients, staff and volunteers.

**Population/service hub** represents a geographic area where clients seek services. The three largest population/service hubs in the Continuum are Quincy, Jacksonville, and Macomb.

**Service area** for the Continuum consists of eleven counties: Adams, Brown, Cass, Hancock, Henderson, McDonough, Morgan, Pike, Schuler, Scott, and Warren.

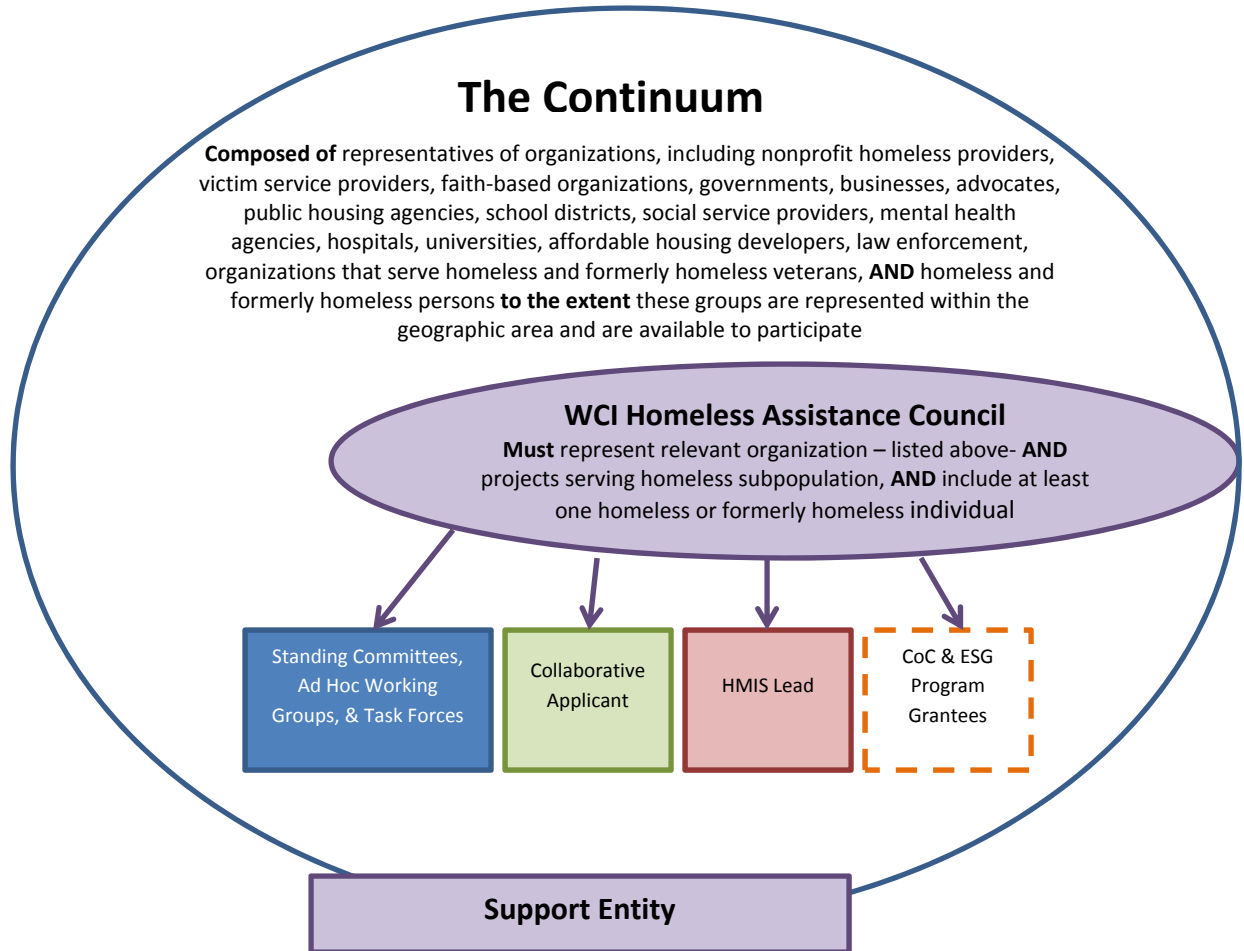
**Support Entity** is the coordination hub responsible for:

- Providing logistical support for Continuum responsibilities as in Interim Rule – 24 CFR §578.7;
- Convening and facilitating the WCI Homeless Assistance Council and key working groups;
- Monitoring strategic coherence across efforts;
- Coordinating communication within the Continuum;
- Managing collective data systems and information distribution; and
- Stewarding resources for collective impact as appropriate

As such, the support is not a “lead” entity, but rather performs the roles of advocate, planning consultant, project manager, and logistics staff – though always free to delegate elements of its responsibility to appropriate Continuum participants and/or contracted support as appropriate. Section VI of this Charter designates the Illinois Institute for Rural Affairs (IIRA) at Western Illinois University as the Support Entity for the Continuum.

## E. Overview of Continuum Structure

The implementation structure as depicted here consists of the following key elements:



## 1. Continuum of Care (CoC)

The Continuum of Care embodies these concepts:

- **The HUD CoC Program-Defined Continuum of Care:** It is the community planning body that works to prevent homelessness. It organizes and delivers housing and services to meet the specific needs of people as they move to stable housing and maximize self-sufficiency.
- **A System of Housing & Services:** It is the system of housing and service entities that provide a broad range of homelessness prevention and intervention services to the community, the pieces of which leverage one another in assisting individuals and families in moving to stable housing. It incorporates outreach, engagement, assessment, prevention, shelter, housing, and services to successfully achieve self-sufficiency.
- **Other county-wide planning entities located in its eleven-county service area.**

Further, its members includes nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, and homeless and formerly homeless individuals.

## 2. WCI Homeless Assistance Council

The WCI Homeless Assistance Council is the governed by the HUD CoC Programs governance charter and code of conduct and recusal process and meets all formal HUD requirements. As such, it is the oversight and communication hub for Continuum planning, implementation, and evaluation. It connects CoC members, monitors implementations, scans for innovations, assesses the Continuum, makes recommendations, and ensures participation of required groups, and drives planning and evaluation.

## 3. Standing Committees, Ad Hoc Work Groups & Task Forces

Standing committees, working groups, and task forces are the action planning components of the system. In these bodies, strategies are developed, deepened and expanded into timed work plans. These groups may also be directly responsible for exploring options or developing specific strategies to solve particular concerns.

Among the standing committees is the CoC Program Application Committee that reports to the WCI Homeless Assistance Council and the Continuum just as other committees do. However, it is supported in a different way.

- The CoC Program Grantee plays a role similar to that of the Support Entity for this committee, including communication with HUD.

- The Collaborative Applicant is the coordinator for the program application with assistance from the Support Entity.

#### **4. Support Entity**

IIRA has been designated as the Support Entity for the Continuum. The Support Entity has the staff and skills to coordinate Continuum members as they implement projects. It is the coordination hub responsible for:

- Providing logistical support for Continuum responsibilities as in Interim Rule – 24 CFR §578.7;
- Convening and facilitating the WCI Homeless Assistance Council and key working groups;
- Monitoring strategic coherence across efforts;
- Coordinating communication within the Continuum;
- Managing collective data systems and information distribution;
- Mobilizing planning efforts that frame future community-wide plans and their revisions; and
- Stewarding resources for collective impacts as appropriate.

As such, the support is not a “lead” entity, but rather performs the roles of advocate, planning consultant, project manager, and logistical staff – through always free to delegate elements of its responsibility to appropriate Continuum members and/or contract support as appropriate.

This structure leaves intact existing entities that are functioning well or are in the process of forming. It also allows the Continuum to adapt to new needs as they arise. As defined in this Charter:

- The Continuum is the collaborative body implementing homeless prevention and intervention strategies;
- The Support Entity staffs the work of the Continuum as a body, holding the work together, reports to the Council and Collaborative Applicant;
- The WCI Homeless Assistance Council acts on behalf of the Continuum to maintain momentum and oversight;
- Committees and the like are responsible for specific activities and strategies, reporting to the Council;
- The Collaborative Applicant applies for HUD’s CoC Program funding, reporting to the Council;
- The HMIS Lead operates the Continuum’s data system, reporting to the Council;
- The CoC Program Grantee is the official recipient of CoC Program funds – outside the control of the Continuum it works closely with the Council and Collaborative Applicant; and
- The DHS Homeless Prevention Program Grantee is the official recipient of DHS Homeless Prevention Program funds – outside the control of the Continuum it works closely with the Council;
- The ESG Program Grantee is the official recipient of ESG Program funds – outside the control of the Continuum it works closely with the Council.

## III. The Continuum of Care

### A. Continuum Mission, Vision, Purpose & Responsibilities

**Mission:** The mission of the Continuum is to coordinate all stakeholders, systems, and resources available to prevent and end homelessness in West Central Illinois.

**Vision:** The vision of the Continuum is to make homelessness rare, short-lived and recoverable.

**Purpose:** The Continuum embodies three concepts:

- **A System of Housing & Services:** It is the system of housing and service entities that provide a broad range of homelessness prevention and intervention services to the community, the pieces of which leverage one another in assisting individuals and families moving to stable housing. It incorporates outreach, engagement, assessment, prevention, shelter, housing, and services to successfully achieve self-sufficiency.
- **The HUD CoC Program-Defined Continuum of Care:** It is the community planning body that works to prevent homelessness. It organizes and delivers housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency.
- **Other county-wide planning entities located in its eleven-county service area.**

**Responsibilities:** Specifically, it is obliged to:

- **Performance Targets & Monitoring**
  - Establish appropriate performance targets by population and program in consultation with the ESG and CoC Program Grantee and sub-recipients then monitor their:
    - Monitor performance and evaluate outcomes of ESG and CoC programs;
    - Develops a fair process for performance improvement and recommend action per that process<sup>5</sup>;
    - Annually review *Emergency Solutions Grant (ESG) Guidebook*, the written standards manual that WCICCC's ESG providers use to operate their programs;
    - Report to HUD.
- **Centralized or Coordinated Assessment**
  - Establish and:

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<sup>5</sup> The 2012 CoC Planning Grant, which was funded, included development of this documentation and process.



- Operate a centralized or coordinated assessment system in consultation with ESG-funded recipients;
  - Develop policies on how system will address the needs of individuals and families who are fleeing, or attempting to flee domestic violence situations, but who are seeking shelter or services from nonvictim service providers;
  - Follow written standards for providing CoC assistance in consultation with ESG-funded recipients.
- **HMIS**
  - Designate a lead agency to manage the HMIS;
  - Review, revise, and approve privacy, security, and data quality plans;
  - Ensure consistent participation of the CoC and ESG Program Grantee and sub-recipients in HMIS; and
  - Ensure that the HMIS is administered in compliance with HUD requirements.
- **Planning**
  - Coordinate implementation of a housing and service system;
  - Conduct a point-in-time count of homeless persons that meets HUD's requirements, at least biannually;
  - Conduct an annual gaps analysis of homelessness needs and services;
  - Participate in the Illinois Housing Development Authority's Consolidated Planning efforts;
  - Participate in Corporation for Supportive Housing (CSH), Housing Action Illinois (HAIL), or Statewide Housing Providers Association (SHPA) efforts;
  - Consult with state (DCEO) and local ESG recipients in the service area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs.
- **Application for CoC Program Funds**
  - Design, operate and follow a collaborative process for developing applications and approving submission of applications in response to a CoC Program NOFA;
  - Establish priorities for funding projects;
  - Determine if one or more applications will be submitted
    - If more than one, designate the Collaborative Applicant;
    - If only one, the applicant is the Collaborative Applicant; and
  - Rank multiple applications, if required by HUD.
- **Application for DHS Homeless Prevention and DCEO ESG Program Funds**
  - Design, operate and follow a collaborative process for developing applications and approving submission of applications in response to a state NOFA for Homeless Prevention or ESG Program Funds;
  - Establish priorities for funding projects;
  - Determine if lead applicant(s) will be needed to submit application and then designate the applicant(s), one by population/service hub; and

- Rank multiple applications if required by funder.

**Delegation:** The Continuum has delegated elements of its day-to-day work to the WCI Homeless Assistance Council, committees, and contractors as described in this Charter. However, the Continuum retains all of its responsibilities. Responsibilities extend to approval of the CoC Program application, even if it designates eligible applicants other than itself to apply for funds.

## **B. Continuum Membership Composition & Voting Rights**

**Composition:** The Continuum is composed of:

- The following to the extent they are represented within the geographic area and are available to participate:
  - Nonprofit homeless providers;
  - Prevention service providers;
  - Victim service providers;
  - Disaster planning and prevention agencies;
  - Faith-based organizations;
  - Funders;
  - Governments;
  - Businesses;
  - Advocates;
  - Public housing agencies;
  - School districts;
  - Social service providers;
  - Medical professionals;
  - Mental health agencies;
  - Hospitals;
  - Universities;
  - Affordable housing developers;
  - Law enforcement;
  - Organizations that serve homeless and formerly homeless veterans
- Homeless and formerly homeless persons;
- Representatives from the following:
  - Collaborative Applicant;
  - CoC Program Grantees;
  - ESG Grantees;
  - HMIS Lead;
  - Support Entity; and

- Anyone/entity committed to the prevention and ending of homeless is welcome in the Continuum.

**Voting Rights:** Those individuals that meet the following provisions are eligible to vote at Continuum meetings.

- Self-identification as homeless or formerly homeless OR
- Active participation in the Continuum over the prior 12 months as demonstrated by Continuum, WCI Homeless Assistance Council and/or Committee attendance sheets. Active participation is considered attending 80% of the meetings.

The Support Entity will maintain eligibility lists and make them available prior to all meetings of the full Continuum.

The Support Entity may participate in Continuum discussion but may not vote.

### **C. Continuum Meetings**

**Frequency:** The Continuum will hold full membership meetings at least two (2) times per year at a time and location determined by the WCI Homeless Assistance Council. The WCI Homeless Assistance Council will select a meeting location that is accessible to both potential homeless participants, and in regard to ability/disability.

**Open Meeting:** Meetings of the Continuum will be open to any interested person.

**Agendas:** The WCI Homeless Assistance Council will disseminate agendas in advance of the meeting.

**Notice:** The Continuum will publish agendas in advance of the meeting and publicly invite new members at least annually. Thirty (30) day notice will be given for meetings of the Continuum. *See definition of Notice in Overview section of this Charter.*

**Quorum:** Quorum for the transaction of business at Continuum meetings will be defined as those present at a properly noticed meeting.

**Voting:** Each member must be present to vote on Continuum matters. Votes will be by voice or ballot at the will of the majority of those in attendance. No member may vote on any item that presents a real or perceived conflict of interest.

**Proxy:** There is no proxy voting. Decision-making requires live conversation and active participation from all parties.

**Action Without a Meeting:** The Continuum will not take action as a whole without meeting.

## III. The WCI Homeless Assistance Council

### A. WCI Homeless Assistance Council Roles & Responsibilities

**Definition:** WCI Homeless Assistance Council is the body that makes recommendations to the full Continuum and acts as the day-to-day decision-making group.

**The Council as a Whole:** The WCI Homeless Assistance Council is the designated entity for managing the CoC Program process in West Central Illinois, including the ranking of proposals for submittal to the US Department of Housing and Urban Development under the annual NOFA. The WCI Homeless Assistance Council designs, coordinates, and reviews the HUD CoC grant application process for the Continuum, which includes defining community priorities and ranking CoC Program applications for approval through the CoC Program Grantee. The WCI Homeless Assistance Council coordinates and reviews the DHS Homeless Prevention and DCEO ESG grant application process for the Continuum.

As such it acts on behalf of the Continuum and ensures that the Continuum:

- Scans the environment for best practices and innovations;
- Assesses the Continuum for gaps, overlaps, duplication, strategic conflicts, etc.; and
- Coordinates semi-annual Continuum meetings.

In addition, the WCI Homeless Assistance Council is responsible for:

- Working closely with the designated Collaborative Applicant to fulfill major duties of the Continuum;
- Participate in Corporation for Supportive Housing (CSH), Housing Action Illinois (HAIL), or Statewide Housing Providers Association (SHPA) efforts;
- Monitoring implementation and ongoing alignment with vision, goals and strategies;
- Overseeing periodic planning and annual plan revisions;
- Making recommendations to the Continuum about priorities as well as formal/informal relationships;
- Actively seeking out participation from each group listed below, for both the Continuum and its committees
  - Nonprofit homeless providers;
  - Victim service providers;
  - Faith-based organizations;
  - Governments;
  - Businesses;
  - Advocates;
  - Public housing agencies;
  - School districts;
  - Social service providers;
  - Mental health agencies and substance abuse providers;

- Hospitals, health care institutions and practitioners;
- Universities;
- Affordable housing developers;
- Law enforcement;
- Organizations that serve homeless and formerly homeless veterans;
- Homeless and formerly homeless persons.
- Ensuring transparent governance within the Continuum and monitoring potential conflicts of interest;
- Delegating activities to and overseeing committees, working groups and task forces as appropriate;
- Designating the HMIS Lead to manage the HMIS system in West Central Illinois;
- Ensuring consultation of ESG recipient throughout planning and implementation of Continuum activities.

**Individual Members:** Individuals serving on the WCI Homeless Assistance Council must:

- Commit to preventing and ending homelessness;
- Attend meetings of the WCI Homeless Assistance Council and bi-annual meetings of the Continuum;
- Participate as an active member of at least one standing committee;
- Seek out input from the peers, industry, and/or population he/she represents;
- Bring that input to WCI Homeless Assistance Council deliberations, while remaining attentive to unrepresented views;
- Communicate WCI Homeless Assistance Council work to the peers, industry, and/or population he/she represents;
- Adhere to all Governance Charter policies.

## **B. WCI Homeless Assistance Council Number, Terms, Composition & Guidelines**

**Number:** The WCI Homeless Assistance Council will operate with neither fewer than 9 nor more than 11 elected members with at least 50% elected at any given time. The precise number for any given year will be announced with the annual call for nominees.

**Terms:** With the exception of the founding election, WCI Homeless Assistance Council members will serve three (3) year terms up to a maximum of six (6) consecutive years (including partial terms) before rotating off for at least one (1) year. Member terms will be staggered such that approximately one-third (1/3) are up for selection each year. *See WCI Homeless Assistance Council Member Elections.*

**Composition:** Members of the WCI Homeless Assistance Council represent local funders, government, services providers, consumers, and other community members whose interest relate to homeless services and housing systems. Specifically, the WCI Homeless Assistance Council consists of the following:

- Seven to Eleven (7-11) **Elected Seats**
  - One (1) Health Care Institution, Practitioner, or County Health Department Designee
  - One (1) Mental Health or Substance Abuse Provider

- One (1) ROE McKinney Vento Liaison or Designee
- One-Three (1-3) Housing Authority Provider
- One-Two (1-2) Homeless or Formerly Homeless Individuals
- Two-Four (2-4) Members At-Large
- Named designees for up to three (3) **Appointed Seats**
  - Collaborative Applicant
  - HMIS Lead
  - Support Entity
- Named designees for up to six (6) **Appointed-Advisory Seats** based on population/services hubs with active CoC/ESG grants
  - One-Three (1-3) CoC Program Grantee
  - One-Three (1-3) ESG Program Grantee or Subgrantee

**Guidelines:** In managing WCI Homeless Assistance Council number and composition, the following will be true:

- The following entities should be considered for at-large Council seat, if they are not represented by then-seated Council: victim service providers, veteran service providers, faith-based organizations, businesses, law enforcement, and city or county officials; and direct service providers can include those who do and do not receive federal funding;
- No organization may have more than two (2) staff people seated on WCI Homeless Assistance Council at any time, regardless of which seats they occupy;
- The three largest population hubs (Quincy, Jacksonville, and Macomb) must be represented by the organizations seated on the WCI Homeless Assistance Council at any given time.
- Each elected seat has a vote as exercised by a named individual, and each individual may exercise only one vote, as long as it doesn't represent a conflict of interest.
- With the exception of short-term vacancies, there will always be an odd number of WCI Homeless Assistance Council members. This will be managed through at-large seat availability.
- The WCI Homeless Assistance Council should represent a diverse set of service, population, and program interests.
- At-large seats provide flexibility in maintaining an odd number of WCI Homeless Assistance Council members, a minimum of 50% elected to appointed seats, while responding to community and strategic needs at any given time.

## C. WCI Homeless Assistance Council Member Elections

**Oversight:** The Governance Committee is responsible for development and oversight of all elections. As such, they will:

- Send out calls for WCI Homeless Assistance Council nominees;
- Accept, verify and collect information (e.g., attendance record, bio) for nominations;

- Create and disseminate Council election ballots – dissemination will be per the voting eligibility list maintained by the Support Entity and described *under Continuum Member Composition & Voting Rights* in this Charter;
- Collect, compile and announce election results.

**Process:** The election process will include at least the following:

- New Continuum members will be invited and encouraged to join the Continuum in the first meeting of the year;
- Calls for nominations, vetting of nominations received and ballot announcement will happen between the first and second Continuum meetings of the year;
- Ballots will be arranged by the four (4) categories delineated in Section IIIB;
- Votes may be cast for up to the maximum number of seats within a category. Ballots that vote for more than the number of seats in a particular category will not be counted for that category only;
- Individuals receiving the highest votes for a given seat will be declared the winner;
- In the event of a tie vote for a specific seat, the individuals involved will flip a coin to determine the winner.

**Process Review:** The WCI Homeless Assistance Council will review this process at least every five (5) years to ensure it remains consistent with Continuum objectives and responsibilities.

#### **D. WCI Homeless Assistance Council Officers**

**Officers:** The WCI Homeless Assistance Council members vote in a Chair and Vice-Chair from its membership.

- The Chair conducts Council meetings.
- The Vice Chair serves in the Chair's absence.

**Terms:** An officer serves for a two (2) year term.

**Term Limits:** An officer cannot serve for more than two (2) consecutive terms in the same role.

#### **E. WCI Homeless Assistance Council Vacancy, Removal & Resignation**

**Vacancy:** In the event of a vacancy, the members of the WCI Homeless Assistance Council will elect a successor to hold the vacant seat for the remainder of the term of the person vacating the seat. At the end of the term, a regular election will be held as described in this Charter.

**Removal:** Members of the WCI Homeless Assistance Council may remove WCI Homeless Assistance Council member who is absent for two (2) Council regularly scheduled meetings in any twelve-month period. Unexcused absence from special meetings will generally not be considered in this calculation but may be included as appropriate. WCI Homeless Assistance

Council members may also be removed by a 3/4 vote of the WCI Homeless Assistance Council then-seated for cause including but not limited to:

- Failure to perform Council duties ;
- Failure to comply with this Charter and/or applicable policies;
- Engaging in conduct that constitutes a conflict of interest;
- Engaging in behavior that causes harm to the reputation of the Continuum.

Such seats will then be filled through the process described above under vacancies.

**Resignation:** Unless otherwise provided by written agreement, any member of the WCI Homeless Assistance Council may resign at any time by giving written notice to the Chair. Any such resignations will take effect at the time specified within the written notice or if the time be not specified therein upon its acceptance by the WCI Homeless Assistance Council.

## F. WCI Homeless Assistance Council Meetings & Action

**Frequency:** The WCI Homeless Assistance Council will meet no less frequently than four (4) times per year at such times and places as the WCI Homeless Assistance Council will determine. The Chair or Vice Chair may call a special meeting of the WCI Homeless Assistance Council provided it meets all notice and quorum requirements.

**Open Meeting:** Attendance at meetings of the WCI Homeless Assistance Council will be open to any interested person to observe.

**Agendas:** The WCI Homeless Assistance Council will disseminate agendas in advance of the meeting.

**Notice:** Thirty (30) day notice will be given for regularly scheduled meetings of the Continuum. Special meetings may be called in emergency situations with three (3) day notice. *See definition of Notice in Overview section of this Charter.*

**Quorum:** A number equal to a majority of the WCI Homeless Assistance Council members then-seated will constitute a quorum for the transaction of business at any meeting. No decision will be made unless a quorum is present.

**Decision-Making:** The WCI Homeless Assistance Council makes decisions by majority.

**Voting:** Each elected member of the WCI Homeless Assistance Council is eligible to vote on decisions being made when present at the meetings. If a vote is necessary, all votes will be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum represented. No member may vote on any item that presents a real or perceived conflict of interest.

**Proxy:** There is no proxy voting. Decision making requires live conversation and active participation from all parties.



**Action Without a Meeting:** The WCI Homeless Assistance Council may take an action without a meeting if that action, provided:

- The action is within its authority;
- Notice is provided;
- It is approved via email (or letter when email is unavailable);
- By a majority of all WCI Homeless Assistance Council then-seated members who are entitled to vote on the matter.

## **G. WCI Homeless Assistance Council Staffing**

An employee of the Support Entity staffs the WCI Homeless Assistance Council.

This staff member is responsible for:

- Recording minutes for the WCI Homeless Assistance Council;
- Meeting attendance;
- Length of Council member terms; and
- Ensuring WCI Homeless Assistance Council members receive all necessary information in the field and changes at the federal and state level that may influence or impact the Continuum as they may occur.

Support Entity staff may participate in discussion but may not vote.

## IV. Committees, Working Groups & Task Forces

### A. Formation & Composition

**Purpose:** The committees, working groups, and task forces are the action planning components of the system. In these bodies, strategies are developed, deepened and expanded into timed work plans. These groups may also be directly responsible for specific strategies or exploring options to solve particular concerns.

**Formation:** Standing committees are designated in this Charter. Ad hoc working groups or task forces may be formed and given specific responsibilities as needed by the WCI Homeless Assistance Council. All committee responsibilities apply to ad hoc groups, as well.

**Membership:** Committee membership may include any Continuum member. However, at least one (1) committee member must come from the WCI Homeless Assistance Council. Each committee will set its number and recruit members from the Continuum and larger community.

### B. Standing Committees

The WCI Homeless Assistance Council has five (5) standing committees:

1. Governance
2. CoC Program Application
3. Homeless Prevention
4. Research & Evaluation
5. Communication

Committees are responsible for the following:

1. **Governance** – Annually reviewing, updating, and ensuring Continuum approval of all policies, including the Governance charter, code of conduct, conflict of interest and recusal policies, and the WCI Homeless Assistance Council election process; overseeing Continuum voting eligibility and elections; and coordinating capacity-building activities within the Continuum.
2. **CoC Program Application** – Overseeing of all application processes related to the HUD CoC Program: reviewing applications for funding, recommending project rank, developing technical assistance events, and answering questions related to the process.
3. **Homeless Prevention** – Oversee of the DHS application process related to the Illinois DHS Homeless Prevention Grant Application and the ESG application process related to the Illinois DCEO ESG application: reviewing applications for funding, recommending project

rank, developing technical assistance events, and answering questions related to the process.

4. **Research & Evaluation** – Oversight of the point-in-time count, conducting an annual gaps analysis of the homeless needs and services available, establishing system and project-level performance targets appropriate for population and program type, monitoring grant performance, developing a fair process for performance improvement, recommending action per that process, evaluating outcomes of projects funded under HUD (CoC and ESG Programs), and coordinating data collection and systems (including HMIS and Coordinated Assessment).
5. **Communication** – Coordinating implementation of goals related to community awareness, public policy, advocacy, education, partnership development, Continuum communications (internal and external), and related strategies.

### **C. Committee Leadership**

Two (2) co-chairs and a secretary, as selected from within the committee, will coordinate each committee.

### **D. Other Committee Roles & Responsibilities**

Each committee will be responsible for:

- Recruiting its members;
- Selecting committee leadership;
- Establishing its policies and procedures, and providing them to the WCI Homeless Assistance Council and Support Entity;
- Recording its minutes and attendance, and providing them to the Support Entity;
- Ensuring transparency of its process and meetings.

## V. Continuum Policies

### A. Conflict of Interest & Recusal

No member of the Continuum will participate in the review, ranking, selection, or award of any grant funds in which they have a financial interest, or in which any member of their immediate family (such as parent, sibling, child, niece/nephew, or person with whom they cohabit) has a financial interest.

Members of the Continuum will disclose potential conflicts of interest that they may have regarding any matters that come before it in full session, Council or committee.

Members will recuse themselves from any matter in which they may have a conflict of interest – abstaining from discussion and voting on the matter.

### B. Non-Discrimination

The members, officers, committee members and contractors of the Continuum will be selected entirely on a nondiscriminatory basis with respect to race, color, national origin, age, disability, religion, gender, sexual orientation, or other federal, state, or locally protected group.

### C. Committee Policies & Procedures

Committees will establish their own policies and procedures, consistent with this Charter, and provide them to the WCI Homeless Assistance Council and Support Entity for review.

### D. Limited Authority

The Continuum is not a formal organization. As such:

- It has, and can have, no assets or liabilities;
- It cannot indemnify member or participant action;
- No member of the Continuum, WCI Homeless Assistance Council or its committees may contract, incur debt, or otherwise create an enforceable obligation for the Continuum, WCI Homeless Assistance Council or its committees.

Only the WCI Homeless Assistance Council may designate an individual or entity to speak for the Continuum or its components.

With the exception of removal policies in this Charter, any grievance related to the Continuum or CoC Program will follow HUD policies and contracts.

## VI. Appointed Entities

### A. Process

Except as otherwise specified in this section, the process for entity appointment will be as follows:

- Specific performance expectations for each appointment will be outlined in MOUs;
- The WCI Homeless Assistance Council will review appointments based on performance each year;
- The Continuum will (re)certify appointments and issue new MOUs based on WCI Homeless Assistance Council recommendation every five (5) years ;
- Appointed entity relationships may be terminated upon mutual agreement or for cause with a vote of 75% of the then-seated WCI Homeless Assistance Council.

A broad description of each appointment is provided in this section of the Charter.

### B. Collaborative Applicant

For the purposes of the annual HUD NOFA application and the management of CoC Program planning grants, the Continuum must designate a grant recipient to be the Collaborative Applicant.

The Collaborative Applicant is the only entity that may:

- Apply for grants from HUD on behalf of the Continuum; and
- Apply for and receive CoC Program planning funds on behalf of the Continuum.

Additional responsibilities the Collaborative Applicant must do or assign to another CoC member, include:

- Serve as liaison with HUD regional office for CoC;
- Collect and submit annual housing inventory chart and point-in-time reports;
- Coordinate HUD NOFA oversight and management;
- Complete CoC administration duties;
- Participate in state's consolidated planning process.

The Collaborative Applicant will be chosen by the WCI Homeless Assistance Council annually prior to the release of the HUD NOFA and accepted by majority vote of then-seated Council members.

### C. HMIS Lead

YWCA of Quincy has been designated as the Continuum HMIS Lead. The HMIS Lead, thus, ensures all HMIS activities are carried out in accordance with the HEARTH Act.

HMIS Lead roles outlined in the definitions of this Charter and its MOU are incorporated into this Charter. Specific responsibilities include:

- Ensures compliance with HUD HMIS Standards and all other applicable laws;
- Maintains HMIS system security and confidentiality;
- Prepares the HUD HMIS section Consolidated Application;
- Provide training and support to ensure appropriate system use, data entry, data reporting, and data security and confidentiality;
- Ensure software interface by negotiating and monitoring the contract with software vendor including hosting agreements, configuration of network and security layers, anti-virus protection for server configuration, system backup and disaster recovery;
- Provide HMIS administration ensuring full implementation of the relevant COC policies and procedures in collaboration with the Research & Evaluation Committee;
- Ensure data collection and reporting for quality and completeness;
- Submit an annual data quality plan in accordance with HUD regulations;
- Ensure all program data are collected in adherence to the HUD HMIS Data Standards and local additional requirements;
- Generate quarterly APR and Universal Data Element reports for all HUD-funded programs;
- Generate reports for the CoC Collaborative Applicant and Research & Evaluation Committee.

HMIS policies and procedures will be reviewed and updated on an annual basis in accordance with HMIS data standards and HEARTH Act. The policies and procedures can be accessed through the Support Entity and the Continuum website.

## **D. Support Entity**

Illinois Institute for Rural Affairs (IIRA) at Western Illinois University has been designated as the Support Entity for the Continuum. Support Entity roles outlined in the definitions of this Charter and its MOU are incorporated into this Charter. The Support Entity has the staff and skills to coordinate Continuum members as well as its WCI Homeless Assistance Council and committees.

Specific responsibilities include:

- Staffing WCI Assistance Council meetings and five major standing committee meetings;
- Assist in collecting and submitting annual housing inventory chart and point-in-time reports;
- Submitting the annual housing assessment report to HUD's Homeless Data Exchange;
- Assist with grant coordination of entities involved and reporting requirements for Illinois Department of Commerce and Economic Opportunities' ESG Program;
- Assist with grant writing coordination entities involved in the Illinois Department of Human Services Homeless Prevention grant;
- Assist with grant writing coordination of entities involved in the U.S. Department of Housing Continuum of Care grant;
- Maintaining CoC Website;
- Acting as WCICCC's HMIS staff;
- Provide technical assistance and training, as requested;
- Provide homeless research, as requested.

## VII. General Provisions

### A. Operating Year

The operating year of the Continuum will commence on January 1st of each calendar year and end on the 31st day of December of said calendar year.

### B. Annual Document Review

The WCI Homeless Assistance Council will review this Charter annually to ensure it remains consistent with HUD's COC Program requirements as well as Continuum objectives and responsibilities.

### C. Record Keeping

Proceedings of all Continuum, WCI Homeless Assistance Council and committee meetings are documented in minutes.

- Minutes of meetings are circulated to members of the relevant body and approved at the subsequent meeting;
- The Support Entity is responsible for recording minutes for bi-annual meetings of the Continuum and WCI Homeless Assistance Council meetings;
- Committees are responsible for selecting a Secretary, recording their own minutes, and providing to the Support Entity for record keeping; and
- Minutes for all bodies will be disseminated by the Support Entity upon request.

The Support Entity will be the holder of all Continuum, WCI Homeless Assistance Council and committee documentation and records.

### D. Amendments

The members of the Continuum will have the power to adopt, amend, or repeal the provisions of this Governance Charter by a two-thirds (2/3) vote of the membership present at any meeting where such proposed action has been described in the notice of the meeting.



# Appendix A. Responsibilities of the Continuum (Interim Rule – 24 CFR 578.7)

## **Sec. 578.7 Responsibilities of the Continuum of Care.**

(a) Operate the Continuum of Care. The Continuum of Care must:

- (1) Hold meetings of the full membership, with published agendas, at least semi-annually;
- (2) Make an invitation for new members to join publicly available within the geographic at least annually;
- (3) Adopt and follow a written process to select a Council to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the Collaborative Applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the Council, its chair(s), and any person acting on behalf of the Council;
- (6) Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD;
- (8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.
- (9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:

(i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;

(ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;

(iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;

(iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;

(v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

(vi) Where the Continuum is designated a high-performing community, as described in subpart G of this part, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and

(e)(3)(ix).

(b) Designating and operating an HMIS. The Continuum of Care must:

(1) Designate a single Homeless Management Information System (HMIS) for the geographic area;

(2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;

(3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.

(4) Ensure consistent participation of recipients and subrecipients in the HMIS; and

(5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

(c) Continuum of Care planning. The Continuum must develop a plan that includes:

(1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:

(i) Outreach, engagement, and assessment;

(ii) Shelter, housing, and supportive services;

(iii) Prevention strategies.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

(i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.

(ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.

(iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and subrecipients.

# Appendix B. Definitions

## Definitions

Black text is taken from the C.F.R. interim rule. Blue text has been developed for the West Central Illinois Continuum of Care Consortium and the WCI Homeless Assistance Council (Governing Council).

### *At risk of homelessness*

- A. An individual or family who:
1. Has an annual income below 30% of median family income for the area, as determined by HUD;
  2. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the Homeless definition in this §; and
  3. Meets one of the following conditions:
    - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - b. Is living in the home of another because of economic hardship;
    - c. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
    - d. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
    - e. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than 2 persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
    - f. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
    - g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
- B. A child or youth who does not qualify as "homeless" under this §, but qualifies as "homeless" under §387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), §637(11) of the Head Start Act (42 U.S.C. 9832(11)), §41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), §330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), §3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or §17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

- C. A child or youth who does not qualify as "homeless" under this §, but qualifies as "homeless" under §725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

### ***Centralized or coordinated assessment system***

Means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

### ***Chronically homeless***

- A. An individual who:
1. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  2. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and
  3. Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in §102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
- B. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
- C. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

### ***CoC Program***

The CoC (Continuum of Care) program is the funding program of HUD authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act as amended (42 U.S.C. 11371 et seq).

### ***CoC Program Grantee (Recipient) and Sub-recipient***

The CoC Program Grantee is the "recipient" as used by HUD and means an applicant that signs a grant agreement with HUD. Sub-recipient means a private nonprofit organization, State, local government, or instrumentality of State or local government that receives a sub-grant from the recipient to carry out a project.

### ***Code of Federal Regulations (CFR)***

A codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies the U.S. federal government.

### ***Collaborative Applicant***

The YWCA of Quincy has been designated the Collaborative Applicant, effective 2012 grant application cycle.

Means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum.

### ***Committees, working groups and task forces***

The committees, working groups, and task forces are the action planning components of the CoC system. In these bodies, strategies are developed, deepened and expanded into timed work plans. These groups may also be directly responsible for specific strategies or exploring options to solve particular concerns.

### ***Consolidated plan***

Means the HUD-approved plan developed in accordance with 24 CFR 91.

The West Central Illinois CoC falls under the State of Illinois Consolidated Plan which the Illinois Housing Development Authority coordinates the process.

### ***The Continuum (Continuum of Care)***

The name of this body will be the West Central Illinois Continuum of Care Consortium (the Continuum). This has been defined in two ways:

1. Means the group organized to carry out the responsibilities required under this part and that is composed of 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 to the extent these groups are represented within the geographic area and are available to participate. (24 CFR §578.3)
2. Means the group composed of representatives of relevant organizations, which generally includes [list as in first definition] 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 persons and persons at risk of homelessness for a specific geographic area. (24 CFR §576.2)

***Continuum Member***

Those individuals and entities meeting the composition and eligibility standards of the Continuum as set forth in this Charter.

***Eligible applicant***

Means a private nonprofit organization, State, local government, or instrumentality of State and local government.

***Emergency shelter***

Means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

***Emergency Solutions Grants (ESG)***

Means the grants provided under 24 CFR part 576.

***ESG Lead Applicant***

Means the entity designated by the Continuum of Care to apply to the Illinois Department of Commerce and Economic Opportunity’s Emergency Solutions Grant Program on behalf of two or more service providers when organizations need to apply together, in a region, in order to meet minimum funding request thresholds. The Lead Applicant will require memorandum of understanding or some other type of agreement with the other service providers (sub-recipients) involved in the grant request.

***ESG Sub-recipients***

Are the entities that are recipients of Emergency Solution Grant Program funds from Lead Applicants. The Emergency Solution Grant Program funds come from the Illinois Department of Commerce and Economic Opportunity.

***High-performing community (HPC)***

Means a Continuum of Care that meets the standards in subpart E of this part and has been designated as a high-performing community by HUD. To qualify as an HPC, a Continuum must demonstrate through:

- A. Reliable data generated by the Continuum of Care’s HMIS that it meets all of the following standards:

1. Mean length of homelessness. Either the mean length of episode of homelessness within the Continuum's geographic area is fewer than 20 days, or the mean length of episodes of homelessness for individuals or families in similar circumstances was reduced by at least 10% from the preceding federal fiscal year.
  2. Reduced recidivism. Of individuals and families who leave homelessness, less than 5% become homeless again at any time within the next 2 years; or the percentage of individuals and families in similar circumstances who become homeless again within 2 years after leaving homelessness was decreased by at least 20% from the preceding federal fiscal year.
  3. HMIS coverage. The Continuum's HMIS must have a bed coverage rate of 80% and a service volume coverage rate of 80% as calculated in accordance with HUD's HMIS requirements.
  4. Serving families and youth. With respect to Continuums that served homeless families and youth defined as homeless under other federal statutes in paragraph (3) of the definition of homeless in §576.2:
    - a. 95% of those families and youth did not become homeless again within a 2 year period following termination of assistance; or
    - b. 85% of those families achieved independent living in permanent housing for at least 2 years following termination of assistance.
- B. Reliable data generated from sources other than the Continuum's HMIS that is provided in a narrative or other form prescribed by HUD that it meets both of the following standards:
1. Community action. All the metropolitan cities and counties within the Continuum's geographic area have a comprehensive outreach plan, including specific steps for identifying homeless persons and referring them to appropriate housing and services in that geographic area.
  2. Renewing HPC status. If the Continuum was designated an HPC in the previous federal fiscal year and used Continuum of Care grant funds for activities described under §578.71, that such activities were effective at reducing the number of individuals and families who became homeless in that community.

## ***Homeless***

Means:

- A. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or



3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- B. An individual or family who will imminently lose their primary nighttime residence, provided that:
1. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  2. No subsequent residence has been identified; and
  3. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- C. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
1. Are defined as homeless under §387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), §637 of the Head Start Act (42 U.S.C. 9832), §41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e--2), §330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), §3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), §17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or §725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  3. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  4. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- D. Any individual or family who:
1. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  2. Has no other residence; and
  3. Lacks the resources or support networks, e.g., family, friends, and faith based or other social networks, to obtain other permanent housing.

### ***Homeless Management Information System (HMIS)***

Means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD.

ServicePoint by Bowman Systems is the HMIS.

### ***HMIS Lead***

YWCA of Quincy has been designated the HMIS Lead.

Means the entity designated by the Continuum of Care in accordance with this part to operate the Continuum's HMIS on its behalf.

### ***Homelessness prevention***

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in § 576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the "at risk of homelessness" definition, or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in § 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, the short-term and medium-term rental assistance requirements in § 576.106, and the written standards and procedures established under § 576.400.

### ***Permanent housing***

Means community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

### ***Permanent supportive housing***

Means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

***Point-in-time count***

Means a count of sheltered and unsheltered homeless persons carried out on one night in the last 10 calendar days of January or at such other time as required by HUD.

***Private nonprofit organization***

Means an organization:

1. No part of the net earnings of which inure to the benefit of any member, founder, contributor, or individual;
2. That has a voluntary Council;
3. That has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; and
4. That practices nondiscrimination in the provision of assistance.

A private nonprofit organization does not include governmental organizations, such as public housing agencies.

***Program participant***

Means an individual (including an unaccompanied youth) or family who is assisted with Continuum of Care program funds.

***Project***

Means a group of eligible activities, such as HMIS costs, identified as a project in an application to HUD for Continuum of Care funds and includes a structure (or structures) that is (are) acquired, rehabilitated, constructed, or leased with assistance provided under this part or with respect to which HUD provides rental assistance or annual payments for operating costs, or supportive services under this subtitle.

***Population/service hub***

Means a geographic area where clients seek services. The three largest population/service hubs in the Continuum are Quincy, Jacksonville, and Macomb.

***Relevant organizations***

Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers,

law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.

### ***Safe haven***

Means, for the purpose of defining chronically homeless, supportive housing that meets the following:

1. Serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services;
2. Provides 24-hour residence for eligible persons for an unspecified period;
3. Has an overnight capacity limited to 25 or fewer persons; and
4. Provides low-demand services and referrals for the residents.

### ***Support Entity***

Illinois Institute for Rural Affairs at Western Illinois University has been designated the Support Entity.

Support Entity is the coordination hub responsible for:

- Providing logistical support for Continuum responsibilities as in Interim Rule – 24 CFR §578.7
- Convening and facilitating the WCI Homeless Assistance Council and key working groups
- Monitoring strategic coherence across efforts
- Coordinating communication within the Continuum
- Managing collective data systems and information distribution
- Mobilizing planning efforts that frame future community-wide plans and their revision
- Stewarding resources for collective impact as appropriate

As such, the support is not a “lead” entity, but rather performs the roles of advocate, planning consultant, project manager, and logistics staff – though always free to delegate elements of its responsibility to appropriate Continuum members and/or contracted support as appropriate.

### ***Transitional housing***

Means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

### ***Unified Funding Agency (UFA)***

Means an eligible applicant selected by the Continuum of Care to apply for a grant for the entire Continuum, which has the capacity to carry out the duties in §578.11(b), which is approved by HUD

and to which HUD awards a grant. No UFA has been designated. The WCI Homeless Assistance Council will work with the Collaborative Applicant to apply for UFA status if the WCI Homeless Assistance Council or Continuum as a whole sees fit to do so.

***Victim service provider***

Means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

***WCI Homeless Assistance Council (Governing Council)***

The governing Council established to act on behalf of the Continuum using the process established as a requirement by §578.7(a)(3) and in compliance with the conflict-of-interest requirements at §578.95(b). The Council must: (1) be representative of the relevant organizations and of projects serving homeless subpopulations; and (2) include at least one homeless or formerly homeless individual.