

Miami Dade County Homeless Trust Continuum of Care Governance Charter

Table of Contents

I. Designation of CoC, Collaborative Applicant and HMIS Lead

II. Purpose of Charter

III. CoC Board Membership, Processes and Structure

- A. Membership and Selection Process
 - 1. Membership
 - 2. Term of Membership
 - 3. Review of Selection Process
- B. Trust Board Meetings
- C. Decision-Making
- D. Board Committees
- E. Conflict of Interest

IV. CoC Responsibilities

- A. CoC Planning and Coordination
 - 1. CoC Plan
 - 2. System Coordination
 - 3. Point-in-Time Counts
 - 4. Annual Gaps Analysis and Collaborative Applicant Process
 - 5. Consolidated Plans
- B. Coordinated Entry
- C. CoC Standards of Care
- D. Performance Goals and Evaluation

V. HMIS Lead Responsibilities

Miami Dade County Homeless Trust Continuum of Care Charter

I. Designation of CoC, Collaborative Applicant and HMIS Lead

The Miami-Dade County Homeless Trust (“Homeless Trust” or “Trust”) shall serve as the Continuum of Care (“CoC”) for Miami-Dade County in accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (“HEARTH”) Act. The Homeless Trust is the Collaborative Applicant for the purposes of HEARTH and the designated Homeless Management Information Systems (HMIS) Lead for the CoC’s geographic area. The Homeless Trust is the state of Florida designated Lead Agency for the CoC.

Through adoption of Miami-Dade County Ordinance No. 94-66 (Ord. No. 94-66), the Miami-Dade County Board of County Commissioners (“BCC”) created the Homeless Trust and empowered the Trust’s Board to coordinate and oversee implementation of the Miami-Dade County Community Homeless Plan: Priority Home (“CoC Plan”), which establishes the vision, goals and strategies to end homelessness. The Homeless Trust Board’s duties and responsibilities include administration of local Food & Beverage tax proceeds dedicated to serving homeless to assist persons who have become or are about to become homeless in accordance with the Plan.

The Homeless Trust is an agency of Miami-Dade County and staffs, receives, and administers federal, state and other funds, budget activities and procurement on behalf of Miami-Dade County.

II. Purpose of Charter

This governance charter is adopted by the Trust Board as the Miami-Dade CoC and designated HMIS Lead to establish procedures and policies to comply with 24 CFR Part 578, subpart B. The Charter shall be reviewed, updated as needed and affirmed annually by the Trust Board.

At all times, the Trust and its Board must comply with Ord. No. 94-66 and the Trust Board’s By-Laws, as may be amended, which have been adopted in accordance with the requirements of Ord. No. 94-66.

III. CoC Board Membership, Processes and Structure

In accordance with the HEARTH Act, the membership of the CoC shall be representative of relevant organizations and projects serving persons who are homeless and shall include one or more persons who are homeless or formerly homeless. The voting membership of the Board of Directors shall be ethnically, racially and gender balanced.

A. Membership and Selection Process

1. Membership

The BCC established the membership of, and selection process for, the Trust Board. The Trust Board is composed of twenty-seven (27) voting members as follows:

Number of Voting Seats	Stakeholder and Selection Process
7	Representatives of the civic and business community selected by the Greater Miami Chamber of Commerce. The Trust Board may recommend that four of the civic and business community positions include the following: one (1) representative of the downtown Miami business community; one (1) representative from the judicial sector; one (1) representative from the medical profession and one (1) representative of the neighborhood association in the area immediately impacted by the first homeless assistance center, or from the area most affected by homeless provider services.
1	A member of the Miami-Dade County Public School Board or the Superintendent of Miami-Dade County Public Schools as determined by the School Board
1	The Chairperson of the Board of County Commissioners Committee on Housing and the Homeless or, in the absence of such a committee or in the absence of any other committee overseeing homeless issues, the Board of County Commissioners
3	Three (3) members of the Miami-Dade League of Cities selected by the Miami-Dade League of Cities, taking into consideration the cities most impacted by homelessness
1	The City Manager of the City of Miami
2	Formerly homeless persons selected by the Homeless/Formerly Homeless Persons Coalition or in the absence of such an organization, by the Homeless Providers' Forum
4	Representatives of the Homeless Providers Forum selected by the Homeless Providers Forum
1	Representative of the academic or professional sector, selected by the Chair of the Housing and Homeless Committee of the Board of County Commissioners, or in the absence of such a committee or any other committee overseeing homeless issues, the Board of County Commissioners
1	An advocate, formerly homeless person, or provider, selected by the South Florida Interfaith Coalition for the Homeless
3	Members of the Greater Miami Religious Leaders Coalition selected by the Greater Miami Religious Leaders Coalition
1	An advocate for the homeless or one (1) formerly homeless person selected by the Homeless Providers Forum
1	The President of Miami Homes for All
1	The District Administrator of the State of Florida Department of Health and Rehabilitative Services for the District encompassing Miami-Dade County

Trust Board members may designate alternates to serve and/or vote on their behalf.

2. Representation

- a. The membership of the board of directors shall be ethnically, racially and gender balanced and will include youth and persons who are LGBTQ+.
- b. On an annual basis each January, the Trust will publically post on the Miami-Dade County government website the board seat(s) subject to term expiration within the upcoming twelve months and the applicable selection process to fill such seat(s).

3. Term of Membership

- a. All non-ex-officio Trustees shall serve staggered terms of three (3) years each, with option to serve one additional term.
- b. Trustees shall be appointed, removed and serve according to the provisions of Chapter 2 of the Code of Miami-Dade County.

4. Review of Selection Process

At least every five years in accordance with HEARTH Act requirements, the Trust Board shall review the board selection process and, if determined necessary, make recommendations to the BCC to amend the process.

B. Trust Board Meetings

1. The full board will hold regular meetings, no less than semi-annually, and such other meetings, as it deems necessary at locations and times determined by the Trust. Meeting locations shall be accessible to potential homeless participants and ADA compliant.
2. All meetings of the board, including its committees, subcommittees and workgroups, shall be public.
3. All such meetings will be publically noticed in advance and agendas will be disseminated in advance of the meeting.
4. The Trust at all times shall operate under the Florida Open Government laws, including the "Sunshine Law," public meeting laws and public records laws.

C. Decision-Making

A majority of the entire membership of the Trust Board shall constitute a quorum for the transaction of business. Trust Board meetings can continue without quorum, however, the Trust Board may not take any official action. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Board.

Any member of the Trust who announces a conflict of interest on a particular matter and a decision to refrain from voting or otherwise participating in the proceeding related to that matter shall leave the room in which the meeting is being held until the consideration of that matter is concluded. Any such member who does not leave the room shall be deemed absent for purposes of constituting a quorum, counting the vote or any other purpose.

D. Board Committees

1. The Trust Board may establish standing committees, sub-committees and workgroups, each of which will have the authority specifically granted to it by the Board. Such committees may include an Executive Committee, a Finance and Audit Committee, Housing and Services Development Committee, CoC Sub-Committee and Performance Evaluation Committee. Appointments to committees, sub-committees and board-created workgroups shall be made by the Trust Board Chair.

2. In addition to appointed board members, community stakeholders who do not sit on the Trust Board shall be solicited to serve on committees, sub-committees and workgroups to bring additional insight, ideas and resources to the Homeless Trust. Community stakeholders shall include representatives of law enforcement/corrections; faith-based organizations; health care; education (schools/universities); veteran's organizations; domestic violence programs; HIV/AIDS programs; homeless non-profit service provider agencies representing emergency, transitional, permanent housing, homeless prevention and rapid rehousing programs; homeless/formerly homeless persons; unaccompanied homeless youth organizations; homeless prevention agencies; funder advocacy groups; hospitals; mental health receiving facilities; entitlement jurisdictions; local workforce investment act boards and private housing developers and owners.

E. Conflict of Interest

The Homeless Trust Board shall be governed by Florida's "Government in the Sunshine Law," Section 286.011, Florida Statutes, and the County's and Florida's Code of Ethics Laws, Section 2-11.1 of the Code of Miami-Dade County and Chapter 112, Part III, Florida Statutes, as those laws may be amended from time to time.

In addition, all members of the CoC shall abide by the Conflict of Interest guidelines provided in the HEARTH Interim Rules 24 CFR 578.95. Such guidelines provide that:

- No member of the Continuum will vote in the 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 cohabitate) has a financial interest. Anyone may participate in the planning process.
- Members of the Continuum will disclose potential conflicts of interest that they may have regarding any matters that come before the Trust Board or one of its committees for action.
- Members will recuse themselves from any matter in which they may have a conflict of interest – abstaining from decision making on the matter.

IV. CoC Responsibilities

The Homeless Trust is responsible for identifying homeless system needs within Miami-Dade County; identifying funding and other resources to end homelessness; development, coordination and implementation of CoC strategies; monitoring performance of CoC providers and programs; evaluating the effectiveness of CoC strategies; and advocating for new and/or additional solutions to end homelessness.

A. CoC Planning and Coordination

1. CoC Plan

- a. The Miami-Dade Community Homeless Plan: Priority Home is a strategic plan to prevent, reduce and end homelessness as implemented by the Continuum through the Homeless Trust. The Trust Board will review the CoC Plan at least biennially.
- b. The Trust is also responsible for development of a community-wide consolidated funding plan to implement the Plan, including the annual proceeds of the Food and Beverage Tax, municipal funds, state and federal grants and private contributions. The funding plan will be reviewed annually by the Board's Finance and Audit Committee, approved by full Trust Board and incorporated into the County's budgeting process.
- c. The Trust will work with state and local government Emergency Solutions Grants program recipients within the Continuum's geographic area to coordinate ESG resources available to support CoC strategies, including, but not limited to: (a) planning for the allocation of Emergency Solutions Grants program funds and (b) reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.

2. System Coordination

The Trust will implement and coordinate a housing and service system within Miami-Dade County to implement the strategies and objectives of the Plan. The system shall meet the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system shall provide:

- Prevention
- Outreach, engagement, and assessment through Coordinated Entry (CE)
- Diversion
- Emergency housing
- Transitional housing
- Rapid Re-housing
- Permanent housing strategies with supportive services

3. Point-in-Time Counts

- a. The Homeless Trust will conduct a sheltered and unsheltered point-in-time count of homeless persons, at least annually, within Miami-Dade County that counts both unsheltered homeless persons (homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans) and sheltered homeless (persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons).
- b. At least biennially, the Trust will work in partnership with entities serving, or in contact with, youth to conduct a point-in-time count of youth experiencing homelessness.

- c. The Trust will meet other requirements for point-in-time counts as may be established by HUD by Notice.

4. Annual Gaps Analysis and Collaborative Applicant Process

On an annual basis, the CoC Sub-Committee will be responsible for:

Performing an annual gaps and needs analysis using system performance data. Establishing priorities to guide tiering, subject to approval of the Trust Board. Reviewing the CoC Scoring, Ranking and Reallocation process, subject to final approval by the Trust Board.

The Trust Board shall approve final submission for the annual CoC application to U.S. Department of Housing and Urban Development (HUD).

5. Consolidated Plans

The Trust will provide information necessary to complete Consolidated Plans to HUD entitlement jurisdictions within Miami-Dade County.

B. Coordinated Entry

In consultation with Government ESG Recipients, the Trust shall establish a centralized Coordinated Entry (CE) strategy, a coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services and referrals for housing and related services. The CE system shall be operated in accordance with Coordinated Entry Standards, Policies and Procedures approved by the Trust Board. The CE policies and procedures will be reviewed annually by the Services Development Committee.

The Trust will assist Government ESG Recipients in ensuring that ESG sub-recipients participate in the CE System.

The Trust shall have 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 non-victim service providers.

C. Standards of Care

In collaboration with Government ESG Recipients and other government funders of CoC housing strategies, the CoC shall establish written standards for the provision of housing assistance consistent with the housing strategies under the Plan (prevention; diversion; emergency shelter; rapid re-housing; transitional housing, safe haven, and permanent housing with supportive services). Through a collaborative effort, the respective funders will ensure that these written standards are consistently followed by their sub-recipients.

1. At a minimum, these written standards must include:

- a. Policies and procedures for evaluating individuals' and families' eligibility for assistance;

- b. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - c. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - d. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - e. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
2. The Trust's Services Development Committee with staff's assistance, shall be responsible for the formulation of the Standards of Care and forward them to the full Trust Board for approval. Staff may convene workgroup(s) to engage providers and stakeholders in the development of such standards
 3. Drafts of the Standards of Care and any amendments thereto will be posted on the Trust's website for public comment. The final approved Standards of Care will also be posted on the Trust's website.

D. Performance Goals and Evaluation

The Trust will:

1. Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, review risk assessment and monitoring tools, and review monitoring policy and performance improvement efforts.
2. Monitor recipient and sub-recipient performance, evaluate outcomes, provide poor performers with technical assistance through a performance improvement plan and when necessary take action against poor performers.
3. Evaluation of outcomes shall include projects funded under the Emergency Solutions Grants (ESG) program.
4. Establish a Performance Evaluation Committee, which shall meet quarterly, to review system and provider performance against goals. Such performance evaluation will inform planning for purposes of allocating resources toward effective strategies to prevent and end homelessness.
5. The Trust will report CoC system and project outcomes to HUD. The Trust will provide Government ESG Recipients with HMIS data needed for their ESG CAPER reporting.

V. HMIS Lead Responsibilities

As the designated HMIS Lead for the CoC, the Homeless Trust will:

- A. Manage the HMIS for the CoC's for the geographic area.
- B. Review, revise and approve a privacy plan, security plan, and data quality plan for the HMIS through its Services Development Committee and full Trust Board.
- C. Ensure consistent participation of recipients and sub-recipients in the HMIS through

contracting provisions.

- D.** Ensure the HMIS is administered in compliance with requirements prescribed by HUD.
- E.** Homeless Management Information System Users Group meets monthly to review project level data quality, and whenever applicable, learn how to incorporate changes to the HUD data dictionary or HMIS system updates.