

INDIANAPOLIS CONTINUUM OF CARE

| GOVERNANCE CHARTER |

I. Overview

A. Governance Charter Purpose

This document sets forth:

- Guiding principles of membership and participation in the Indianapolis Continuum of Care (the Continuum) ¹.
- Responsibilities delegated by the Continuum to its Board (Blueprint Council), committees, and agents.
- Provisions for Continuum governance through the Blueprint Council and key policies and processes.

B. Contents

The sections of this Charter are as follow:

- I. Overview
- II. The Continuum of Care
- III. The Blueprint Council
- IV. Committees, Workgroups, & Ad Hoc Workgroups
- V. Continuum Policies
- VI. Appointed Entities
- VII. General Provisions

- **Terms & Definitions** ²

The Blueprint plan is the Indianapolis community's strategic plan to prevent, reduce and end homelessness as implemented by the Continuum.

Blueprint Council is the governing board 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)

The CoC Program Grantee is the "recipient" as used by HUD and means an applicant that signs a grant agreement with HUD. There can be one or multiple entities that serve as a CoC Program Grantee.

Collaborative Applicant means the eligible applicant that has been designated by the CoC to submit the annual CoC Consolidated Application for funding on behalf of the CoC. The collaborative applicant must collect and combine the required application information from all projects within the geographic area and will apply for funding for CoC planning activities. The designated Collaborative Applicant will enter into an MOU with the Continuum of Care

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 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.

Homeless Management Information System (HMIS) means the information system designated by the Continuum of Care to comply with the HMIS requirements prescribed by HUD.

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. The HMIS lead will enter into an MOU with the Continuum of Care.

Adequate Notice is defined as when the Support Entity:

¹ This Continuum of Care "IN 503" as designated by HUD.

² For additional definitions see the Appendix to this Charter.

- Delivers the content electronically to Continuum member lists.
- Posts the content to the Continuum website.
- Meets the time requirement noted in this Charter.

This further requires that:

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

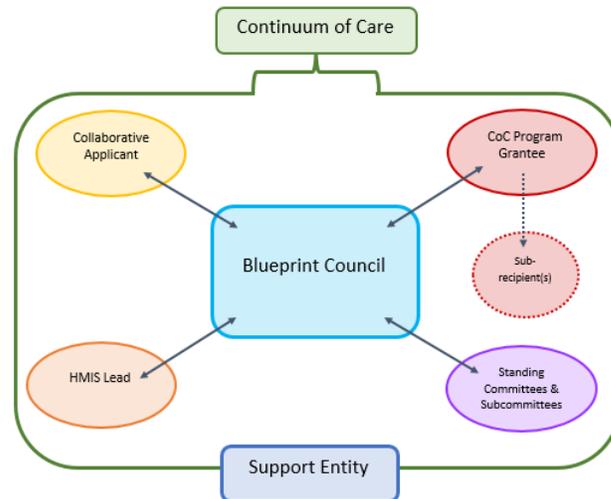
Support Entity is the coordination hub responsible for:

- Providing logistical support for Continuum responsibilities as in Interim Rule – 24 CFR §578.7.
- Convening and facilitating the Blueprint Council and key working groups.
- Monitoring strategic coherence across efforts.
- Coordinating communication within the Continuum.
- Managing web and social media presence and information distribution.
- Mobilizing planning efforts that frame future Blueprints, related community-wide plans and their revision.
- Stewarding resources for collective impact as appropriate.
- Ensuring Blueprint Council members receive all necessary information regarding changes on the local, state, and federal level that may influence or impact the Continuum of Care.

As such, the Support Entity 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. The support entity will enter into an MOU with the Continuum of Care.

C. Overview of Continuum Structure

The Structure of the Continuum is reproduced here:



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 base, holding the work together.
- The Blueprint Council acts on behalf of the Continuum to maintain momentum and oversight.
- Committees are responsible for specific activities and strategies, reporting to the Council.
- The Collaborative Applicant submits the CoC’s Consolidated Application to HUD and 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 works closely with the Blueprint Council.

II. 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 with the goal of preventing and ending homelessness in Indianapolis.

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

Purpose: The Continuum embodies three concepts:

- **A Working Coalition:** It is the collection of individuals and entities that have specifically committed to seeing that the Blueprint is implemented with integrity and excellence.
- **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 move 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 provides funding for efforts by nonprofit providers, States, and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness. It organizes and delivers housing and services to meet the specific needs of people who are homeless and promotes the utilization of these programs and mainstream resources as they move to stable housing and maximize self-sufficiency.

Responsibilities: Specifically, it is obliged to:

- **Performance Targets & Monitoring**
 - Establish appropriate performance targets by population and program in consultation with the CoC Program Grantee and sub-recipients then:
 - Monitor performance and evaluate outcomes of ESG and CoC programs
 - Develop a fair process for performance improvement and recommend action per that process
 - Report to HUD as required/requested
- **Coordinated Entry**
 - Establish a centralized or coordinated entry system in consultation with ESG fund recipients
 - Operate a centralized or coordinated entry system in consultation with ESG fund recipients
- **Written Standards**
 - Establish written standards for providing CoC assistance in consultation with ESG fund recipients
 - Ensure written standards are followed through regular monitoring
- **HMIS**
 - Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS
 - Review, revise, and approve privacy, security, and data quality plans
 - Ensure consistent participation of the CoC Program Grantee and sub-recipients in HMIS
 - 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 biennially
 - Conduct an annual gaps analysis of homelessness needs and services
 - Provide information required to complete the Consolidated Plan(s)
 - Consult with State and local ESG recipients in the geographic 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, fair, and transparent 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
- Rank multiple applications if required by HUD

Delegation: The Continuum has delegated elements of its day-to-day work to the Blueprint 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:

- Individuals representing the following entities to the extent that they are within the geographic area and are available to participate; and have signed the CoC Membership Statement:
 - Nonprofit homeless providers
 - Prevention service providers
 - Victim service providers
 - Disaster planning and prevention agencies
 - Youth service providers
 - 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
 - Concerned community members
- Homeless and formerly homeless persons
- Representatives from the following:
 - Collaborative Applicant
 - CoC Program Grantee(s)
 - Consolidated Plan Entity
 - ESG Grantee
 - HMIS Lead
 - Support Entity

Establishing Voting Membership: Those individuals that meet the following provisions are voting members of the Continuum of Care:

- Self-identification as homeless or formerly homeless, OR;
- Commitment to Indianapolis' strategic plan to end homelessness as demonstrated by completion of a Continuum Membership Statement AND active Participation in at least one Continuum meeting, Blueprint council meeting, committee meeting, or other official continuum of care business meeting over the prior 12 months as demonstrated by Continuum, Blueprint Council and/or Committee attendance sheets.

Call for New Potential Members: Any individual committed to the prevention and ending of homelessness is welcome to the Continuum. The Continuum will publicly invite new members at least annually, including but not limited to:

- Web posts
- Press releases
- Social media
- Newsletter article

- Email blasts

Diversity Statement: Indianapolis is a diverse community composed of individuals with different racial and ethnic backgrounds, nationalities, sexual orientations, housing statuses, gender identities, and religious beliefs. The Continuum of Care and the Blueprint Council will make an active effort to ensure representation from individuals with a broad array of backgrounds and experiences. By creating a Continuum of Care and Blueprint Council that is diverse, and by including individuals representing government entities, businesses, homeless service agencies, housing providers, and other non-profit entities, we will reflect the diversity of the homeless population and the population of Indianapolis as a whole.

Voting Rights: Voting members have the right to vote on behalf of Continuum matters, including but not limited to:

- Blueprint Council Elections
- General Continuum of Care meetings

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

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 Blueprint Council. The Blueprint Council will select a meeting location that is accessible to potential homeless participants and in regard to ability/disability.

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

Agendas: The Support Entity will post agendas in advance of the meeting on the CoC website.

Notice: A minimum of twenty-one (21) days' 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 voting member must be present to vote on Continuum matters, unless a meeting is called electronically. Votes will be conducted either electronically, by voice, or paper ballot. 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.

III. The Blueprint Council

• Blueprint Council Roles & Responsibilities

Definition: The Continuum Governing Board (known as the Blueprint Council) is the body that acts as the day-to-day decision-making group and makes applicable recommendations to the full Continuum.

The Council as a Whole: The Blueprint Council is the designated entity for managing the CoC Program process in Indianapolis, including the ranking of proposals for submittal to the US Department of Housing and Urban Development under the annual NOFA. The Blueprint 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.

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

- Coordinates Continuum meetings
- Scans the environment for best practices and innovations.
- Assesses the Continuum for gaps, overlaps, duplication, strategic conflicts, etc.
- Provides an annual outcomes report to the community.

In addition, the Blueprint Council is responsible for:

- Working closely with the designated Collaborative Applicant to fulfill major duties of the Continuum.
- Monitoring implementation of the Blueprint and ongoing alignment with vision, goals, and strategies.

- Overseeing periodic planning and annual plan revisions.
- Making recommendations to the Continuum about funding and programmatic priorities.
- Actively seeking out participation from individuals from each group listed below, for both the Continuum and its committees:
 - Nonprofit homeless providers
 - Prevention service providers
 - Victim service providers
 - Disaster planning and prevention agencies
 - Youth service providers
 - 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
 - Concerned community members
- Ensuring transparent governance within the Continuum and monitoring potential conflicts of interest.
- Delegating activities to and overseeing committees, workgroups, and ad hoc workgroups as appropriate.
- Ensuring consultation with ESG grantee throughout planning and implementation of Continuum activities.

Individual Members: Individuals serving on the Blueprint Council must:

- Must be an established member of the Continuum of Care in good-standing
- Commit to preventing and ending homelessness.
- Attend 75% of the meetings of the Blueprint Council and at least one of the 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 Blueprint Council deliberations, while remaining attentive to unrepresented views.
- Communicate Blueprint Council work to the peers, industry, and/or population he/she represents.
- Adhere to all Governance Charter policies.

A. Blueprint Council Number, Terms, Composition & Guidelines (to go into effect January 2017)

Number: The Blueprint Council will operate with no fewer than 13 nor more than 26 (subject to change with the creation or elimination of a standing committee as outlined in section IV.A.) 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. In the case that the Blueprint Council falls under 13 members or does not have at least 50% elected members at any given time, the standing Blueprint Council still has the authority to conduct business and to appoint members as outlined in this charter in order to meet the minimum requirements outlined above.

Terms: Elected Blueprint Council members will serve a three-(3)-year term and may be elected for an additional three-(3)-year term for a maximum of six (6) consecutive years. A Blueprint Council member may be appointed to serve a partial term, which will not count toward term-limits. Blueprint Council members may serve up to two (2) consecutive three-(3)-year terms. Blueprint Council members must wait at least one (1) year after rotating off to run for election again. Member terms will be staggered such that approximately one-third (1/3) are up for election or appointment each year. Aside from the appointed committee chairs who serve a one-(1)-year term, appointed seats serve three-(3)-year terms and may renew indefinitely. *See Blueprint Council Member Elections.*

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

- **Elected Seats**
 - One (1) Homeless Prevention Provider
 - One (1) Health Care Institution or Practitioner
 - One (1) Mental Health or Substance Abuse Provider
 - One (1) McKinney Vento Liaison
 - One (1) Business Representative (effective January 2018)
 - One (1) Funder (effective January 2018)
 - One (1) Affordable Housing Developer (effective January 2018)
 - One (1) Faith-Based Liaison
 - Two (2) Homeless or Formerly Homeless Individuals
 - Two (2) Direct Homeless Service Providers, one of whom must be non-conflicted
 - One (1) Homeless Housing Provider
 - Two (2) Members At-Large
- **Appointed Seats**
 - Collaborative Applicant
 - Consolidated Plan Entity
 - ESG Grantee
 - HMIS Lead
 - Support Entity
 - IHA
 - Public Safety/Law Enforcement Official
 - CoC Committee Chairs

Guidelines: In managing Blueprint Council number and composition, the following will be true:

- Each seat has a vote as exercised by a named individual, and each individual may exercise only one vote.
- The Chair of the Blueprint Council only casts a vote in the event of a tie.
- The Blueprint Council should represent a diverse set of service, population, and program interests.
- Direct service providers can include those who do and do not receive federal funding; those serving individuals, families, youth, veterans, or any other targeted population; a wide range of services such as outreach, shelter, transitional housing, supportive housing, victim services, service only, etc.; and a mix of secular, faith-based, and community providers.
- At-Large seats provide opportunity for interested community members to become engaged with the Blueprint Council, responding to community and strategic needs at any given time.
- Appointed entities holding more than one concurrent appointment have the discretion to fill fewer than their allowable number of seats. Regardless, individual designees may only exercise one vote.

B. Blueprint Council Member Elections

Oversight: The Blueprint Council chair will appoint an ad hoc election workgroup made up of Blueprint Council members and Continuum members that are responsible for development and oversight of all elections. The appointed members will select non-Blueprint council members to complete the workgroup. The election workgroup will report to the Blueprint Council and not be comprised of more than 49% Blueprint Council members. The election workgroup will create the elections and voting processes and will be approved by the Blueprint Council before being implemented. The committee will select its own chair.

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

- **Blueprint Council Officers and Executive Committee**

Officers: The Blueprint Council members vote in a Chair, Vice Chair, and Second Vice Chair from its membership to form the Executive Committee.

- The Chair conducts Council meetings
- The Chair conducts meetings of the full CoC
- The Vice Chair serves in the Chair's absence
- The Second Vice Chair serves as a parliamentarian

Terms: An officer serves for a one-(1)-year term.

Term Limits: An officer cannot serve for more than three (3) consecutive terms in the same role for a maximum of three (3) consecutive years.

Executive Committee Responsibilities: The Executive Committee is charged with the following responsibilities:

- Evaluating the conduct of council members, especially their compliance with the conflict of interest and attendance policies, set forth in this governance charter
- Taking action to correct or remove council members who are not fulfilling their responsibilities
- Ensuring that each committee chair develops a reasonable schedule of meetings for the year and, as necessary, helping to develop the agendas from these meetings
- Setting and timely dissemination of the agenda for Blueprint Council meetings
- Setting and timely dissemination of the agenda for all all-member Continuum of Care meetings
- Provide Council leadership in ensuring that CoC planning and implementation is consistent with requirements articulated by HUD in 24 CFR Part 578 and other directives, with applicable federal, state, and local laws, and with the strategic direction of The Blueprint plan
- Setting and upholding process decisions to determine which issues go to the Council for official vote, and for determining when the need for action is sufficiently urgent as to require either an unscheduled meeting, or a vote by the Council on a matter which was not included on the publicly disseminated meeting agenda or action by the council without a meeting.
- Calling emergency meetings of the full Council to coordinate messages and/or responses to public relations concerns or issues impacting the CoC
- The Blueprint Council will renew appointments and their MOUs based on performance each year
- The Continuum will renew appointments based on Blueprint 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 Blueprint Council

C. Blueprint Council Vacancy, Removal & Resignation

Vacancy: In the event of a vacancy, the members of the Blueprint Council will elect a successor to hold the 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:

Blueprint Council members may also be removed by a 3/4 vote of the Blueprint 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 Blueprint 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 Blueprint Council.

D. Blueprint Council Meetings & Action

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

Open Meeting: It is the intent that all meetings of the Blueprint Council will be open to any interested person. However, in rare circumstances the Council may vote by majority to hold an executive session which would not be open to the public.

Agendas: The Blueprint Council will disseminate agendas in advance of the meeting.

Notice: Fifteen-(15)-day notice will be given for regularly scheduled meetings of the Blueprint Council. 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 Blueprint 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 Blueprint Council makes decisions by consensus. The goal of consensus is a decision that is consented to by all group members. Full consent does not mean that everyone must be completely satisfied with the final outcome – in fact, total satisfaction is rare. The decision must be acceptable enough, however, that all will agree to support the group in choosing it. Consensus depends on participants having shared values and goals. If the group cannot reach consensus on an issue a vote will be taken with simple majority rule.

Voting: Each member of the Blueprint Council is eligible to vote on decisions being made when present at the meetings, except for the chair, who only votes in the event of a tie. If a vote is necessary, all votes will be by voice or either paper or electronic 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 Blueprint Council may take an action without a meeting provided:

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

E. Blueprint Council Staffing

An employee of the Support Entity provides administrative support to the Blueprint Council including recording minutes, sending meeting notifications, and ensuring appropriate updates to the Blueprint Council members.

IV. Committees, Workgroups & Ad Hoc Workgroups

A. Formation & Composition

Purpose: Blueprint Council committees, workgroups and ad workgroups are the action planning and implementation components of the system. They gather and analyze information and data, and formulate recommendations to be presented to the Blueprint Council for action.

Formation: There are currently four standing committees: Housing and Services, Program Application and Technical Assistance, Planning and Investment, and Community Education and Policy Implementation. At any time, the Blueprint Council may decide to create or eliminate a standing committee. Each committee can create and install workgroups to accomplish the committee's work plan. The Blueprint Council, Blueprint Council committees, and any workgroup may create an ad hoc workgroup to accomplish special, time-sensitive projects. Ad hoc workgroups will disband after their work is completed. All committee responsibilities apply to ad hoc workgroups as well. The most up-to-date committee structure will be posted on the Indy CoC website.

Membership: Any community member may join any committee. Each committee may set its number and recruit members.

B. Committee, Workgroup, and Ad Hoc Workgroup Leadership

A chair or co-chairs, as selected from within the committee, workgroup, and ad hoc workgroup, will coordinate each body. They are selected annually in December or upon creation of the body.

One person from each committee will be designated to serve as Blueprint Council member.

Chair responsibilities include:

- Recording its minutes and attendance and providing them to the Support Entity
- Making recommendations based on the body's work
 - Workgroup and ad hoc workgroup chairs are responsible for providing a summary of work and recommendations to the Committee to which it reports

- Committee chairs are responsible for providing a summary of work and recommendations of all workgroups and ad hoc workgroups created by the committee to the Blueprint Council and the Support Entity
- Reporting to the Blueprint Council the formation of a new workgroup or ad hoc workgroup
- Ensuring transparency of its process and meetings

C. Committee Roles & Responsibilities

Each committee will be responsible for:

- Recruiting its members
- Selecting a chair or co-chairs
- Researching and presenting recommendations related to the committee, workgroup, or ad hoc workgroup
- Creating and implementing action plans fulfilling the goals of the committee, workgroup, or ad hoc workgroup

B. Decision-making Limitations

All recommendations related to funding, policy changes, or issues that impact access to services and delivery of services across the system must be submitted to the Blueprint Council for their consideration and action.

V. Continuum Policies

A. Conflict of Interest & Recusal

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 cohabit) 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 it in full session, Council, committee, or other group of the CoC.

Members will recuse themselves from any matter in which they may have a conflict of interest – abstaining from decision making 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, ethnicity, color, national origin, age, disability, religion, gender, sexual orientation, or other federal, state or locally protected group.

C. 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; and
- No member of the Continuum, Blueprint Council or its committees may contract, incur debt, or otherwise create an enforceable obligation for the Continuum, Blueprint Council or its committees.

Only the Blueprint 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 Blueprint Council will renew appointments and their MOUs based on performance each year
- The Continuum will renew appointments based on Blueprint 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 Blueprint 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 Blueprint Council must designate a grant recipient to be the Collaborative Applicant.

The Collaborative Applicant is the only entity that may

- Submit the CoC Consolidated Application to HUD.
- Apply for grants from HUD on behalf of the Continuum.
- Apply for and receive CoC Program planning funds on behalf of the Continuum.

The Collaborative Applicant will be chosen by the Blueprint Council annually and accepted by majority vote of then-seated Council members.

C. CoC Program Grantee

CoC Program Grantee is the entity or entities selected by the Indianapolis Continuum of Care to contract with HUD to receive CoC Grant money to allocate towards CoC projects in the Indianapolis Continuum of Care.

D. HMIS Lead

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 once created.

The HMIS Lead will be chosen by the Blueprint Council annually and accepted by majority vote of then-seated Council members.

E. Support Entity

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 Blueprint Council and committees as they implement the Blueprint.

The Support Entity will be chosen by the Blueprint Council annually and accepted by majority vote of then-seated Council members.

F. Coordinated Entry Entity

Coordinate Entry Entity is one or more entities selected by the Indianapolis Continuum of Care to install, maintain, and facilitate coordinated entry in Indianapolis.

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.

Newly elected Blueprint Council members will be seated by January 31st of each year.

B. Annual Document Review

The Blueprint 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, Blueprint 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 meetings of the Continuum and Blueprint Council meetings.
- Committees are responsible for selecting a Secretary, recording their own minutes, and providing them to the Support Entity for record keeping.
- Minutes for all bodies will be disseminated by the Support Entity upon request.

The Support Entity will be the holder of all Continuum, Blueprint 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

Acronyms

- **CHIP** Coalition for Homelessness Intervention & Prevention
- **CoC** Continuum of Care
- **CFR** Code of Federal Regulations
- **ESG** Emergency Solutions Grants
- **HMIS** Homeless Management Information System
- **HPC** High-Performing Community
- **HUD** U.S. Department of Housing and Urban Development
- **MOU** Memorandum of Understanding
- **NOFA** Notice of Funding Availability
- **UFA** Unified Funding Agency

Definitions

Black text is taken from the C.F.R. interim rule. [Blue text has been developed for the Indianapolis Continuum of Care and Blueprint 2.0.](#)

At risk of homelessness

- (1) An individual or family who:
 - (i) Has an annual income below 30% of median family income for the area, as determined by HUD;
 - (ii) 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
 - (iii) 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;
- (2) 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
- (3) 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.

The Blueprint plan

Blueprint 2.0 is the Indianapolis community's strategic plan to prevent, reduce and end homelessness as implemented by the Continuum.

Blueprint Council (Governing Board)

The governing board 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 board 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.

Coordinated entry 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

- (1) An individual who:
- (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - (ii) 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 one year or on at least four separate occasions in the last 3 years; and
 - (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 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;
- (2) 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
- (3) 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

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 Ad Hoc Workgroups The Blueprint committees, working groups, and Ad Hoc Workgroups 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.

Consolidated plan

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

The Continuum (Continuum of Care)

The name of this body will be the Indianapolis Continuum of Care (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.

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:

- (1) Reliable data generated by the Continuum of Care's HMIS that it meets all of the following standards:
 - (i) 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.
 - (ii) 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.
 - (iii) 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.
 - (iv) 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.
- (2) 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:

- (i) 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.
- (ii) 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:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) 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;
 - (ii) 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
 - (iii) 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;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (iv) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (v) No subsequent residence has been identified; and
 - (vi) 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;
- (3) 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:
 - (vii) 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);
 - (viii) 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;
 - (ix) 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
 - (x) 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
- (4) Any individual or family who:
 - (xi) 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;
 - (xii) Has no other residence; and
 - (xiii) 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.

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 board;
- (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.

Rapid re-housing

From National Alliance to End Homelessness: Rapid Re-Housing: Creating Programs that Work (July 2009)

Rapid Re-Housing is for “individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it” (HUD Homelessness Prevention and Rapid Re-Housing (HPRP) Notice, March 19, 2009). These are the key components:

- (1) The individual or family is currently homeless
- (2) The “Rapid” in Rapid Re-Housing means that the household is assisted to obtain permanent housing as quickly as possible. People move directly from homelessness to housing. There are no intermediate programs that delay their move to housing.
- (3) Rapid Re-Housing provides the minimal amount of assistance—amount and length—needed to obtain and retain housing.
- (4) Households are empowered to make their own choices and to respond to the consequences of those decisions.
- (5) The key to successful re-housing is understanding the individual’s barriers to getting and keeping housing—then finding ways to eliminate or compensate for those barriers.

Recipient and Sub-recipient

See CoC Program Grantee.

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

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 Blueprint 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 Blueprints, related 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 Blueprint Council will work with the Collaborative Applicant to apply for UFA status if the Blueprint 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.