



CATCH
Central Arkansas Team Care
for the Homeless

GOVERNANCE CHARTER

Approved by Membership Vote August xx, 2016

Purpose of the Charter

This Charter sets out the responsibilities of Central Arkansas Team Care for the Homeless (CATCH), which serves as the official Continuum of Care overseeing homeless programs and services in a four-county region of central Arkansas (Pulaski, Lonoke, Saline, and Prairie Counties). This Charter is meant to supplement and complement three other documents that, with the addition of this Charter, collectively comprise the Governance Documents of CATCH. The other documents are:

- The Articles of Incorporation, which establish CATCH as a nonprofit organization in the state of Arkansas.
- The By-Laws, which set out the definitions and procedures surrounding membership, committee structure, decision-making, etc.
- The HMIS Governance Agreement, which outlines CATCH's responsibilities for overseeing a continuum-wide Homeless Management Information System.

Operating Year

CATCH will operate on a 12-month basis, beginning on January 1 and ending on December 31.

Purpose of the Continuum of Care and Continuum of Care Board

CATCH is an inclusive, community-based group that plans for and manages homeless assistance resources and programs efficiently and effectively with the ultimate goal of ending homelessness in central Arkansas. CATCH is the planning body in central Arkansas that coordinates the community's policies, strategies and activities toward ending homelessness. Its work includes (1) gathering and analyzing information in order to determine the local needs of people experiencing homelessness, (2) implementing strategic responses, (3) educating the community on homeless issues, (4) providing advice and input on the operations of homeless services, and (5) measuring CoC performance. The CoC designates the Collaborative Applicant and the HMIS Lead Agency. The CoC delegates to the CoC Board the making of decisions regarding operating the CoC and planning for the CoC. The CoC Board establishes the local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition.

Responsibilities

The responsibilities of the CoC Board include:

Operating a Continuum of Care

- Develop, follow, and update as needed the Governance Documents, which will include all

procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Board, its chair(s), and any person acting on behalf of the CoC Board.

- In consultation with recipients of ESG funds within central Arkansas, 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.
- In consultation with recipients of ESG funds within central Arkansas, establish and consistently follow written standards for providing CoC assistance.
- Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type.
- Monitor performance of CoC and ESG recipients and sub-recipients.
- Evaluate the outcomes of projects funded under ESG and CoC programs.
- Take action against ESG and CoC projects that perform poorly.
- Report the outcomes of ESG and CoC projects to HUD annually.

Continuum of Care Planning

- Coordinate the implementation of a housing and service system within central Arkansas that meets the needs of homeless individuals and families. At a minimum, such a system encompasses the following:
 - Outreach, engagement, and assessment
 - Shelter, housing, and supportive services
 - Prevention strategies
- Plan for and conduct, at least biennially (i.e., every other year), a point-in-time count of homeless persons within central Arkansas that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
- Conduct an annual gaps analysis of the needs of homeless people, as compared to available housing and services within central Arkansas.
- Provide information required to complete the Consolidated Plan(s) within central Arkansas.
- Consult with State and local government ESG recipients within central Arkansas on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.
- Determine whether to select the Collaborative Applicant to apply for Unified Funding Agency designation from HUD.

Collaborative Applicant Responsibilities

The CoC designates the City of Little Rock as the Collaborative Applicant for CATCH. Specific responsibilities of the Collaborative Applicant include but are not limited to:

- Participate in annual COC Application process and submit the collaborative application.
- Share communication from HUD with the CATCH Board of Directors.
- Prepare COC Planning Grant applications and administer awarded COC Planning Grant funds, including providing required matching funds.
- Maintain a “CATCH Coordinator” staff position, when funds are available including through COC Planning Grant funds, to provide staff support to CATCH.

Conflict of Interest

No member of the Board of Directors (including Officers) shall vote upon or participate in the discussion of any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions.

Directors of the Board and all employees and other agents of the Board must abide by the following rules in order to avoid conflicts of interest and promote public confidence in the integrity of the CoC and its processes. Failure to honor these rules will be grounds for removal from the Board or dismissal from the Board's service.

- No Board Director or agent may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 - Any organization that he or a member of his immediate family represents; or
 - Any organization from which he or a member of his immediate family derives income or anything of value.
- Whenever a Board Director or agent or any immediate family member of a Director or agent has a financial interest or any other personal interest in a matter coming before the Board, the Director or agent must:
 - Fully disclose the nature of the interest; and
 - Withdraw from discussing, lobbying, and voting on the matter.
- Any matter in which a Director has an actual or potential conflict of interest will be decided only by a vote of the disinterested directors. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of the interested Director's actual or potential conflict of interest and his abstention.

Review of Charter and Governance Documents

The ByLaws Committee of CATCH will review this charter and the other Governance Documents annually to ensure they remain consistent with the CoC's objectives and responsibilities. Changes or modifications will be addressed by a formal motion then brought before the statewide membership for approval.