

Philadelphia Continuum of Care

Governance Charter

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Background

As stated in the U.S. Department of Housing and Urban Development (HUD) Continuum of Care Interim Rule, a Continuum of Care is designed to address homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. At a minimum, the system includes:

- Outreach, engagement, and assessment;
- Shelter, housing, and supportive services;
- Homeless prevention strategies

The interim rule establishes the Continuum of Care as the planning body responsible for meeting the goals of the Continuum of Care program. The purpose of the Continuum of Care program is to:

- Promote a community-wide commitment to the goal of ending homelessness;
- Provide funding for efforts to quickly re-house individuals (including unaccompanied youth) and families experiencing homelessness while minimizing trauma and dislocation to those persons;
- Promote access to and effective use of mainstream programs by individuals and families experiencing homelessness; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

Federal Continuum of Care program funds may be used for 1) permanent housing (PH) which includes permanent supportive housing for persons with disabilities (PSH) and rapid re-housing (RRH); 2) transitional housing (TH); 3) Joint Transitional Housing and Permanent Housing – Rapid Re-housing projects (TH-RRH) to help communities provide crisis housing with financial assistance and wrap around supportive services needed by program participants to quickly move into permanent housing; 4) Supportive Service Only (SSO) projects; and 5) Homeless Management Information System (HMIS).

Purpose of Charter

This Charter identifies the purpose, composition, responsibilities, and governance of the Philadelphia Continuum of Care (hereinafter referred to as the Philadelphia CoC).

Mission

The mission of the Philadelphia CoC is to coordinate and implement a system that prevents and eradicates homelessness throughout Philadelphia, Pennsylvania. It is a broad-based coalition of homeless housing and shelter providers, consumers, advocates, government representatives, and community stakeholders working together to shape citywide planning and decision-making.

CoC Responsibilities

As established in regulation, the Continuum of Care's responsibilities include:

A. Operating the Continuum of Care

1. Hold regular 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 area at least annually;
3. Adopt and follow a written process to select a board to act on behalf of the Continuum of Care and review, update, and approve the process at least once every 5 years;
4. Appoint additional committees, subcommittees, or workgroups as needed;
5. In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead, develop, follow, and update annually (1) a governance charter that includes

all procedures and policies needed to comply with 24 CFR Part 578 Subpart B (Establishing and Operating a Continuum of Care) and with HMIS requirements as prescribed by HUD; and (2) a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;

6. Consult with recipients and sub-recipients 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 (ESG) program and the CoC program, and report to HUD;
8. In consultation with recipients of ESG 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 ESG program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:
 - i. Policies and procedures for evaluating individuals' and families' eligibility for assistance;
 - ii. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance (these policies must include the emergency transfer priority);
 - iii. Policies and procedures for determining and prioritizing which eligible families and individuals will receive rapid re-housing assistance (these policies must include the emergency transfer priority);
 - iv. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance; and
 - v. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing (these policies must include the emergency transfer priority).

B. Designating a Homeless Management Information System (HMIS) for the Continuum of Care

1. Designate a single 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 privacy, security, and data quality plans 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

1. Coordinate 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. Plan for and conduct, at least biennially, a Point-in-Time count of homeless persons within the geographic area that meets the following requirements:
3. 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;
4. Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons;
5. Other requirements established by HUD by Notice.
6. Conduct an annual gaps analysis of the homelessness needs and services available within the geographic area;
7. Provide information required to complete the Consolidated Plan within the Continuum's geographic area;
8. Consult with State and local government ESG program recipients within the Continuum's geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.

D. VAWA emergency transfer plan. The Continuum of Care must develop the emergency transfer plan for the Continuum of Care that meets the requirements under 24 C.F.R. 578.99(j)(8).

E. Preparing an application for funds

1. Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD;
2. Establish priorities for funding projects in the geographic area;
3. Determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area;
 - i. If more than one application will be submitted, designate an eligible applicant to be the collaborative applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has selected funding. The collaborative applicant will also apply for Continuum of Care planning activities. If the Continuum is an eligible applicant, it may designate itself;
 - ii. If only one application will be submitted, that applicant will be the collaborative applicant and will collect and combine the required application information from all projects within the geographic area that the Continuum has selected for funding and apply for Continuum of Care planning activities;

The Continuum retains all of its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the Continuum. This includes approving the Continuum of Care application.

CoC Staffing

The City of Philadelphia Office of Homeless Services (OHS) is the public entity charged with the policy, planning, and coordination of the City's response to homelessness. Major areas of work include the coordination of the Homeless Continuum of Care and implementation of strategic plans to reduce and end homelessness.

The Office of Homeless Services is the entity responsible for ensuring the Philadelphia CoC fulfills all of the duties of a continuum of care set forth in 24 CFR Part 578 and HMIS requirements as prescribed by the U.S. Department of Housing and Urban Development. Additionally, OHS shall:

1. Staff the CoC and related board, committees, workgroups, and ad hoc committees, including but not limited to:
 - i. Preparing agendas and minutes, meetings materials, and communications
 - ii. Maintaining records and distribution lists
2. Serve as the Collaborative Applicant for CoC program funds
3. Serve as the CoC HMIS Lead
4. Establish and operate a coordinated assessment system

CoC Membership

Membership in the Philadelphia CoC is open to all stakeholders interested in the purposes of the CoC, including 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 individuals currently or formerly experiencing homelessness.

Annually, the Office of Homeless Services shall issue a public invitation for any interested person to become a member of the CoC. The invitation shall be sent to relevant organizations and posted on the Office of Homeless Services website. New members may enroll at any time during the year by providing their name, contact information, and any relevant affiliations to the OHS.

All homeless assistance shelter and housing providers in Philadelphia and stakeholders serving on the Philadelphia CoC Board, CoC Advisory Committee, and CoC Subcommittees are automatically members of the Philadelphia CoC. Voting members are limited to the members of the Philadelphia CoC Board (hereinafter referred to as the CoC Board).

Section 1.01 Full Membership Meetings

The full membership of the Philadelphia CoC shall meet at least semi-annually. The semi-annual meetings shall include the following:

1. A report on the CoC's activities and progress toward meeting goals
2. Any other business the CoC Board and the Office of Homeless Services chooses to put before the members

Notice of the date, time, and place of full Membership Meetings shall be sent to members by email at least fifteen (15) business days before the meeting date.

The agenda of full Membership Meetings shall be sent to members by email at least five (5) business days before the meeting date.

CoC Governance Structure

The Continuum of Care shall have a CoC Board, CoC Advisory Committee, standing Subcommittees, and ad hoc subcommittees and workgroups to accomplish the responsibilities of the CoC, as defined in the CoC Program interim rule.

Section 1.02 CoC Board

The Philadelphia CoC Board is the primary decision making body of the CoC. Decisions shall be made with input from the CoC Advisory Committee, Subcommittees, and the Office of Homeless Services.

Responsibilities

The CoC Board shall be responsible for approval of all CoC policies, procedures, and CoC program funding decisions.

Composition

In compliance with CoC Program interim rule, the CoC Board must:

- A. Include at least one individual currently or formerly experiencing homelessness
- B. Represent the relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking.

One board member may represent the interests of more than one homeless subpopulation, and the board must represent all subpopulations within the CoC to the extent that someone is available and willing to represent that subpopulation on the board.

The Philadelphia CoC Board shall consist of 18 members, of which 15 are voting members and 3 are non-voting ex-officio members, as follows:

- Voting Members
 - Five (5) government agencies:
 - Department of Behavioral Health and Intellectual disAbility Services (DBHIDS)
 - Division of Housing and Community Development (DHCD)
 - Office of Community Empowerment and Opportunity (City’s Community Action Agency)
 - Philadelphia Housing Authority (PHA)
 - Philadelphia VA Medical Center
 - Four (4) nonprofit homeless assistance providers
 - Four (4) individuals currently or formerly experiencing homelessness representing single males and single females, families, and/or youth
 - One (1) representative of the Young Adult Leadership Committee, selected by that body
 - Two (2) community stakeholders, e.g business community, hospitals, universities, funders, neighborhood groups/associations
- Non-voting Ex-Officio Members
 - Office of Homeless Services (OHS)
 - Chair of the CoC Advisory Committee

Each organization/agency shall only fill one voting seat.

Each voting Board member representing an agency or organization must be an executive or senior level staff person.

Each organization serving on the Board must have a designated alternate on file with the Office of Homeless Services. Both are considered CoC Board representatives for their specific seat. The CoC Advisory Committee Vice-Chair shall serve as the designated alternate for the Advisory Committee Chair.

Selection/Election Process

For government representatives, each government agency selects a representative and alternate.

For nongovernment representatives, the Office of Homeless Services shall invite CoC members to apply for CoC Board membership annually. The Nominating Subcommittee shall recommend members to the CoC Board for election to the Board.

Term of Office

Government seats are permanent seats dedicated to respective government agencies to encourage interagency coordination.

Board members representing nongovernment entities shall serve staggered terms of three years so that approximately one-third of members stand for election each year. In the Board's first year (Fiscal Year 2014-2015), newly-elected members shall draw lots to determine the length of their term—one, two, or three years. A member may serve two – three year terms. Following the end of a member's second term, he/she shall not be eligible for re-election until one year has passed.

The Chair of the CoC Advisory Committee shall serve on the CoC Board for the duration of his/her two year term as Advisory Committee Chair.

Resignation and Removal

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Co-Chairs and the Office of Homeless Services. In addition, members may be removed from the Board by a majority vote of remaining Board members for repeated absence, misconduct, failure to participate, or violation of code of conduct policies.

Vacancies

When a nongovernment representative resigns, is removed from the Board, or cannot serve his/her full term for any reason, the Nominating Subcommittee shall call a special election to fill the unexpired term. The Nominating Subcommittee shall recommend members to the CoC Board for election to the Board.

Officers

The CoC Board shall be led by two Co-Chairs, of which one shall represent the Office of Homeless Services.

Election and Term

The Co-Chair not representing the Office of Homeless Services shall be elected by the CoC Board. The ex-officio members representing the CoC Advisory Committee and the Young Adult Leadership Committee are not eligible for Co-Chair election.

The CoC Board Co-Chair not representing the Office of Homeless Services shall serve a two-year term. Following the end of this Co-Chair's term, he/she shall not be eligible for re-election to the Co-Chair position until one year has passed.

Responsibilities

The Co-Chairs are responsible for the following:

1. Call for and preside over Regular and Special meetings.
2. Set the CoC Board Meeting agenda, in collaboration with Office of Homeless Services staff.
3. Ensure that the CoC Board is working collectively and individually to meet the purposes of the Philadelphia CoC.

Resignation

Unless otherwise provided by written agreement, the Co-Chair not representing OHS may resign at any time by giving written notice to the remaining Co-Chair and the Office of Homeless Services.

Vacancies

When the Co-Chair not representing OHS resigns or cannot serve his/her full term for any reason, the remaining Board members shall call a special election to fill the unexpired term.

CoC Board Meetings

- A. There will be a minimum of three (3) CoC Board meetings each Philadelphia CoC year.
 - 1. The agenda for CoC Board meetings shall be distributed no later than seven (7) business days prior to the scheduled meeting.
 - 2. Minutes of all meetings shall be distributed no later than two (2) weeks following the recorded meeting.
- B. Special meetings of the CoC Board may be called by the Co-Chairs when it is deemed in the best interest of the Philadelphia CoC, or upon the request of the Office of Homeless Services.
- C. Voting Procedure:
 - 1. Each voting member present, in person or by their designated alternate, shall be entitled to one vote.
 - 2. Upon demand of any voting member, any vote shall be by ballot.
 - 3. A quorum of more than 50% of the voting members must be present for a motion to be brought to a vote. If there is no quorum present, the motion is tabled until a time a quorum is present.
 - 4. A motion passes if greater than 50% of votes cast are in favor of the motion.
 - 5. When time-sensitive issues arise requiring a vote before the next scheduled CoC Board meeting, the CoC Board co-chairs may call for votes to be conducted via email. More than 50% of the CoC Board must vote in favor in order for a motion to pass by email vote.
- D. The Philadelphia CoC Board will be governed by Roberts Rules of Order.
- E. 100% attendance is expected. However, in order to be eligible for reelection, a representative, or their alternate, must have attended at least 2/3 of the previous year's CoC Board meetings.

Section 1.03 CoC Advisory Committee

Responsibilities

The CoC Advisory Committee shall advise and provide input to the Office of Homeless Services and the CoC Board on issues related to the planning and operation of the Philadelphia CoC, including but not limited to:

- 1. Process for CoC program funding application development and submission, ensuring it is as competitive as possible
- 2. Data collection and review of Point-in-Time Count, Housing Inventory Chart, Annual Homeless Assessment Report, and Annual Performance Reports
- 3. Policy and process recommendations made by CoC Standing Subcommittees

The Advisory Committee shall also provide input to the Office of Homeless Services on broader implementation and policy issues impacting homelessness (e.g., emerging trends, service gaps).

If applicable, Advisory Committee members shall communicate important Philadelphia CoC activities and decisions to their agencies and/or membership.

Composition

The Advisory Committee shall be made up of CoC members interested in the purposes of the Committee.

Each organization's CoC Advisory Committee member must have a designated alternate on file with the Office of Homeless Services. Both are considered CoC Advisory Committee representatives for their specific seat.

Each organization/agency shall only fill one seat.

Term of Office

CoC Advisory Committee members shall serve a one-year term. There is no limit to the number of terms a member may serve.

Membership Process

To ensure thorough representation by all relevant stakeholders, the Office of Homeless Services shall invite all CoC members to join the CoC Advisory Committee annually.

Resignation and Removal

Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chair and the Office of Homeless Services. In addition, members may be removed from the Advisory Committee by a majority vote of remaining Committee members for misconduct or violation of code of conduct policies.

Officers

The CoC Advisory Committee shall be led by a Chair, who is a non-voting ex-officio member of the CoC Board, and a Vice-Chair.

Election and Term

The Chair and Vice-Chair shall be elected by the Advisory Committee. The Chair and Vice Chair shall each serve 2 year terms. After serving one 2-year term, the Vice-Chair becomes the Committee's Chair. The Chair shall not be eligible for re-election until one year has passed.

Responsibilities

The Chair and Vice-Chair are responsible for the following:

1. Call for and preside over Regular and Special meetings.
2. Set the Advisory Committee agenda, in collaboration with Office of Homeless Services staff.

The Chair represents the Advisory Committee on the CoC Board.

Resignation

Unless otherwise provided by written agreement, a Chair or Vice-Chair may resign at any time by giving written notice to the remaining Chair or Vice-Chair.

Vacancies

When the Chair resigns or cannot serve his/her full term for any reason, the Vice-Chair fills the unexpired term.

When the Vice-Chair resigns or cannot serve his/her full term for any reason, the remaining Committee members shall call a special election to fill the unexpired term.

Advisory Committee Meetings

A. The CoC Advisory Committee shall meet quarterly.

1. The agenda for Advisory Committee meetings shall be distributed no later than five (5) business days prior to the scheduled meeting.
2. Minutes of all meetings shall be distributed no later than two (2) weeks following the recorded meeting.

- B. Special meetings of the Advisory Committee may be called by the Chair and Vice-Chair when it is deemed in the best interest of the Philadelphia CoC or upon the request of the Office of Homeless Services.
- C. 100% attendance is expected. However, in order to be eligible for election to a leadership position on the CoC Advisory Committee, a representative, or his/her alternate, must have attended at least 2/3 of the previous year's Committee meetings. Also, in order to be eligible to vote for the Chair and Vice-Chair, a representative, or their alternate, must have attended at least 2/3 of the previous year's Committee meetings.

Section 1.04 Standing Subcommittees

The Philadelphia CoC shall have four standing subcommittees, as follows:

1. CoC HMIS Subcommittee
2. Governance Subcommittee
3. Quality Improvement and Evaluation Subcommittee
4. Young Adult Leadership Committee

Responsibilities

CoC HMIS Subcommittee

At a minimum, the CoC HMIS Subcommittee shall work with the HMIS Lead to:

- A. Develop, annually review, and as necessary, make revision recommendations for Philadelphia CoC Board approval the HMIS Governance Charter, privacy, security, and data quality plans, as well as any other HMIS policies and procedures required by federal partners;
- B. Develop for Philadelphia CoC Board approval, and implement a plan for monitoring the HMIS to ensure that:
 1. All HMIS Participating Agencies consistently participate in HMIS;
 2. HMIS is satisfying the requirements of all regulations and notices issued by federal partners;
 3. The HMIS Lead is fulfilling the obligations outlined in its HMIS Governance Charter and Agreement with the Philadelphia CoC, including the obligation to enter into written participation agreements with each contributing HMIS organization.
- C. Oversee and monitor HMIS data collection and production of the following reports:
 1. Sheltered point-in-time count (PIT)
 2. Housing Inventory Chart (HIC)
 3. Annual Homeless Assessment Report (AHAR)
 4. Annual Performance Reports (APRs)
 5. Data Quality Monitoring Reports

Governance Subcommittee

At a minimum, the Governance Subcommittee is responsible for the following:

1. Recommend a written process to select a board
2. Coordinate CoC Board election processes
3. Provide guidance and input to OHS on the development and annual update of the governance charter

Quality Improvement and Evaluation Subcommittee

At a minimum, the Quality Improvement and Evaluation Subcommittee is responsible for the following:

1. Provide guidance and input on a quality improvement process

2. Consult with OHS to establish performance targets appropriate for population and program type
3. Evaluate outcomes and recommend actions against poor performers
4. Using PIT, HIC, and gap analysis data, recommend funding priorities for annual CoC application
5. Develop evaluation criteria, measurement tool, and renewal evaluation process for project applications
6. Recommend and rank programs/projects to include in the annual CoC application

Young Adult Leadership Committee

The Young Adult Leadership Committee was created in 2016, with the goal of advising the Board and the Office of Homeless Services on ways to make the system better for youth, and works on goals and projects around preventing and ending youth homelessness. The Committee is made up of young adults with experience with homelessness.

Composition

Standing Subcommittees shall be made up of CoC members interested in the purposes of the respective subcommittee.

Term of Office

Standing Subcommittee members shall serve a one year term. There is no limit to the number of terms a member may serve.

Membership Process

The Office of Homeless Services shall invite all CoC members to join the Standing Subcommittees annually.

Resignation and Removal

Unless otherwise provided by written agreement, any representative may resign from a Subcommittee at any time by giving written notice to the Office of Homeless Services.

Officers

Each Standing Subcommittee shall be led by a Chair who shall serve a one year term. There is no limit to the number of terms a Chair may serve.

Section 1.05 Workgroups and Ad Hoc Subcommittees

The Philadelphia CoC may establish workgroups and/or ad hoc subcommittees centered around specific subpopulations or to accomplish action specific work. These groups may be ongoing or time limited, shall meet as needed, and may include but are not limited to:

- Children
- Chronic Homelessness
- Coordinated Entry
- Combined Outreach
- Employment and Income
- Families
- HUD Application Ranking and Reallocation Strategies
- Point-in-Time Count Planning
- PSH Policies and Procedures
- Unaccompanied Youth
- Veterans

Code of Conduct

The Philadelphia CoC shall adopt a Code of Conduct to guide its members and staff in their conduct when acting on behalf of the CoC. At a minimum, CoC members and staff shall:

1. Abide by the governing documents and policies of the Philadelphia CoC
2. Comply with applicable federal, state, and local laws, regulations, and fiduciary responsibilities
3. Not accept commissions, gifts, payments, loans, or other items of value from anyone who has or may seek some benefit from the Philadelphia CoC
4. Act at all times in accordance with the highest ethical standards and in the best interest of the Philadelphia CoC, its members, program participants, and constituents
5. Respect the confidentiality of sensitive information about the Philadelphia CoC, its members, program participants, and staff
6. Respect the uniqueness and intrinsic worth of every individual, and treat all people with dignity, respect, and compassion
7. Develop, administer, and advocate for policies and procedures that foster fair, consistent, and equitable treatment for all.

Section 1.06 Rules Regarding Conflicts of Interest

Board members, committee members, and other Philadelphia CoC agents and employees 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 and any of its committees.

- A. Board members, committee members, and other Philadelphia CoC agents and employees may not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefit to:
 1. Any organization that they or a member of their immediate family represents; or
 2. Any organization from which they or a member of their immediate family derives income, services, or anything of value.
- B. Whenever Philadelphia CoC Board members, committee members, agents, employees, or any of their immediate family members have a financial interest or any other personal interest in a matter coming before the Board or one of its committees, they must:
 1. Fully disclose the nature of the interest; and
 2. Withdraw from discussing, lobbying or voting on the matter.

With regard to participation in proposal reviews, proposals assigned to each reviewer are sent before the review meeting takes place. Before reviewers score project applications, reviewers are asked to determine whether a conflict of interest exists with any application that has been assigned. If it is determined that a conflict or the appearance of a conflict exists, the application shall be assigned to another reviewer and a replacement application shall be provided. All reviewers shall be required to sign a conflict of interest document.

Disclosure

At the beginning of every meeting of the Board, Committee, or Subcommittee, members must disclose if they have any conflicts of interest or potential conflicts of interest regarding any business included in the meeting's agenda.

Abstention from Decision-Making

Any matter in which Board or committee members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. In addition, the minutes of any meeting at which such a vote is conducted must reflect the disclosure of interested Board and committee members' abstention.

Section 1.07 Rules Regarding Confidentiality

All Board members, committee members, and other Philadelphia CoC agents and employees shall respect the confidentiality of sensitive information about the Philadelphia CoC, its members, program participants, and staff.

With regard to project application reviews, adherence to confidentiality is critical to the integrity of the review process and the protection of reviewers who are evaluating project applications. Therefore, each individual who participates in the project application review process shall abide by the following confidentiality requirements before, during, and after the review process and when required to vote of funding/submission of funding requests:

1. All information related to project applications shall be kept in strict confidence;
2. Impressions or judgments concerning project applications shall not be discussed or shared with anyone prior to, during, or after the review panel's deliberations (exceptions: discussions with other review panel members during committee deliberations and OHS staff discussions with the CoC Board);
3. Project applications, as well as the ideas, concepts, methods, or techniques included in the applications shall be considered proprietary, and all rights thereby implied shall be respected;
4. Project applications, in part or whole, shall not to be photocopied except by OHS staff for CoC business purposes; and
5. Questions about any specific proposals shall not be directed to the applicant organization, or to a consultant who assisted in the preparation of the application.

Reviewers shall adhere to the following requirements:

1. Statements and notes of the reviewers shall not be shared with anyone outside the review panel;
2. Discussions concerning any specific application shall be confined to the meetings;
3. Proceedings of meetings shall be kept in strict confidence; and
4. Proposals and review materials shall be left with the Office of Homeless Services staff at the conclusion of the review session.

Section 1.08 Code of Conduct Acknowledgement Form

Philadelphia CoC Board, Advisory Committee and Standing Subcommittee members must sign a Code of Conduct Acknowledgement Form annually, affirming that they have reviewed the code of conduct and conflict of interest policy and disclosing any conflicts of interest that they face or are likely to face in fulfillment of their duties.

Effective Date

The Philadelphia CoC Governance Charter shall be effective July 1, 2014.

Approval of Governance Charter and Subsequent Amendments

In consultation with the Office of Homeless Services, the Board shall review, and if necessary, make changes to the Governance Charter annually to improve the functioning of the Philadelphia CoC and maintain compliance with federal regulations. This Governance Charter and every subsequent amendment to it must be approved by a majority of the Philadelphia CoC Board.

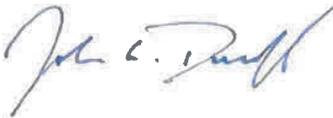
The Philadelphia CoC Governance Charter was originally approved by the Philadelphia CoC Strategic Planning Committee on May 12, 2014, was re-approved on November 5, 2015, and was last approved by the Philadelphia CoC Board on August 28, 2018.



Elizabeth G. Hersh
Director, City of Philadelphia Office of Homeless Services
Co-Chair, Philadelphia Continuum of Care Board

9/17/18

Date



John Ducoff
Co-Chair, Philadelphia Continuum of Care Board

August 30, 2018

Date