



The Way Home

Steering Committee

June 2026





Meeting Agenda

Meeting Introduction:

- Call to order
- Housekeeping
- New Member Introductions
- Roll call of Steering Committee members

Meeting Business:

- May 2026 Meeting Minutes
- **Overview of Resolution 3.2026** FY 2025 CoC Priority Listing Approval and FY 2026 Funding Prioritization – **No Action Required**
- **Resolution No.4:** Policy Updates to The Way Home Governance Charter
- **Resolution No.5:** 2026 Recommendation Extension of Term

CoC Updates:

- NOFO Overview

Meeting Wrap-Up:

- Public Comment
- Closed Session Instruction
- Meeting Adjourn

Supporting Materials:

- **Resolution 3.2026** FY 2025 CoC Priority Listing Approval and FY 2026 Funding Prioritization
- **Resolution 4.2026:** Policy Updates to The Way Home Governance Charter – Redline

About The Way Home Steering Committee

Serves as the leadership body for the Continuum of Care (CoC), similar to a board of directors

Provides oversight of planning, coordination, and federal funding distribution to prevent and end homelessness

Composed of diverse stakeholders across the region, including system partners and individuals with lived experience

Strengthens the homeless response system by securing resources, building partnerships, and leveraging influence and expertise

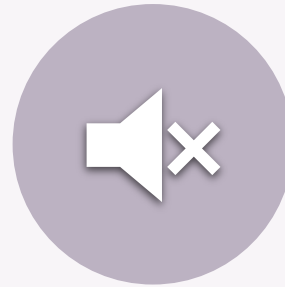
Made up of committed, community-focused leaders dedicated to improving outcomes for those experiencing homelessness

We currently have 11 members, and aim to begin filling vacancies over the next couple of months

Housekeeping



Partners will not be called during attendance. Partner participation is being monitored through the Zoom webinar platform.



Participants will be muted throughout the meeting. Those wishing to provide a verbal comment may do so once the Chair has opened public comment.



Participants can ask their questions through the Q&A tab found in the menu toolbar.



Participants are encouraged to use Reactions (found in the menu toolbar) throughout the meeting.

Jamie Bryant

**President + CEO,
Housing Alliance HTX**

Houston Housing Authority
Representative

Appointed in 2025, Bryant leads efforts to expand affordable housing and promote self-sufficiency across Houston. With 25+ years in real estate and community development, he has driven transformative, community-focused projects and serves as an active civic leader and former University of Houston educator.





Ana Martinez

**Director, Fort Bend County
Community Development**

Fort Bend County Representative

Ana Martinez has 15+ years of experience in community development and disaster recovery, managing \$700M+ in programs and overseeing major housing and infrastructure investments across Houston. Known for driving large-scale, equitable community impact, she brings a strong track record of delivering results through strategic partnerships and innovative programs.



Meeting Business

Items Requiring Vote of the
CoC Steering Committee



MEETING MINUTES

MEETING DETAILS

Time/Date: Thursday May 14, 2026, at 3 PM

Meeting Type: Open public meeting – Virtual

Meeting Packet: [Click here](#) to view.

Meeting Recording: [Click here](#) to view

MEETING INTRODUCTION | 3:00 – 3:10 PM

- **Chair:** Call to order
- **Caybryn & Chair:** About the Steering Committee
- **Caybryn Southern:** Housekeeping & Roll call of Steering Committee members

MEETING BUSINESS | 3:10 – 3:20 PM

- **Chair:** April Steering Committee Minutes (00:04:37) / pg. 6-7
 - Motion moved by Tory Gunsolley and seconded by Alexis Loving, Shun Johnson
 - No committee discussion, comment, or questions
 - No objections / abstentions
 - Melody Barr abstained
 - Motion passed 10/11
- **Resolution 2. FY26 Reduction and Reallocation Policy / pg. 38**
 - No committee discussion was held on this item.
 - This resolution was approved by the Steering Committee on April 23, 2026 (via email)

COC UPDATES | 3:20 – 4:50 PM

- **Renee Cavazos:** FY26 NOFO Competition (00:06:42) / pg. 9-16
 - **Committee Discussion on the impact of congressional auto renewals on FY24/25 awards and FY26 planning:** Begins at 00:21:04 of the meeting recording
 - **Committee Discussion on the SAVE System:** Begins at 00:29:43 of the meeting recording
 - **Committee Discussion about systems approach to upcoming NOFO:** Begins at 00:38:45 of the meeting recording
 - **Follow-up Action**
 - Renee to share an overview of the FY 2025 CoC Priority Listing and FY 2026 Funding Prioritization to the Steering Committee.
 - Renee to share information on the SAVE Act and its potential implications for the CoC.

- CoC to revise and update CoC standards and best practices
- **James:** System Outreach Overview (00:43:51) / pg. 15 – 26
 - **Committee Discussion:** Begins at 00:49:02 of the meeting recording
 - **Follow-up Actions**
 - Review current ESG, City, County, and CoC written standards related to outreach to ensure alignment, identify necessary updates, and establish consistent expectations across outreach providers.
 - Correct and redistribute the outreach coverage map to accurately reflect all areas within the CoC.
 - Compile and share Show The Way data and outreach performance information with the Steering Committee
 - Refine performance measures to emphasize meaningful outcomes, responsiveness, successful resource connections, and other indicators of effectiveness.
 - Identify and connect with outreach providers funded locally, by the state, or through other sources to support coordinated outreach efforts, enhance communication, improve alignment, and promote system-wide collaboration.
 - Advance partnerships that integrate specialized support services into outreach efforts, including domestic violence, human trafficking, sexual violence response, and faith-based community engagement.
 - Submit regional concerns, service gaps, and outreach challenges to James
- **Dr. Ben King:** Community Planning Presentation (01:16:29) / pg. 24 – 37
 - **Committee Discussion:** Begins at 01:35:37 of the meeting recording

MEETING WRAP-UP | 4:50 – 4:00 PM

- **Caybryn:** Public Comment (01:43:27) / pg. 35
- **Chair:** Meeting Adjourn by Barbie Brashear

ATTENDANCE

	Name	Representation	Category	Term
<input checked="" type="checkbox"/>	Barbie Brashear, Chair	Harris County Domestic Violence Coordinating Council	Fixed Position	Oct. 2019 – in perpetuity Chair: Mar. 2022
<input checked="" type="checkbox"/>	Melody Barr	City of Houston Housing & Community Development	Fixed Position	Nov. 2024 – in perpetuity
<input checked="" type="checkbox"/>	Kristine Singleton	City of Pasadena Community Development	Fixed Position	June 2023 – in perpetuity
<input checked="" type="checkbox"/>	Tory Gunsolley, Vice Chair	Harris County Housing & Community Development	Fixed Position	June 2024 – in perpetuity
<input checked="" type="checkbox"/>	Rebecca Ansley	Montgomery County Community Development	Fixed Position	June 2021 – in perpetuity

<input checked="" type="checkbox"/>	Carlie Brown	Healthcare for the Homeless - Houston	At Large Position	Term 1: July 2025 – June 2027
<input checked="" type="checkbox"/>	Robert Birdow Jr.	Michael E. DeBakey Medical Center (VA)	At Large Position	Term 2: May 2024 – April 2026
<input checked="" type="checkbox"/>	Amber Honsinger	The Harris Center	At Large Position	Term 1: July 2025 – June 2027
<input checked="" type="checkbox"/>	Alexis Loving	SEARCH	Provider Representative	Term 1: Mar. 2024 – Feb. 2026
<input checked="" type="checkbox"/>	Shun Johnson	TLC Health and Wellness	Provider Representative	Term 1: Mar. 2024 – Feb. 2026
<input checked="" type="checkbox"/>	Gregory Dread, Secretary	Lived Experience & Advocacy	Consumer Representative	Term 3: Feb. 2025-Jan. 2027

Minutes

**Resolution No.3: FY 2025 CoC
Priority Listing Approval and
FY 2026 Funding
Prioritization
Recommendation**

THE WAY HOME STEERING COMMITTEE

The Way Home Steering Committee serves as the decision-making body of The Way Home Continuum of Care (CoC), the coordinated Homeless Response System throughout the Greater Houston region, including Harris, Fort Bend, and Montgomery counties of Texas.

PROPOSED RESOLUTION

Resolution No.3: FY 2025 CoC Priority Listing Approval and FY 2026 Funding Prioritization Recommendation

Date Proposed: Friday, May 29, 2026 (via email)

Category: CoC Funding / HUD CoC Program / Governance Approval

BACKGROUND

WHEREAS, the Steering Committee recognizes that the projects submitted during the February 2026 NOFO process were reviewed locally, met applicable threshold requirements, and were advanced in good faith as part of the CoC's local funding strategy;

WHEREAS, due to the unique nature of the FY 2024–25 funding cycle, including HUD's implementation of two-year renewals and related federal court direction, some projects submitted during the February 2026 NOFO process may not receive funding in this cycle;

WHEREAS, the Steering Committee recommends that any projects submitted during the February 2026 NOFO process and not awarded through the FY 2024–25 funding cycle be prioritized for consideration for FY 2026 CoC Program Competition bonus funding, reallocation funding, or other additional funding opportunities made available through the FY 2026 CoC Competition;

WHEREAS, this prioritization applies specifically to available bonus, reallocation, or additional CoC Competition funding opportunities and does not preclude other eligible renewal, new, expansion, bonus, or reallocation projects from being submitted, reviewed, scored, ranked, or considered through the FY 2026 local competition process;

WHEREAS, all FY 2026 project consideration remains subject to HUD's FY 2026 NOFO requirements, local competition policies, project eligibility, available funding, and final Steering Committee approval;

Revised Project Slate Section

Projects Proposed to Move Forward / Prioritized for Future Funding Consideration

- HAAM – Expansion Project | Expansion Housing | \$205,935
- Family Endeavors –RRH | \$2,443,287
- Beacon of Downtown –| SSO–CE | \$2,102,822 - Outreach
- HTX H.O.P.E. Haven – CE Reallocation | SSO–CE | \$246,728-Outreach
- CFTH –SSO–CE | \$1,213,432 - Outreach

RESOLVED:

BE IT FURTHER RESOLVED, that should any of the projects submitted during the February 2026 NOFO process not receive funding through the FY 2024–25 funding cycle, the Steering Committee



recommends that those projects receive priority consideration for FY 2026 CoC Program Competition bonus funding, reallocation funding, or other additional funding opportunities made available to the CoC, as applicable.

BE IT FURTHER RESOLVED, that this priority consideration is limited to available bonus, reallocation, or additional CoC Competition funding opportunities and does not exclude or prevent other eligible projects from participating in the FY 2026 CoC Competition, including renewal, new, expansion, bonus, or reallocation projects.

BE IT FURTHER RESOLVED, that any such prioritization remains subject to HUD’s FY 2026 NOFO requirements, local competition policies, project eligibility, available funding, scoring or threshold requirements, and final Steering Committee approval through the FY 2026 competition process.

BE IT FURTHER RESOLVED, that CFTH, as Collaborative Applicant, is authorized to work with applicant agencies to identify any necessary project-type or application adjustments for FY 2026, including potential alignment with Transitional Housing, Joint TH/RRH, SSO, Coordinated Entry, or other HUD-eligible project models, as needed to support local strategy, funding availability, and HUD compliance.

Adopted by the Steering Committee on: Friday, June 5, 2026 (via email)

SIGNATURES:

Tory Hunsolley

Jun 08 2026

(Vice) Chair, The Way Home Steering Committee

Date

Gregory Dread

Jun 05 2026

Secretary, The Way Home Steering Committee

Date

Resolution No.4: Policy Updates to The Way Home Governance Charter

E-Voting Policy (Sections E/F)

- All members are notified of items up for vote
- Separate email thread for discussion + voting (members with conflicts are excluded)
- Final results shared with all members

Conflict of Interest (Section I)

- COI violations will be formally reviewed
- SC Officers convene to assess and decide next steps
- Reinforces existing requirements (disclosure, recusal, compliance)

THE WAY HOME STEERING COMMITTEE

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PROPOSED RESOLUTION

Resolution No.4: Policy Updates to The Way Home Governance Charter

Date Proposed: Thursday, June 11, 2026

Category: CoC Governance

BACKGROUND

WHEREAS, the Steering Committee recognizes the need to maintain clear, transparent, and consistent governance practices within The Way Home CoC;

WHEREAS, the Steering Committee has identified the need to formalize and clarify procedures related to electronic voting (“e-voting”) to ensure transparency, documentation, and equitable participation across all Steering Committee members;

WHEREAS, the Steering Committee has further identified the need to strengthen the Conflict of Interest (COI) and Recusal Process by outlining clear steps for addressing potential violations and ensuring accountability;

WHEREAS, these updates are intended to improve governance integrity, documentation practices, and decision-making clarity while maintaining alignment with HUD requirements and the CoC’s established policies;

PROPOSED CHARTER UPDATES

Section F: E-Voting Policy (Meetings, Quorum & Voting / Decision Making)

The Charter shall be updated to include the following e-voting procedures:

- Step 1: All Steering Committee members shall be notified of any item being submitted for an electronic vote.
- Step 2: A separate email chain shall be established to facilitate discussion and to formally capture votes.
- Step 3: Upon conclusion of the voting period, an official communication shall be sent to all Steering Committee members documenting the outcome of the vote.
- Additional Clarification: Members with an identified conflict of interest shall not be included in e-vote communications related to the matter.

Section I: Conflict of Interest / Recusal Process Update

The Charter shall be amended to include the following provisions:

- In the event of a potential or confirmed Conflict of Interest (COI) violation, the issue shall be formally reviewed.

- Steering Committee Officers shall convene to discuss the nature of the violation and determine appropriate next steps, which may include corrective actions, documentation, or other governance responses.
- These procedures are intended to supplement existing COI requirements, including disclosure, recusal from discussion and voting, and compliance with applicable regulations.

RESOLVED:

BE IT RESOLVED, that the Steering Committee approves the above-described updates to The Way Home Governance Charter, including the formalization of e-voting procedures and enhancements to the Conflict of Interest and recusal process;

BE IT FURTHER RESOLVED, that these updates shall be incorporated into the applicable Charter sections (F and I) to improve transparency, accountability, and decision-making clarity;

Adopted by the Steering Committee on: Thursday, June 11, 2026

SIGNATURES:

 Chair, The Way Home Steering Committee _____
Date

 Secretary, The Way Home Steering Committee _____
Date

THE WAY HOME STEERING COMMITTEE

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PROPOSED RESOLUTION

Resolution No.: **Resolution 5. 2026 Recommended Extension of Term** Date

Proposed: Thursday, June 11, 2025

Category: The Way Home Governance- Leadership Roles & Responsibilities

BACKGROUND

WHEREAS, the Steering Committee of The Way Home serves as the primary decision-making body guiding the strategy, policy, and governance of the CoC;

WHEREAS, the Steering Committee includes three (3) officer roles — Chair, Vice Chair, and Secretary — each playing a key role in leading, facilitating, and strengthening the work of the CoC;

WHEREAS, the Steering Committee includes three (3) Consumer Representative positions to ensure leadership and the inclusion of lived experience perspectives;

WHEREAS, Consumer Representatives serve two-year terms, and may serve up to three consecutive terms if re-elected and approved;

WHEREAS, The Way Home Governance Charter authorizes the Steering Committee to approve member terms and adjust as necessary to support governance and operational effectiveness;

WHEREAS, Gregory Dread is a current Consumer Representative in his third term (ending January 2027) and serves as Secretary (term ending June 2027);

WHEREAS, the Nominations Committee reviewed the Steering Committee roster for the 2026 Open Call and seeks to ensure leadership continuity and alignment between officer roles and membership terms;

WHEREAS, the Nominations Committee recommends extending Gregory Dread's term to June 2027 to align with his officer term, without establishing precedent for future extensions.

RESOLVED:

NOW, THEREFORE, BE IT RESOLVED, that The Way Home Steering Committee hereby approves the extension of Gregory Dread's current term as a Consumer Representative to June 2027, to coincide with the completion of his term as secretary.

BE IT FURTHER RESOLVED, that upon passage of this resolution, Gregory Dreas shall continue to serve until June 2027 or until his successor is duly elected and installed.

Adopted by the Steering Committee on: Thursday June 11, 2026



SIGNATURES:

Chair, The Way Home Steering Committee

Date

Vice Chair, The Way Home Steering Committee

Date



CoC Updates

General Updates for the CoC
Steering Committee and
Partners of The Way Home





FY26 NOFO Competition



JUNE 2026

CoC Steering Committee

FY26 CoC Competition Update

Kickoff and Strategic Alignment



Local competition mode

Begins June 8



Key regulatory deadlines

Aug 11 (Notice) and Aug 26 (Federal Submission)



Primary focus

Maintaining a clean competition process, funding strategy, and system guardrails.



Source

HUD FY26 CoC NOFO; TX-700 local timeline.

Federal Direction: What Changed in FY26

- HUD released the FY26 CoC/YHDP NOFO on June 1.
- Tier 2 is now a critical area for new TH/SSO projects.
- Funding caps: ~\$5M CoC Bonus and ~\$5M DV Bonus.
- Strategy: Protecting core renewals while strategically placing TH/SSO projects to leverage priority opportunities.



Working Planning Assumptions

FY Funding Overview and Strategic Priorities

CoC Bonus Funding

\$5,000,000

DV Bonus Funding

\$5,000,000

Important Note

Funding estimates are subject to HUD/e-snaps confirmation; avoid overcommitting. Projects prioritize previously identified concepts but remain subject to final ranking and selection.

Funding estimates are subject to HUD/e-snaps confirmation; avoid overcommitting. Projects prioritize previously identified concepts but remain subject to final ranking and selection.

Local Competition Direction

Portfolio Strategy: Protect, Shift, Prioritize

Portfolio Strategy Framework



Protect

Maintain Core PSH and system-critical infrastructure.



Shift

Explore transitions of RRH/Joint projects to TH where feasible.



Prioritize

Utilize Tier 2 for eligible new TH/SSO projects as encouraged by the NOFO.

MANDATORY REQUIREMENT: YHDP PROJECTS MUST MAINTAIN YOUTH-SERVING COMPLIANCE AT ALL TIMES.

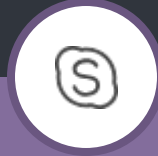
These strategic pillars guide our local funding priorities to ensure compliance and project optimization.

Process Discipline & Timeline

Key milestones and deadlines for the upcoming application cycle



June 8: Competition
Opens



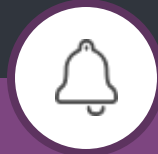
June 17: Mandatory
Webinar



July 1: New Applications
Due (Word version)



July 10: Renewals Due



Aug 11: Applicant
Notifications



Aug 26: HUD Federal
Submission

Note: Local deadlines are strictly enforced to permit thorough review and legal compliance.

Application Materials & Compliance

Resources and Updated Requirements for FY26



FAQ and plain-language guide

Accessible documentation for applicant guidance.



New Project Word Application

Updated template for project submissions.



Supportive Services Participation Certification

Required certification for program participation.



Reallocation & Reduction Policy

Reference material for policy compliance.

New FY26 requirements include mandatory service participation language for housing projects and a standardized local competitive process for all applicants.

Fairness and Legal Guardrails

Maintaining Integrity in the NOFO Process



One Official Channel

All inquiries must route through
NOFO@cfthhouston.org.



Transparency

Consistent information for all applicants; no side guidance.



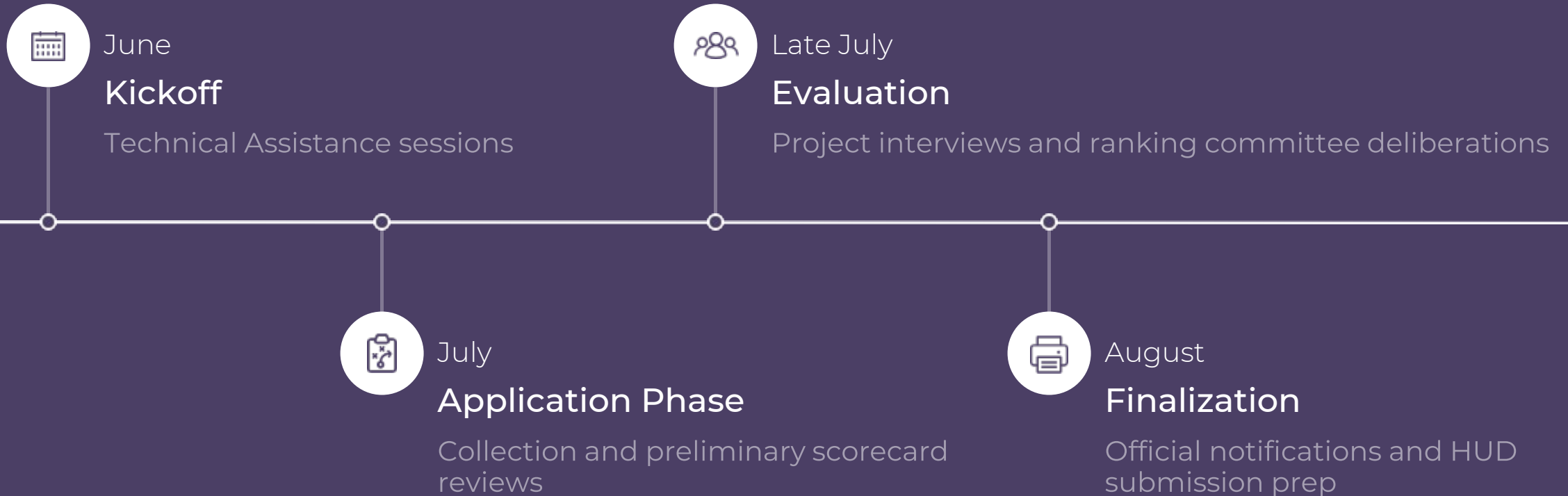
Documentation

Rigorous tracking of all communication, grievances, and ranking records.

This rigor is essential as CFTH acts as both the Collaborative Applicant and a project applicant.

The Path Forward: Next 30–45 Days

Key timeline and strategic requirements



Support the outlined process, strictly adhere to conflict-of-interest guardrails, and allow operational speed.

Public Comment




Speakers will be called upon in the order in which they signed up. Others will be offered an opportunity to speak following.

Please use the “Raise Hand” function and wait to be called upon if you did not sign up to speak prior to the meeting.

When called upon, please introduce yourself and your organization (if applicable).

Duration of comment: 1 minute. This time limit will be identified with a visible timer shared on the screen, followed by the speaker being muted when the time is complete.



Closed Session



Thank you!



Supportive Materials

**Resolution 4.2026: Policy
Updates to The Way Home
Governance Charter –
Redline Edits**

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A. PURPOSE OF THE CHARTER

This Charter sets out the composition, roles, responsibilities and committee structure for our local Continuum of Care (CoC), which we call The Way Home (also referred to as TX-700 by the [U.S. Department of Housing and Urban Development](#) [HUD]). The Way Home is the organizing principle and the collaborative effort underway to prevent and end homelessness in Houston, and throughout Harris County, Fort Bend County, and Montgomery County, Texas.

B. CONTINUUM OF CARE GOVERNANCE OVERVIEW

The purpose of The Way Home is to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house individuals and families experiencing homelessness while minimizing the trauma and dislocation caused to them and their communities by homelessness; to promote access to and effective utilization of mainstream programs by those experiencing homelessness; and to optimize self-sufficiency among individuals and families experiencing homelessness. This work is specified in the HUD, 24 CFR Part 578, Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act: Continuum of Care Program.

The [HEARTH Act](#), enacted into law on May 20, 2009, consolidated the homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program and revises the Emergency Shelter Grants program and renames it the Emergency Solutions Grant (ESG) program. The [HEARTH Act](#) also codifies into law the development of the CoC and the CoC planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater community-wide coordination, decision-making, and leadership.

For more information about the ESG and CoC Program, visit HUD's [ESG Program Page](#) and/or the [CoC Program Page](#).

The CoC Steering Committee is the group organized to carry out the responsibilities prescribed in the [CoC Program Interim Rule](#). CoC governance responsibilities include:

- Planning for and operating the CoC; and
- Ensuring compliance with HUD requirements and regulations; and
- Coordinating the implementation of a housing and service system that meets the needs of the individuals and families who experience homelessness, including:
 - prevention and diversion strategies,
 - outreach and engagement,
 - coordinated assessment, entry, and exit,
 - crisis and emergency shelter and temporary housing, and
 - permanent housing and supportive services; and
- Designing and implementing the process associated with applying for HUD CoC Program funds.

This Governance Charter outlines the roles and responsibilities of The Way Home CoC Steering Committee, the Lead Agency, the Collaborative Applicant, and the Homeless Management Information System (HMIS) Lead.

A. ROLES AND RESPONSIBILITIES OF THE STEERING COMMITTEE

The Way Home Steering Committee is the lead decision making body responsible for managing community planning, coordination, and evaluation to ensure that the homeless response system rapidly ends people’s homelessness permanently, while minimizing the trauma and dislocation caused to people and their communities by homelessness. This includes planning for the use of HUD’s CoC resources and coordinating these funds with other relevant resources in the jurisdiction.

The Way Home Steering Committee has specific responsibilities as outlined by HUD in the [CoC Interim Rule](#). The responsibilities required by the CoC by HUD in the Interim Rule and assigned to The CoC Steering Committee are outlined below:

Responsibility Category	Responsibility	Responsible Party
Establishing CoC	Define membership of Continuum of Care	CoC Steering Committee
Establishing CoC	Invite new members annually	Continuum of Care/Lead Agency
Operating CoC	Hold meetings of full membership, with published agenda, at least quarterly	CoC Steering Committee/Lead Agency
CoC Governance and Management	Establish a CoC Steering Committee and designate its responsibilities	CoC Steering Committee
CoC Governance and Management	Reviewing the Written Selection Process for the Board	CoC Steering Committee
CoC Governance and Management	Develop the CoC Governance Charter	CoC Steering Committee
CoC Governance and Management	Review Governance Charter Annually	CoC Steering Committee
CoC Governance and Management	Review lead agency MOU and select lead agency	CoC Steering Committee
Coordinated Assessment System	Develop a policy for how Coordinated System and Housing and Service System will address needs of Domestic Violence	CoC Steering Committee/ Coordinated Assessment (Centralized Intake) Committee
Designate an HMIS	Ensure consistent participation of recipients and sub-recipients in HMIS	CoC Steering Committee/HMIS Lead Agency
Plan for the CoC	Participate in the Consolidated Plan	CoC Steering Committee
Plan for the CoC	Consult with ESG Recipients	Lead Agency/CoC Steering Committee

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Plan for the CoC	Monitor data quality and system performance through the creation and evaluation of standardized dashboards	Lead Agency/CoC Steering Committee
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Additional responsibilities of CoC Steering Committee include:

- Receiving and responding to community and public policy updates relevant to homelessness issues;
- Receiving updates on and responding to the Plan to Prevent and End Homelessness; and
- Providing input on strategic priorities for the Continuum of Care; and
- Reviewing and acting on the annual funding allocations; and
- Reviewing and acting on additional HUD required activities; and
- Reviewing and acting on any proposed funding reallocations, as required; and
- Creating an appeal process for providers; and
- Reviewing and making final determinations on provider appeals as recommended by CoC Steering Committee; and
- Designating HMIS Lead, CoC Lead, and Collaborative Applicant for CoC through a MOU, with roles to be reviewed annually; and
- Holding CoC committees accountable for fulfilling their responsibilities, and review the work of the committees; and
- Providing overall direction and leadership of the process; and
- Making all formal decisions of the CoC; and
- Leading strategic planning and goal setting; and
- Aligning and coordinating CoC and other homeless assistance and mainstream resources; and
- Ensuring the availability of data for planning; and
- Establishing priorities for and making recommendations to HUD about the allocation of CoC resources;
- Establishing system and program outcomes for evaluation purposes; and
- Monitoring and evaluating both system wide and individual program performance on established goals;
- Receiving reports and recommendations from sub-committees, workgroups and task groups; and

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- Establishing sub-committees and task groups as needed to perform CoC functions; and
- Selecting the lead support agency and HMIS administrator; and
- Entering into contracts and MOUs on behalf of the CoC; and
- Monitoring performance under these contracts; and
- Distributing official communications from the CoC

B. MEMBERS OF THE STEERING COMMITTEE

Membership in the CoC ensures community wide commitment to preventing and ending homelessness and must represent a diverse body of stakeholders throughout the entire geographic area of the CoC. The intent is that the CoC be as inclusive as possible, to include the opinions and insights of various parties.

The membership of the Steering Committee consists of up to 22 designated seats as outlined below. Each Steering Committee member must have the fiscal and program authority of the organization they represent.

- Eight (8) Fixed Representative Seats – Fixed Position Representatives are members who represent a government department or organization:
 - City of Houston Housing and Community Development
 - Fort Bend Community Development Department
 - Harris County Community Services Department
 - Harris County Domestic Violence Coordinating Council
 - Harris County Public Housing Authority
 - Houston Housing Authority
 - Montgomery County Community Development Department
 - Pasadena Community Development Department
- Two (2) Provider Representative Seats – Provider representatives are people who work for organizations that provide services for people experiencing homelessness; they represent two types of direct services, and either representative can represent either type (i.e., we do not necessarily need one of each):
 - Crisis Response System (includes emergency and transitional shelter, homelessness prevention, outreach, navigation, coordinated access, day services and crisis response services).
 - Permanent Housing (includes permanent housing provision (PSH/RRH) and/or services for

people in permanent housing).

- Nine (9) At-large Representative Seats – At-Large representatives are professionals who work in systems that interact with the homeless response system (e.g., health, mental health, Veterans Administration, school districts, child welfare, workforce development, university, criminal justice, business, faith community, victims service providers, local non-governmental funders, etc.). The role of At-Large Representatives is to assist the Continuum of Care in leveraging mainstream funding from — and making positive changes within — those systems for the benefit of people experiencing homelessness in our region.
- Three (3) At-Large Consumer Representative Seats – At-Large Consumer representatives are people with lived experience with homelessness, and the role of the At-Large Consumer representative is to help ensure that Steering Committee decisions include the perspective of people that have experienced homelessness firsthand.

At-Large Consumer representatives provide The Way Home CoC the opportunity to work towards solutions collaboratively and collectively to end homelessness by operationalizing equity through the unique strategy of involving experts with lived expertise of homelessness.

One (1) of the At-Large Consumer representative seats will be dedicated to a Chair from the Youth Homeless Demonstration Program (YHDP) Youth Action Board (YAB). The YHDP is an exciting new initiative designed to prevent and end youth homelessness, and the YAB is a committee of youth and young adults (YYA) who provide strategic direction and oversight to the activities connected to the YHDP.

This YYA At-Large Consumer Representative must have an Alternate Representative (“Alternate”) on file with the Lead Agency. This Alternate member must be kept up to date on CoC business and be able to represent and speak on behalf of the primary YYA At-Large Consumer Representative, the entity they represent (i.e., the YHDP YAB), and its constituents. It is expected that the primary YYA At-Large Consumer Representative attends all required meetings, but the Alternate shall fulfill the expectations and requirements of the elected member in their absence. This Alternate must also be a Core Member of the YHDP YAB. Read more about the YHDP Governance Structure [here](#).

C. SELECTION OF STEERING COMMITTEE MEMBERS

- Each Steering Committee member that is a Fixed representative (named organization or jurisdiction) is selected or appointed to the committee.
- At-large, Local Non-governmental Funder, and At-Large Consumer representatives are recommended by the Lead Agency and Nominating Committee and then selected by a vote of the members of the entire Steering Committee.

All recommendations, nominations, and letters of interest for At-Large, Local Non-governmental Funder, and At-Large Consumer representatives will be reviewed by the Nominations Committee and Lead Agency during an open call period.

An open call announcement is provided by the Chair of the Steering Committee and serves to inform the

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community of an upcoming vacancy on the committee. The open call provides members of The Way Home CoC, community stakeholders, and cross-system partners, the opportunity to submit a letter of interest & resume and/or nomination to join The Way Home Steering Committee. Current members who are holding a seat that is up for term will be encouraged to participate in the Open Call procedure to be considered for their next term.

Strong applicants will be selected for interviews with members of the Nominating Committee and the Lead Agency, and recommendations for representatives will be made to the full Steering Committee for approval at an upcoming Steering Committee meeting or via email vote.

- To ensure compliance with the [Notice of Funding Opportunity \(NOFO\) for FY 2022 Continuum of Care Competition](#), At-Large Consumer Representatives will be persons who have experienced homelessness within the last 7 years or who are currently CoC program participants, and at least one person with lived experience should have experience from an unsheltered situation.
- The YYA At-Large Consumer Representative is appointed by their peers of the YHDP YAB. The Alternate YYA At-Large Consumer Representative must be a Core Member of the YHDP YAB and is also appointed by their peers. Members of the YHDP YAB are YYAs with lived expertise. Read the YHDP YAB Governance Structure to learn more about the composition, roles & responsibilities, and committee structure of the YHDP YAB.
- Provider Representatives are elected via popular vote by the CoC partner agencies. Candidates and their agencies must be in good standing with the CoC, as determined at the discretion of the Lead Agency, and meet all CoC partnership requirements.

A packet of all the candidates' submitted material(s) will be made available for agencies to determine their top five (5) choices. Those top five (5) candidates need to be ranked starting with the most desired candidate. Only one (1) vote will be counted per agency.

Agencies MUST be official (updated) partners of The Way Home and in good standing for their vote to be counted.

- The Steering Committee can add new members by a majority vote of the existing members.

D. TERMS OF MEMBERSHIP

- Representatives who hold a Fixed representative seat may serve as long as they continue to hold that job/position.
- The term for an At Large, At-Large Consumer, and Provider representative is two years. These representatives may serve up to three consecutive terms if re-elected by the Nominating Committee and Lead Agency and approved by vote of the Steering Committee.
- The YYA At-Large Consumer Representative must be Chair of the YHDP YAB and is appointed by their peers. The Alternate YYA At-Large Consumer Representative must be a Core Member of the YHDP YAB and is also appointed by their peers. Members of the YHDP YAB are YYAs with lived expertise. Read the YHDP YAB Governance Structure to learn more about the

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composition, roles & responsibilities, and committee structure of the YHDP YAB.

The YYA At-Large Consumer Representative term is two years. This representative may serve up to three consecutive terms if re-elected by the YHDP YAB and meets all other requirements listed in this document

- A year is considered 12 months from the month the member becomes active (voted or elected in March, they begin April and will end in March two years later).
- A representative may be re-elected to the Steering Committee after a period of twelve (12) months of non-service on the committee.
- If a YYA At-Large Consumer Representative is no longer eligible to participate in the YHDP YAB due to age requirements (making them ineligible to participate as the YYA At-Large Consumer representative following the completion of their current term), they may submit a letter of interest and their application to become an At-Large (Consumer) Representative during an open call period, and if they did not serve three consecutive terms as the YYA At-Large Consumer Representative.

If they completed three consecutive terms as the YYA At-Large Consumer Representative, they first must wait a twelve (12) month period of non-service on the committee, prior to participating in an open call and possibly being re-elected to the Steering Committee.

- Representatives that fail to attend less than 75% of regularly scheduled meetings may be subject to removal from the Steering Committee by vote of the Committee. The Steering Committee will require the organizations/jurisdictions that hold a Fixed representative seat to appoint a substitute in the event of the removal of a representative of the Steering Committee.
- Representatives agree to adhere to the guidelines set forth in the code of conduct, values and principles and the conflict-of-interest section.
- Representatives agree to act in a professional manner at all times and act as good stewards of The Way Home.
- Former lead agency employees are not eligible to serve as an At-Large, Provider, or At-Large Consumer Steering Committee representative until at least one year (12 months) after separation from the lead agency and upon meeting all other eligibility requirements.

E. STEERING COMMITTEE MEETINGS, QUORUM AND VOTING

The Way Home Steering Committee will hold no less frequently than quarterly meetings of the full CoC Governing Body membership. The agendas must be published in advance of the meeting date. The meetings are open to the public, and non-members can attend. The CoC may open a time for public comment during each meeting.

- The Steering Committee shall meet no less frequently than quarterly.

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- Steering Committee members agree to meaningful participation. The Chair shall ensure members have time to process information, ask questions, and ask for clarity.
- Steering Committee Agendas and supporting materials shall be distributed to members of the Steering Committee at least seven days before a scheduled meeting unless special circumstances dictate otherwise. If new items are made known that require Steering Committee attention inside the seven- day period, they may be presented for consideration if necessary.
- Attendance may be via virtual meeting technology or in person. In-person meetings are highly encouraged when available.
- A simple majority of the members present is necessary for any resolution or vote to pass.
- For purposes of time-sensitive and/or critical votes, an email vote may be used. On the direction of The Way Home Steering Committee, e-votes may be initiated by the Lead Agency. More than 51% of the voting membership must respond to the e-vote for the vote to be accepted.
- Steering Committee meetings shall be open to the public unless sensitive information requires closed session. A sign-in sheet or virtual registration will be made available for time limited public comment.
- Steering Committee meetings date, place and time will be published and distributed by the Lead Agency in e-newsletters and on the website in advance of each meeting.

F. DECISION MAKING

Robert’s Rules of Order will be followed, with the exception of the Lead Agency being permitted to draft the meeting agenda and add New Business items. The Steering Committee values diversity, equity, and inclusion and thus encourages participation from all committee members. A simple majority of the members present is necessary for any resolution or vote to pass.

For purposes of time-sensitive and/or critical votes an email vote may be used. On the direction of CoC Steering Committee, e-votes may be initiated by the Lead Agency. More than 51% of the voting membership must respond to the e-vote for the vote to be accepted.

E-voting procedures shall include the following:

- All Steering Committee members shall be notified of any item submitted for an electronic vote.
- A separate email communication shall be established with all eligible members to facilitate discussion and formally capture votes.
- Members with an identified conflict of interest shall not be included in e-vote communications related to discussion of the matter and shall not participate in the vote.
- Upon conclusion of the voting period, an official communication shall be distributed to all Steering Committee members documenting the outcome of the vote.
- The Lead Agency shall maintain documentation of all e-voting records for governance and

G. CODE OF CONDUCT

In addition to required attendance, Steering committee members are expected to engage in conversation, provide meaningful insights/input, and provide meaningful participation in various working groups.

Commitment and professionalism are vital to creating and maintaining an effective and efficient CoC process that will benefit each member of The Way Home and the people experiencing homelessness they serve. Both are integral to creating and sustaining a strong continuum in which collaboration and services can grow.

Obligations:

1. Steering Committee representatives should strive to represent in a fair, honest and respectful manner their individual organization and the people and families experiencing homelessness that they serve or represent.
2. Steering Committee representatives should be informed about the purpose of The Way Home CoC and its role in the CoC process.
3. Steering Committee representatives should strive to stay up to date on CoC strategies and planning by participating in CoC meetings, forums, and workgroups.
4. Steering Committee representatives are expected to uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
5. Steering Committee representatives should clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC.
6. When conflicts occur among partners or Steering Committee representatives, they should attempt to resolve these conflicts in a responsible fashion.
7. Steering Committee representatives have the extra responsibility of setting an example by their personal performance and attitude that convey honest, respectful, and ethical values.
8. Steering Committee representatives should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interests of The Way Home, their respective organizations, and people experiencing homelessness whom we serve.

As a representative of The Way Home and/or affiliated committee, we agree to represent ourselves, our organization, our county, our region, and/or our state in a professional manner by adhering to the guidelines laid out in the Code of Conduct of The Way Home.

H. THE WAY HOME SHARED VALUES & GUIDING PRINCIPLES

The Way Home is committed to the following values and principles, as laid out in the 2021-2026

Community Plan:

Ending Homelessness

- The Way Home CoC is committed to ending homelessness in Houston and throughout Harris, Fort Bend, and Montgomery counties, Texas.
- “Ending homelessness” means preventing it when possible and ensuring homelessness is rare, brief, and one-time when not preventable.
- Ending homelessness requires coordination across public and private sectors and for systems, organizations, and programs to align their goals and strategic actions.
- Ending homelessness must include the following:
 - preventing entries into homelessness; and
 - providing adequate outreach and crisis services; and
 - ensuring that low-barrier emergency shelter or bridge housing options are accessible by all people; and
 - connecting people to permanent housing with appropriate financial supports and services to ensure their success.

A Person-Centered Approach

- We must rebuild the homeless response system to be anti-racist. Racist policies impact those who experience homelessness, and these policies must be dismantled as we work to address homelessness.
- Ending homelessness must include active engagement of people with lived experience.
- Crisis services and housing supports must be delivered in a human-centered, trauma-informed manner that respects the inherent value and honors the dignity of every individual regardless of race, ethnicity, age, disability status, gender identity, familial status, or citizenship status, or if they are fleeing or attempting to flee domestic violence, sexual assault, or human trafficking.

Accountability

- The voices of people with lived experience of homelessness are critical and included in every aspect of planning, decision-making, and activities undertaken by the Continuum of Care. We as a system must be accountable for this input because it is a key to our success.
- The Way Home CoC’s Action Plan will align with existing plans created by other regional partners.
- The Way Home CoC’s Action Plan will be adjusted as necessary to reflect changing needs and resources.

I. CONFLICT OF INTEREST / RECUSAL PROCESS

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Steering Committee representatives with actual or perceived conflicts of interest must identify them as they arise. Individuals with a conflict of interest may participate in all discussions but should abstain from voting on any issue in which they may have a conflict. No representative of the Steering Committee shall vote upon 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.

In accordance with HUD regulations, no representative may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy.

In the event of a potential or confirmed Conflict of Interest (COI) violation, the issue shall be formally reviewed. The Steering Committee Officers shall convene to discuss the nature of the violation and determine appropriate next steps, which may include corrective actions, documentation, or other governance responses. These procedures are intended to supplement existing Conflict of Interest requirements, including disclosure, recusal from discussion and voting, and compliance with applicable regulations.

Individuals with a conflict of interest should abstain from discussion and voting on any issue in which they may have a conflict. An individual with a conflict of interest, who is the committee chair, shall yield that position during discussion and abstain from voting on the item.

Annual written conflict of interest disclosure statements will be provided by each member ~~at~~ before the first the annual meeting. This form must be updated on a yearly basis. All Members will not be permitted to participate in a discussion or if a voting member, not be able to vote until the statement is on file. All voting members shall have the right to recuse themselves from voting on a matter without providing excuse.

Steering Committee representatives are prohibited from using their position to receive actual or perceived personal benefits. This includes using one's position and influence on the Steering Committee to influence decisions or direct funds in a way that could result in a private benefit and/or using one's position as a Steering Committee representative to elicit a private benefit in relation to the work of the CoC or elsewhere. Examples of prohibited private benefits include "kickbacks", inappropriate gifts, or seeking favorable treatment when seeking contracts or receiving services.

All representatives of the Steering Committee must be wary of any organizational transaction, arrangement, practice, or policy that may potentially or actually serve private rather than public interests. This does not prohibit a member of the Steering Committee from accessing genuine public benefits or services that often provide an incidental benefit to private individuals such as accessing services available through the homeless response system if eligible.

J. COMPENSATION OF REPRESENTATIVES

Steering Committee representatives will receive no compensation for their duties. They may receive direct expense reimbursement for any expenses incurred for activities directed by the Steering Committee. At-Large Consumer Representatives may be reimbursed for travel and meeting time.

K. OFFICERS OF THE STEERING COMMITTEE

There will be three officers of the Steering Committee – Chair, Vice Chair and Secretary. These positions will be recommended by the Nominations Committee and Lead Agency and approved by the Steering Committee. Each officer will have a one-year term that will roll over to an optional one-year renewal. Renewal options will be recommended by the Nominations Committee and Lead Agency. Officers will remain in their positions until a subsequent replacement is elected.

- Chair – The Chair will preside at all meetings of the Steering Committee. Subject to the direction of the Steering Committee, the Chair shall give oversight to the development of policies and execution of the policies and programs of the Continuum of Care. The Chair will ensure meaningful participation and adequate time for representatives to process information, ask questions, and ask for clarity. The Chair will perform other duties prescribed by the Steering Committee and all duties incident to the office of Chair of the Steering Committee.
- Vice Chair – The Vice Chair will preside over meetings of the Steering Committee in the absence of the Chair and assist the Chair and Steering Committee representatives on matters as may be requested from time to time.
- Secretary – The Secretary will (or delegate to another) give all notices of meeting dates, times and locations, take minutes of the meetings and keep the minutes as part of the corporate records. The Secretary will perform duties incident to the office of the Secretary and such other duties as may be assigned by the Chair or Steering Committee.

L. STANDING COMMITTEES OF THE WAY HOME STEERING COMMITTEE

The Chair may establish standing committees as may be necessary to conduct the business of the Steering Committee. The Chair shall appoint the members of each committee established. The Chair will set the scope and duties of every standing committee for approval by Steering Committee vote. The Lead Agency shall work with the Chair to support the work of these standing committees.

No standing committee has the authority to act on behalf of the Steering Committee beyond duties described in the following sections. The current standing committee is the Nominations Committee.

- Nominations Committee Duties:
 - With assistance of the Lead Agency, bring forth recommended candidates to fill the positions of:
 - At-Large representatives
 - At-Large Consumer representatives
 - All recommendations, nominations, and letters of interest for At-Large and At-Large Consumer representatives will be reviewed by the Nominations Committee and Lead Agency. Strong applicants will be selected for interviews with members of the Nominating Committee and the Lead Agency, and recommendations for representatives will be made to the full Steering Committee for approval at an upcoming Steering Committee meeting or via emailvote.
 - With assistance of the Lead Agency, bring forth a recommend a slate of officers annually
 - A representative actively seeking selection to an officer position must recuse themselves from the

Nominating Committee until after the position has been filled.

M. RESIGNATION:

Unless otherwise provided by written agreement, any representative of The Way Home Steering Committee may resign at any time by giving thirty days (30 days) written notice to the officers of the Steering Committee and Lead Agency. Any such resignations shall take effect at the time specified within the written notice or if the time be not specified, therein upon its acceptance by the Steering Committee.

N. ADVISORY SEATS:

In addition to the above roles, committee representatives may designate nonvoting representatives to attend and participate in meetings to provide advice and expertise on particular issues.

C. COMMITTEES AND WORKGROUPS

Homelessness is a complex issue and effective efforts to solve it require broad community participation. Planning and implementation activities are driven by a series of leadership, planning, and process work groups that operate in tandem to achieve shared relationships, shared thinking, shared action/testing, shared evaluation, and finally shared policy proposals. Work groups are where the work happens and only meet when there is work to be done. They also serve as Lead Agency driven, peer-supported performance management meetings for nearly every aspect of system performance.

The Lead Agency is responsible for supporting each work group, identifying a facilitative lead and project manager, managing communications, and accessibility for interested members. The implementation and performance management work groups are only accessible to the agencies delivering the services as client-level information is discussed within these meetings. Leadership and planning meetings are more accessible to a larger audience and interested parties can contact the Coalition for the Homeless for more information on how to participate. For more information about workgroups, visit [The Way Home Partner Portal](#).

Committees and Workgroups will be established to conduct the functions necessary to support the CoC mission and meet funding obligations. The Way Home Steering Committee may establish Committees, Subcommittees, or Work Groups that are made up of the CoC members to act on behalf of the CoC on an ad hoc basis as needed.

The Way Home Steering Committee gives authority to the CoC Committees for specific responsibilities. The responsibilities required by the CoC Interim Rule, and designated to each committee, are outlined below:

Responsibility Category	Responsibility	Responsible Party
Overall and Project-Level Performance	Establish performance targets in consultation with recipients/sub-recipients	Lead Agency

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Overall and Project-Level Performance	Monitor recipient/sub-recipient performance	Lead Agency
Overall and Project-Level Performance	Evaluate outcomes for ESG and CoC Projects and report to HUD	Lead Agency
Overall and Project-Level Performance	Measure and communicate system performance	Lead Agency
Coordinated Access System	Ensure operation of a Coordinated Access System in consultation with ESG	Lead Agency
Coordinated Access System	Develop a policy for how Coordinated System and Housing and Service System will address needs of Domestic Violence	Harris County Domestic Violence Coordinating Council
Plan for the CoC	Plan and Conduct a Point-in-Time Study	Lead Agency
Plan for the CoC	Conduct an annual gaps analysis of homeless needs and services	Lead Agency

ADDITIONAL RESPONSIBILITIES ARE ALSO LISTED BELOW :

Point in Time Committee

- In collaboration with the CoC Lead agency, organize and implement the annual Point in Time Count
- Must include representation from HMIS Lead Agency
- Should include a person who is homeless or formerly homeless

System Performance and Outcomes

- In collaboration with the HMIS lead, ensure the completion of the Annual Gaps Analysis
- In collaboration with the CoC Lead Agency, evaluate how well the homeless system is meeting HUD's system-wide performance measures
- Provide recommendations to the full CoC Governing Body membership and CoC Board on how system wide performance can be improved
- Work with CoC Lead Agency to complete project performance evaluation and monitoring
- Must include representation from the CoC Lead Agency

System Funding

- Research strategic funding opportunities to support the homeless system
- Outreach to non-traditional funders (business community, etc.) to procure funding for the homeless system
- Provide recommendations to CoC Steering Committee and full CoC membership on potential opportunities for increased funding

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- Analyze current federal, state, and local funding dedicated to the homeless system and provide recommendations to CoC Steering Committee and full CoC membership on potential reallocation of resources based on CoC strategic priorities, gaps, and system performance

Coordinated Assessment (Centralized Intake)

- Provide macro-level CoC oversight of the Coordinated Assessment System
- In coordination with the Coordinated Assessment (Centralized Intake) administering agency, troubleshoot any issues
- Make recommendations to CoC Steering Committee and the full CoC membership on any macro-level changes for system improvement
- Must include representation from the CoC Lead Agency
- Should include a person who is homeless or formerly homeless

CoC Project Rating and Ranking

- Score and rank projects and provide the ranking recommendation to CoC Steering Committee
- Homeless Services agencies that receive CoC funding are prohibited from participating on this committee
- Members are appointed by CoC Steering Committee

Nominations and Membership

- Engage in recruitment activities to engage as many and diverse stakeholders in the CoC as possible, including recruitment for participating and membership on CoC Steering Committee and the CoC committees
- Work in collaboration with CoC Steering Committee to develop any qualifications for membership in CoC entities as deemed necessary.

A. CURRENT COMMITTEES AND WORKGROUPS

The Way Home is comprised of standing committees, workgroups and task workgroups which have various roles and responsibilities. Several workgroups are designated by this charter. Ad hoc working groups and task workgroups may be formed by the Steering Committee and given specific responsibilities as needed by the Continuum of Care. The Steering Committee will have oversight of the CoC workgroup system including setting the scope and duties of workgroups. The Steering Committee will approve or retire a workgroup as needed in accordance with the strategic plan to end homelessness.

Workgroups are the action planning and implementation components of the system. Workgroup activities may be facilitated by the lead agency or other key stakeholder(s) as appointed by the Steering Committee. Workgroups may make recommendations for Resolutions to the Steering Committee regarding CoC policies and procedures, report outcomes and data analytics, and recommend performance measures and suggestions for system improvements. The lead agency shall be responsible for reporting workgroup activities to the Steering Committee. The lead agency will maintain an overview of active system workgroups on the CoC section of its website. These CoC workgroups include but are

not limited to the following:

- The Way Home Provider Input Forum
 - The Way Home Provider Input Forum (PIF) is a quarterly meeting in which provider agencies of The Way Home come together to address and discuss what's happening in the CoC provider community.
 - Members of the PIF include all homeless service provider agencies (official partners), and meetings are led by the Lead Agency and Steering Committee Provider Representatives. Participation in The Way Home PIF is vital to the CoC planning process.
 - The Way Home PIF will convene no less than quarterly and may convene for special meetings when needed.
 - The Way Home PIF will review the membership process and code of conduct annually.
- Consumer Advisory Council (CAC) – Lived Experience Workgroup
 - The CAC is a group of individuals who are receiving or have received services from The Way Home CoC. The group was formed to ensure an organized voice for those with lived expertise of homelessness are working in partnership with The Way Home to evaluate and make recommendations for improvement on all levels of the homeless response system.

We believe it is critical that people with lived expertise are included in all aspects of planning and activities undertaken by the CoC and that we work in partnership to improve the quality and effectiveness of our system.

- Youth Advisory Board (YAB)
 - Through the Youth Homeless Demonstration Program (YHDP), The Way Home has partnered with youth & young adults with lived experience of homelessness to create a Youth Action Board (YAB). The YAB provides strategic direction and oversight to the activities connected to the YHDP and is the primary vehicle through which the CoC gathers input from the youth consumer population.

The YAB is an authentic and equitable partner in every step of the community's youth homeless response efforts, from planning to implementation of new projects to continuous quality improvement of the youth homeless response system. Learn more about the YHDP and YAB on YHDP webpage.

- HMIS Forum
 - The HMIS Lead Agency will conduct quarterly HMIS Forums specifically for partner HMIS participating agency users. The purpose of the forum is to inform the HMIS community about recent data trends, ongoing system-wide activities, and important developments regarding the HMIS and our software. The Forum will offer community reports on performance measures and provide user training opportunities when necessary. Notice of the Forum will be sent in advance to the HMIS e-mail distribution list and by public notice through the CoC Connection newsletter and placement on the Lead Agency's website, and the HMIS Bulletin Board.

- Provider Affinity Groups

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- Provider Affinity Groups include existing and to be formed work groups focused on planning around specific program types or system components such as prevention/diversion, permanent supportive housing rapid rehousing, outreach, etc. These groups include staff from provider and government organizations, consumers, funders, etc.
- Population Specific Work Groups
 - Population Specific Work Groups include both existing and to be formed groups focused on planning for the needs of specific sub-populations such as Veterans, Victim Services Providers and Youth/Young Adults. These groups include staff from provider and government organizations, consumers, funders, etc.
- Task Specific Work Groups
 - Task Specific Work Groups include both existing and to be formed groups focused on planning for a task specific activity or function under the guidance of the CoC strategic plan such as the Homeless Count, Coordinated Access, Income Now, Housing Navigation, Supportive Housing Development Workgroup, etc. These groups include staff from provider and government organizations, consumers, funders, etc.
 - The lead agency will maintain an active list of CoC workgroups on the CoC section of its website.
 - The lead agency will report progress of Task Specific Work Groups regularly to the Steering Committee through the lead agency report. The lead agency will submit referendums to the Steering Committee regarding policy and procedures that affect the operations of the CoC.

LEAD AGENCY

The Way Home Steering Committee will appoint a Lead Agency that will provide meeting support for the Steering Committee, and all other committees. The Lead Agency is responsible for scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to The Way Home Partner Portal (CoC website). All responsibilities are documented in the *Continuum of Care Lead Agency Memorandum of Understanding*.

The designation of the Lead Agency is valid for a maximum of five (5) years before the designation must be reviewed and approved by a vote of The Way Home Steering Committee. There will be no requirement for a Request for Proposal (RFP). In response to negligence or poor performance of the CoC Lead Agency, The Way Home Steering Committee reserves the right to open an RFP process at any time and designate a new CoC Lead Agency.

At the time of creation and adoption of this charter, the designated Lead Agency is the Coalition for the Homeless of Houston/Harris County.

Specific responsibilities include:

- Provide leadership to CoC stakeholders regarding best practices, system planning and direction
- Coordinate, facilitate, and inform The Way Home Steering Committee
- Facilitate workgroups

- Produce planning materials
- Coordinate Needs/Gaps Assessments
- Collect and report CoC and program performance data and use data gathered to encourage performance improvement
- Evaluate and incentivize performance with oversight from the Steering Committee
- Coordinate resources, maximize multiple existing and new funding sources both, integrate activities and facilitate collaboration
- Prepare collaborative application for CoC funds
- Act as collaborative applicant for other funds as deemed necessary and appropriate to meet CoC goals
- Provide technical assistance and training to CoC members
- Represent progress and learnings of the CoC in state and national forums
- Build awareness and build support by leading advocacy efforts
- Build strategic partnerships with key stakeholders and mainstream resources in order to increase and build system capacity
- Analyze and report on CoC expansion opportunities to the CoC Steering Committee

COLLABORATIVE APPLICANT

The Continuum of Care must designate a legal entity who is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. These and any additional responsibilities are documented in the Continuum of Care *Collaborative Applicant Memorandum of Understanding*. The designation of the Collaborative Applicant is valid for a maximum of five (5) years before the designation must be reviewed and approved by a vote of The Way Home Steering Committee. In response to negligence, poor performance, or loss of eligibility, The Way Home Steering Committee reserves the right to open an RFP process at any time and designate a new Collaborative Applicant.

Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant must submit a final draft of the application to The Way Home Steering Committee for approval. Depending on the timing of the submission to HUD, The Way Home Steering Committee and Collaborative Applicant will create a timeline for submission to the Continuum of Care.

At the time of creation and adoption of this charter, the designated Collaborative Applicant is the Coalition for the Homeless of Houston/Harris County.

HMIS ADMINISTRATOR

The Continuum of Care must designate a legal entity who is also a Continuum of Care Program eligible applicant to serve as the Homeless Management Information System (HMIS) Lead. The HMIS Lead will maintain the community’s HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance, and the provision of technical assistance to contributing organizations. Responsibilities required by the Continuum of Care Interim Rule are outlined in this Governance Charter. These and any additional responsibilities are documented in the Continuum of Care *Homeless Management Information System Lead Memorandum of Understanding*.

The designation of the HMIS Lead is valid for a maximum of five years before the designation must be reviewed and approved by a vote of The Way Home Steering Committee. There will be no requirement for a Request for Proposal (RFP). In response to negligence or poor performance of the HMIS Lead, the CoC reserves the right to open an RFP process at any time and designate a new HMIS Lead.

At the time of creation and adoption of this charter, the Coalition for the Homeless of Houston/Harris County has been designated as the HMIS administrator for The Way Home Continuum of Care.

REPORTING

Proceedings of all Steering Committee meetings are documented in minutes. Minutes of all meetings are circulated and approved at the subsequent meeting. Once approved, minutes are made available electronically to the public.

CHARTER AMENDMENTS

The Charter shall be reviewed and updated annually by the end of the 4th quarter and may be updated throughout the year as needed. Members of The Way Home Steering Committee, Collaborative Applicant, Lead Agency, or HMIS Lead Agency may propose updates. It is the Lead Agency’s responsibility to review HUD rules, regulations, and guidance and suggest updates to the Charter as required by HUD.

Proposed updates must be presented to the full CoC Steering Committee for a vote. Approval requires a simple majority of The Way Home Steering Committee present with a quorum established.

CHARTER AMENDMENT HISTORY

The TX-700 Continuum of Care (CoC), known as The Way Home, has developed this Governance Charter (“Charter”) to define the CoC’s composition, roles, responsibilities, policies, procedures, and committee structure. The record below documents the history of adoption, revisions, and approvals since the Charter’s inception, ensuring transparency and accountability for all updates. Please note that this record does not include updates to every CoC policy, procedure, or standard, many of which are accessible via The Way Home Partner Portal.

Action	Summary of Changes	Date of Approval
Charter Adoption	Initial publication	12/12/2013
Charter Revision	Revision to reflect CoC system updates and the addition of new entitlement jurisdictions.	8/11/2016
Charter Revision	Revision to reflect CoC system updates	10/12/2017
Charter Revision	Revision to Steering Committee Structure	5/9/2019
Charter Revision	Revision to Steering Committee Structure	6/13/2019

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Charter Revision	Revision to reflect CoC system updates	3/12/2020
Charter Revision	Revision to reflect CoC system updates	4/14/2022
Charter Amendment	Revision to reflect CoC system updates	8/11/2022
Charter Revision	Revision to reflect CoC system updates	1/12/2023
Charter Revision	Revision to reflect CoC system updates	1/11/2024
Charter Amendment	Revision to meet compliance requirements regarding the documentation of Charter edits	11/14/2024
<u>Charter Amendment</u>	<u>Revision to sections F and I to improve transparency, accountability, and decision-making clarity</u>	<u>6/11/2026</u>

The Charter shall be reviewed and updated annually by the end of the 4th quarter and may be updated throughout the year as needed. This record shall be updated with each new revision and approval to accurately reflect the current version of The Way Home’s Governance Charter.

DEFINITIONS

1. Centralized Intake: Refers to the Continuum of Care’s Coordinated Assessment system.
2. The Way Home Steering Committee/Board: The primary decision-making group for the continuum of care.
3. CoC Committees: Groups of volunteers or appointed members who work throughout the year to accomplish specified tasks for the Continuum of Care. The Way Home Steering Committee and Lead Agency can create ad-hoc committees as needed to support the CoC.
4. CoC Lead Agency: Agency that is designated to carry out the activities of the CoC including fiscal and compliance activities and CoC administrative duties.
5. Collaborative Applicant: Agency or organization designated by CoC Steering Committee to be the entity that submits the CoC funding application to HUD.
6. Continuum of Care (CoC): A collaborative and strategic funding source from HUD that helps communities make progress towards preventing and ending homelessness in their communities. HUD also refers to the group of community stakeholders involved in homelessness as the “Continuum of Care.”
7. Continuum of Care Interim Rule: Published by HUD in 2012, the CoC Interim Rule focuses on regulatory implementation of the Continuum of Care (CoC) Program, including the Continuum of Care planning process.
8. Coordinated Assessment: 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. This definition establishes basic minimum HUD requirements for the Continuum’s centralized or coordinated assessment system.
9. Governance Charter: A document that outlines the roles and responsibilities of the CoC Steering Committee, the CoC Steering Committee, Continuum of Care Committee(s), the Lead Agency, the Collaborative Applicant and the Homeless Management Information System (HMIS) Lead with the intent to creating an inclusive, transparent process by which makes strategic decisions in order to meet the goals of preventing and ending homelessness.

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10. The HEARTH (Homeless Emergency Assistance and Rapid Transition to Housing) Act: The HEARTH Act of 2009 was signed into law on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including a change in HUD's definition of homelessness and chronic homelessness.
11. HMIS: A computerized data collection application designed to capture client-level information over time on the characteristics of service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community's system of homeless services.
12. HMIS Lead Agency: Agency, organization or government department designated by CoC to administer and manage the HMIS.
13. HUD: Acronym used to refer to the federal Department of Housing and Urban Development that administers the Continuum of Care funding and program.
14. NOFA/NOFO: Notice of Funding Availability/Opportunity. As it relates to The Way Home, the NOFA refers to the annual Continuum of Care collaborative application for McKinney-Vento Homeless Assistance funds as amended by the HEARTH (Homeless Emergency Assistance and Rapid Transition to Housing) Act. The competition is facilitated by the Lead Agency with direction by the CoC Steering Committee. The collaborative application is submitted by the Lead Agency on behalf of The WayHome.
15. PSH: Permanent Supportive Housing is a Housing First Intervention that combines indefinite leasing or rental assistance with supportive services to help people and families experiencing chronic homelessness achieve housing stability.
16. RRH: Rapid Re-housing is a housing first intervention that emphasizes housing search and location services and short to medium-term rental assistance to move individuals and families experiencing homelessness (with or without a disability) as rapidly as possible into permanent housing. Intense but short-term case management is provided to help families stabilize and prepare to live independently.
17. RFP or RFQ: Request for Proposals or Request for Qualifications are used in procurement bidding for vendors and provides specific scope of work and requirements.
18. Workgroups: Workgroups are the action planning components of the CoC. Workgroup activities may be facilitated by the Lead Agency or other key stakeholder(s) as appointed by the Steering Committee. Workgroups may make recommendations for Resolutions to the Steering Committee regarding CoC policies and procedures, and/or report outcomes and data analytics, performance measures, and activities to the Steering Committee. The Lead Agency shall be responsible for reporting Workgroup activities to the Steering Committee. The Steering Committee may retire a task workgroup no longer required by majority vote.
19. YHDP: The Youth Homeless Demonstration Program is a new initiative designed to prevent and end youth homelessness. The goal of the YHDP is to support The Way Home in the development and implementation of a Coordinated Community Plan (CCP) to prevent and end youth homelessness.
20. YAB: The Youth Action Board provides strategic direction and oversight to the activities connected to the YHDP. As a formal component of The Way Home, the YAB provides direct input on all issues related to youth homelessness with a near-term focus on the development of the Coordinated Community Plan. The YAB is an authentic and equitable partner in every step of the community's youth homeless response efforts, from planning to implementation of new projects to continuous quality improvement of the youth homeless response system.