



TX-611 AMARILLO CONTINUUM OF CARE **APPENDIX**

(Revised: December 2025) 1

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I. Purpose of the Continuum of Care and Overview of Structure

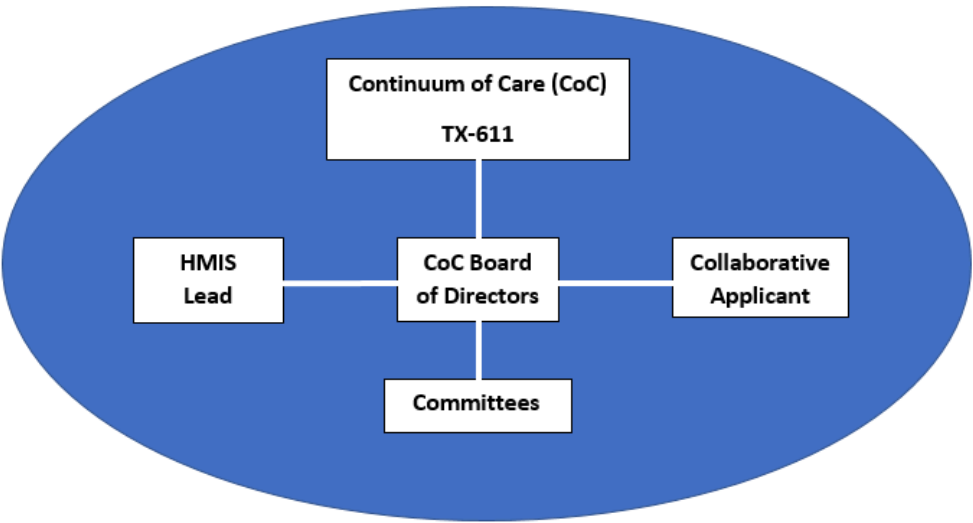
The Charter identifies the responsibilities, composition, and governance, including the CoC Lead/Collaborative Applicant and HMIS Lead Agency designations and purposes, for the TX-611 Amarillo Continuum of Care (CoC).

The geographic area of the Amarillo CoC includes the boundaries of the City of Amarillo located within Potter and Randall Counties. Within the city limits, Amarillo CoC oversees planning, housing and service delivery, and program evaluation, as well as CoC-wide activities through the general membership, CoC Board, and committees.

The Amarillo CoC consists of:

- CoC General Membership
- CoC Board
- CoC Collaborative Applicant/CoC Lead Agency
- CoC HMIS Lead Agency
- CoC Standing and Ad Hoc Committees

AMARILLO CONTINUUM OF CARE ORGANIZATIONAL STRUCTURE



The TX-611 Amarillo CoC will review, update, and approve this Governance Charter at least annually. Amendment of the Charter requires a majority vote of the Continuum of Care Board (as described below) at one of its regularly scheduled meetings.

CoC Mission Statement

To build a stronger community through collaborative solutions to ensure homelessness is rare, brief and nonrecurring.

CoC Vision Statement

To prevent and end homelessness in Amarillo.

CoC Goals Statement

The Amarillo CoC goals include:

- Improved outreach to people experiencing homelessness;
- Increased community awareness of the challenges faced by people experiencing homelessness;
- Eliminating duplication of services and improving collaboration between agencies assisting people experiencing homelessness;
- Fostering community support programs, including appropriate living arrangements linked with supportive social, vocational rehabilitation and employment programs;
- Identifying and strategically planning to address gaps in housing and services for people experiencing homelessness; and
- Identifying gaps and strengths of present institutional and non-institutional care and individualized treatment for people experiencing homelessness with behavioral health challenges.
- Prioritizing treatment and recovery by supporting projects that offer behavioral health care, comprehensive supportive services, and connections to mainstream resources needed for long-term stability.
- Advancing public safety through collaboration with law enforcement and first responders to reduce unsafe encampments and public drug use, connect individuals to services, and protect vulnerable populations.
- Promoting self-sufficiency by partnering with workforce, childcare, and supportive service providers to increase employment, income, and long-term economic independence for those exiting homelessness.
- Promoting, when possible, up to 40 hours of person-centered, customized services delivered on site or in the home, consistent with 24 CFR 578.5.

Finance

The CoC is not a financial entity. Grants are managed through contracts between HUD and recipient organizations. Grant funding does not pass through the CoC. Member organizations are responsible for their own budgeting and financial management. The CoC does not collect dues nor manage other monies.

II. Continuum of Care Responsibilities

The Amarillo Continuum of Care (CoC) is the planning body that coordinates the Amarillo community's policies, strategies, and activities around addressing homelessness. In these efforts, the CoC's work includes:

1. Operating the CoC
2. Designating and Operating a Homeless Management Information System (HMIS)
3. CoC Planning
4. Preparing an Application for Funds

The responsibilities under each category are detailed below. While the CoC in its entirety is ultimately responsible for ensuring that these tasks are completed, it delegates a large amount of the work to the various bodies that make up the CoC's formal governance structure; the delegation of the authority to carry out various activities on behalf of the CoC are detailed throughout this document.

Operating the CoC

1. Developing, following, and annually updating this Governance Charter and related policies and procedures;
2. Annually hosting at least two meetings of the full CoC membership, with published agendas, with the goal of hosting six meetings a year;
3. Making a public invitation for new members within the geographic area to join at least annually;
4. Adopting and following a written process to select CoC Board members to act on behalf of the CoC that is reviewed, updated, and approved by the CoC membership at least once every 5 years;
5. Appointing Committees as necessary;
6. In consultation with recipients of Emergency Solutions Grant (ESG) funds within the CoC, establishing and consistently following written standards for providing CoC assistance;
7. Monitoring performance of CoC and ESG recipients and subrecipients;
8. In consultation with CoC and ESG recipients and subrecipients, developing and implementing appropriate performance measures;
9. Evaluating the outcomes of ESG and CoC funded programs;
10. Reporting the outcomes of ESG and CoC programs to HUD annually;
11. Working with underperforming programs receiving funds through the Continuum of Care Program NOFO process to improve outcomes and, if necessary, taking action against poor performing programs; and
12. In consultation with ESG recipients, planning for, establishing, and operating a coordinated entry system that complies with HUD's requirements.

Designating and Operating an HMIS

1. Designating a single HMIS for the CoC and an eligible applicant to serve as the CoC's HMIS Lead Agency;
2. Reviewing, revising, and approving a CoC HMIS data privacy plan, data security plan, and data quality plan;
3. Ensuring that the HMIS is administered in compliance with HUD requirements; and
4. Ensuring consistent participation by HUD-funded programs in the HMIS.

CoC Planning

1. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of individuals (including unaccompanied youth) and families at risk of or experiencing homelessness. At a minimum, such system will encompass the following:
 - a. Outreach, engagement, and assessment;
 - b. Shelter, housing, and supportive services; and
 - c. Prevention strategies;
2. Planning for and conducting, at least annually, a point-in-time count of people experiencing homelessness within the geographic area in accordance with HUD requirements;
3. Conducting an annual gaps analysis of the needs and services available within the geographic area;
4. Providing information required to complete the Consolidated Plan(s) within the CoC geographic area; and
5. Consulting with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.

Preparing an Application for Funds

1. Designing, operating, and following a collaborative process for the development of applications and approve the submission of applications in response to the CoC Notice of Funding Opportunity (NOFO);
2. Establishing priorities for funding projects in the geographic area;
3. Designating an eligible Collaborative Applicant to collect and combine the required application information from all applicants; and
4. Approving the final submission of applications in response to the CoC NOFO.

III. Continuum of Care General Membership

The Amarillo CoC consists of a general membership that represents and advocates for persons experiencing or at risk of homelessness in Amarillo. To fulfill the HUD requirements, Amarillo has established a Continuum of Care (CoC) consisting of general members and a CoC Board elected by the members. The responsibilities of the CoC may be completed by the CoC general membership, the Board, Committees, and/or the Collaborative Applicant.

CoC general members are those organizations and individuals participating in efforts to address homelessness in the Amarillo CoC's geographic area. Membership shall include, but not be limited to: people with lived experience of homelessness, homeless assistance providers, victim service providers, veteran service providers, faith-based organizations, social service providers, state agencies, federal agencies, city agencies, non-profit agencies, businesses, public housing agencies, school districts, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and advocates of persons who are experiencing homelessness.

CoC General Membership Standards

Membership in the CoC is open to all community partners interested in preventing and ending homelessness in Amarillo, including agencies, organizations and individuals that provide housing or services or advocate for those experiencing homelessness. The CoC Collaborative Applicant will keep a list of all active CoC members.

Anyone may attend any CoC General Membership meeting as a non-voting member.

New members are required to complete an application affirming their commitment to the CoC's mission.

During the last quarter of each year all CoC general members will be asked to recertify their membership on an annual basis. Current voting members will be asked to complete an application stating their continued interest in participating in the CoC as a voting member while confirming and/or updating contact information.

Organizations or agencies joining as members will designate a staff person to act as the main membership contact on the application. This information will be updated by the organization whenever there is a change. All other organizational staff are welcome to fully participate in the CoC as voting members.

Members in good standing shall be eligible to vote on all questions at general membership meetings. To be a member in good standing, an individual or agency representative must attend half of the meetings held per year. Inactive membership will be evaluated annually.

Annual Invitation for CoC Membership

An annual call for new members is issued once per year, but new members can join at any time.

Each member of the CoC is responsible for helping to recruit new members. All members will contact representatives of relevant organizations to solicit their membership. All CoC members who provide homeless services will identify and contact people with lived experience of homelessness to invite their participation in the CoC.

At least annually, the CoC will provide annual public invitations for new members by posting to the Collaborative Applicant's website and sending invitations to the CoC listserv. A continuous open invitation to join the CoC will remain posted on the Collaborative Applicant's website.

CoC General Membership Meetings

At least two CoC general membership meetings will be held in each calendar year. The CoC Lead Agency will announce the date, time, and location of meetings one month in advance. All meetings are open to the public.

The CoC general membership meeting in January shall be designated as the Annual Meeting for the election of the CoC Board.

CoC general membership meeting agendas will be made available to the membership prior to the meeting.

CoC General Membership Decision-Making Authority

The CoC membership delegates decision-making authority to the CoC Board except for on the following matters:

1. Electing CoC Board members
2. Final approval of any updates to the CoC's Governance Charter and Conflict of Interest policies.

Action of the CoC Board is subject to review by the CoC membership on request of any member at a membership meeting. An action of the CoC Board may be altered by two-thirds vote of the membership present at a meeting.

Issues presented to the CoC membership for a vote will be decided by a general majority of votes cast. If a matter arises between meetings that requires a vote of the membership, the CoC Board will develop a voting procedure and notify the membership of the process and matter for the vote at least seven (7) days in advance.

IV. Continuum of Care Board

The CoC Board is the primary decision-making body for the Amarillo CoC. The CoC Board determines the policy direction of the CoC, guides the CoC's efforts to prevent and end homelessness in the community, and ensures the CoC fulfills its responsibilities as required by HUD.

CoC Board Responsibilities

Except for the authorities retained by the CoC general membership (see Section III), the CoC Board makes all decisions for the CoC and is responsible for ensuring that CoC responsibilities, as outlined in Section II, are accomplished. Other bodies within the CoC report to the Board, and the Board may assign these other bodies authorities and responsibilities.

1. The Board oversees and approves the work of all CoC committees. Committees provide the Board with expertise and recommendations on policies and decisions. Unless explicitly stated by the Board, committees provide only recommendations and do not act without Board approval.
2. The Collaborative Applicant and HMIS Lead Agency are selected by the Board and report to the Board on their activities. The Board will enter Memoranda of Understanding with the HMIS Lead Agency and Collaborative Applicant to delegate authority or responsibilities to those agencies. The Board also reviews agency performance and calls for improvement when needed.

CoC Board Composition

The CoC Board will consist of an uneven number of voting members, with a minimum of nine (9) members and a maximum of seventeen (17) members. The CoC will strive to ensure that membership comprises an appropriate array of committed private, public, and nonprofit sector community leaders who reflect the

diversity of people experiencing homelessness in Amarillo. Individual Board members may represent multiple sectors or subpopulations.

In addition, CoC Board composition must include:

1. At least one person with prior experience of homelessness
2. A representative from the CoC Collaborative Applicant
3. At least a majority (half plus one) of members are nonconflicted (do not receive CoC or ESG funding)
4. At least three elected public officials
5. At least one representative of the business community
6. At least two representatives of the law enforcement community.

To serve on the Board, members must meet the following minimum requirements:

1. Must reside or work within the CoC's geographical area; and
2. Must be a CoC general member in good standing.

Only one person from each organization or entity may serve on the Board at any time, unless approved by the CoC membership in advance or the organization/entity is made up of multiple divisions or departments that address homelessness. No organization or entity may have more than two people on the Board at any time.

Membership requirements to serve on the Board will be evaluated annually to include new nominations, affirmations, and reaffirmations.

The Use of Proxies

Leadership Board members may appoint one alternate who is able to vote by proxy and must submit a designation form identifying the individual and agreement in advance of any proxy vote. The designation form must be presented to the executive committee either in advance of a scheduled board meeting or at the scheduled board meeting.

Ex-Officio Board Members

The CoC Board may designate certain individuals to serve as ex-officio Board members. The ex-officio members are valued members of the CoC that provide certain expertise or guidance on issues of interest to the Board, but may not have the time to serve as full CoC Board members. Ex-officio Board members serve in an advisory capacity and are not voting members of the Board; thus they do not count toward Board membership for quorum purposes.

Term of Office

Board members will serve staggered terms of three years so that approximately one-third of the Board seats turnover ever year. There is no limit to the number of terms that a Board member may serve.

CoC Board terms will automatically renew unless:

1. The Board member submits a letter to the Chair stating they do not want their term to renew.

2. A member of the Board/general membership submits a letter to the Chair requesting the member's term not renew, and requesting the formal application process be initiated and followed.

CoC Board Member Selection Process

The CoC Executive Committee will work to recruit and identify new Board members every December in advance of Board selection in January. The Board may appoint an ad hoc Nominating Committee to recruit new Board members, if needed.

Prospective members of the Board can be nominated to serve on the Board by their representative entities, the existing members of the Board, or through self-nomination. When there is a gap in membership, the Executive Committee will work to identify and recruit promising new Board members that represent missing sectors.

Board members are elected by the full CoC membership at the CoC General Meeting held in January of each year. At the January meeting, unless otherwise arranged, nominations shall also be permitted from the floor. Each potential Board member will submit an application to the CoC general membership for review. The CoC will discuss the applications at an open meeting. The CoC votes by majority vote to approve all new members. To facilitate this process, printed copies of all board member applications will be made available to the CoC general membership at the January meeting and each voting member of the CoC will submit their vote via paper ballot.

The Board Member Selection process will be reviewed and approved by the CoC at least once every 5 years.

Vacancies

In the event of a Board member vacancy in the middle of their term, the Executive Committee shall appoint a replacement within (30) days from the date of vacancy. The full Board will vote to confirm or reject the appointment.

CoC Board Member Responsibilities

All members of the CoC Board shall demonstrate a professional interest in, or personal commitment to, addressing homelessness in Amarillo. Members are required to do the following:

1. Attend a minimum of eight board meetings, and miss no more than 3 consecutive meetings, during the calendar year and contribute to informed dialogue on actions the CoC Board undertakes.
 - a. Board members must notify the Executive Committee when they will be absent from a meeting.
2. Comply with the code of conduct.
3. Disclose potential conflicts of interest, sign a conflict-of-interest statement annually, AND recuse from voting on any matter that is a conflict of interest.
4. Serve on a CoC committee, as appropriate.
5. Participate in the activities of the CoC, including the Point-in-Time count, HMIS oversight, strategic planning, advocacy and public education efforts, project and system performance reviews, and the application processes for CoC NOFO and other funding proposals.

6. Seek input from and report back to the constituency they represent on key issues and strategies, and otherwise keep abreast of needs and gaps in the CoC.

Resignation and/or Removal

Board members may resign from the Board at any time by giving written or oral notice to the Board Chair.

Any member who does not meet the minimum membership requirements detailed above, including meeting attendance requirements, is subject to removal. Board members may be removed from the Board by a majority vote of remaining CoC Board members. Exceptional circumstances can and will be reviewed by the Executive Board. Board members who are removed for attendance-related reasons may be appointed to ex-officio members so they may continue to provide guidance and expertise on certain issues.

CoC Board Meetings

The CoC Board shall strive to meet once a month. The Board will set its meeting schedule at the beginning of each calendar year and will publicly distribute dates, times, and locations for all meetings. Members outside the Board can attend Board meetings as observers. This includes staff from the Collaborative Applicant who regularly attend along with others who may need to present information to the board when called upon.

Agendas for Board meetings will be sent to Board members by email before the meeting date. Agendas will also be publicly posted on the Collaborative Applicant's website.

Special meetings may be called by the Chair or by at least three Board members after proper notification of all members.

A majority (one half plus one) of the CoC Board members shall constitute a quorum for the transaction of Board business. The affirmative vote of a majority of the Board members present and voting shall decide any issues brought before such meeting. When a vote on issues is necessary outside of scheduled meetings, the secretary will convey via email the substance of the item requiring a vote to the board. This will be followed up with a phone call along with a text message to each board member to encourage participation in the remote vote. The affirmative vote of a majority of all Board members shall decide any issues brought before the Board via email.

For any matter that involves a decision on funding for which a Board member is a recipient, that member must recuse themselves from both the conversation and the vote.

The minutes of each meeting will summarize the matters considered and record all motions made. A copy will be submitted to the Collaborative Applicant and Board Secretary. A draft of the minutes will be approved at the following Board meeting and will be published on the Collaborative Applicant's website once approved.

CoC Board Leadership

The affairs of the CoC Board shall be governed by the Executive Committee, composed of at minimum three elected members; the three officers of the Board are the Chair, Vice-Chair, and the Secretary.

Officers will serve two-year terms. To encourage continuity, the Vice-Chair shall move into the role of Chair at the end of their term as Vice-Chair; similarly, the Secretary will move into the position of Vice-Chair. By mutual

agreement of Executive Committee members and Board, the existing slate of Executive Committee members may continue to serve in their roles after the term expires.

At the Board meeting following the January election of CoC Board members, the CoC Board will select individuals to fill positions of Chair, Vice-Chair, and Secretary. In the case of a mid-term vacancy in any officer position, CoC Board members will elect an individual to fill that vacancy at their next scheduled meeting.

Officers of the Board are assigned the following duties:

1. The Board Chair shall:
 - a. Act as the executive officer of the CoC and in general, perform the duties usually associated with the office of a Chair;
 - b. Preside over CoC Board and CoC general membership meetings;
 - c. Call special meetings of the CoC Board or CoC general membership, as needed;
 - d. With support from Collaborative Applicant, monitor Board member adherence to CoC Board Member responsibilities, including meeting attendance, and, if necessary, take action against Board members who do not comply.
 - e. Receive resignations and requests for termination for Board members;
 - f. Receive and track, with support from Collaborative Applicant, all disclosures of conflicts from Board members; and
 - g. Supervise directly or indirectly the work of all CoC committees.
2. The Vice-Chair shall:
 - a. Assume the role of Chair in the event of a vacancy or absence in that office; and
 - b. Perform the necessary and pertinent duties as assigned by the Chair.
3. The Secretary shall:
 - a. Handle the correspondence of the CoC and maintain records of the proceedings of all meetings of the general membership and the CoC Board; and
 - b. Work with the Collaborative Applicant to ensure custody of required records for HUD compliance; this includes but is not limited to meeting agendas, meeting minutes, etc.

V. Continuum of Care Committees

The CoC Board has the authority to establish CoC Committees at its discretion and on an as-needed basis to accomplish certain tasks. A committee's purpose and duration (which can be indefinite) shall be set by the Board at the time of its formation. Unless otherwise delegated specific authority, committees serve in an advisory capacity; any actions taken by committees must be approved or ratified by the CoC Board.

Standing Committees

The CoC has standing committees that address specific needs and/or discreet tasks throughout the year. Not all standing committees meet throughout the year; they can meet and disband as required by their delegated task. Each standing committee shall develop a work plan to guide its work and priorities. The CoC's standing committees include:

1. **Executive Committee:** The Executive Committee will consist of the CoC Board officers described in Section IV of this Charter. The Executive Committee meets monthly. The Executive Committee is responsible for:
 - a. Setting Board meeting agendas;
 - b. Recruiting and identifying potential new Board members; and
 - c. Appointing committee chairpersons and providing general oversight of CoC committees; and
 - d. Provide general oversight of the CoC Board to ensure the CoC is making progress toward achieving its mission.
2. The Monitoring, Scoring, and Ranking Committee is responsible for monitoring program performance and developing a proposed ranking of CoC-funded projects for the annual CoC NOFO. It meets on an as-needed basis prior to and during the CoC NOFO competition. No member of the Monitoring, Scoring and Ranking Committee may work for an agency that receives CoC funding. The committee reports to the CoC Board with duties that include:
 - a. Recommending the methodology of prioritizing the grant programs for the CoC Program NOFA Application to the CoC Board for approval; and
 - b. Reviewing renewal and new project applications for the CoC NOFO, which may include hearing presentations by grant applicants and conducting site visits with each agency; and
 - c. Determining a proposed CoC Program NOFO priority ranking of projects based on the approved prioritization methodology.
 - d. Monitoring of the Collaborative Applicant
3. **Point in Time Count Committee:** The Point-in-Time Count Committee is responsible for organizing and conducting the Point-in-Time count in accordance with HUD requirements and local priorities.

Gaps Committee: The Gaps Analysis and Planning Committee is responsible for completing the annual gaps analysis required by HUD and presenting the results of the analysis to the CoC Board. The Board may establish ad hoc committees to address priorities identified as part of the gaps analysis.

Ad Hoc Committees

The Board has the authority to establish time-limited, ad-hoc committees as needed to fulfill its goals and obligations and to disband such committees when no longer needed. Ad hoc committee membership will vary depending on the needs of the group.

Each ad-hoc committee shall develop a work plan to guide its work and priorities. The work plan shall specifically outline and clearly articulate the role of that committee and the timeframe in which the work will take place. Once developed, the committee work plan will be submitted to the CoC Board for approval.

Committee Members

Committee membership will vary depending on the needs of the group. Committee members may include individuals from the CoC general membership, Board members, and/or other community stakeholders as deemed necessary to the success of the committee objectives. CoC general members and CoC Board members are encouraged to serve on CoC committees that align with their expertise and interests. The Board will facilitate the committee member selection process. Committees generally have open membership, but the Board may opt to cap membership for certain committees to increase workgroup efficiency.

Committee Leadership

A committee chairperson will be appointed to all committees by the Executive Committee. The committee chair is responsible for: setting agendas for and facilitating committee meetings; ensuring minutes are taken at committee meetings; reporting on committee activities to the Board and membership; and ensuring the committee fulfills its purpose and completes tasks assigned by the CoC Board in a timely manner.

Committee Meetings

Each committee will meet on a pre-determined schedule depending on the task to be accomplished. Information about meeting times and locations will be posted publicly on the Collaborative Applicant's website. Committee meetings are open to all CoC members to attend. The CoC Collaborative Applicant may provide staff to the various committees.

VI. Collaborative Applicant

The Collaborative Applicant provides staff support to meet the goals and objectives of the Amarillo CoC. The Board is responsible for monitoring the Collaborative Applicant's performance on behalf of the CoC and has the authority to remove the Collaborative Applicant from its role at any time through standard Board voting procedures.

Collaborative Applicant Responsibilities

The CoC Board will maintain an MOU agreement with the Collaborative Applicant that outlines specific responsibilities delegated to the Collaborative Applicant. The MOU is reviewed annually.

The Collaborative Applicant performs many important functions including performance monitoring, engagement and education of stakeholders, planning activities to improve the housing crisis response system, and submission of the annual CoC Program Consolidated Application and reports required by HUD. The Lead Agency provides administrative support to all aspects CoC and is expected to comply with all CoC regulations.

The Collaborative Applicant is responsible for applying for CoC planning funds through the CoC NOFO process. These funds are used to provide dedicated staff and resources to support the CoC as specified by HUD.

Recordkeeping

Per HUD Regulations, the Collaborative Applicant will keep evidence of the following according to Board-approved record-keeping requirements:

- The CoC Board meets board structure requirements:
 - o Approved copy of a governance charter establishing the CoC Board and including a written process to select a CoC Board, and
 - o Board roster (including CoC Board members' affiliations/ representation(s)).
- The CoC has been established and operated as set forth in the CoC Regulations.
- The CoC has prepared the application for funds.
- The CoC Board is compliant with HUD's conflict of interest requirements, including having a conflict-of-interest policy signed by all CoC Board members.

Collaborative Applicant Designation

At this time, the City of Amarillo department of Community Development has been designated as the CoC Collaborative Applicant.

VII. HMIS Lead Agency

The CoC Board will select an HMIS Lead Agency/Administrator for the Homeless Management Information System (HMIS) for the CoC. The Board is responsible for monitoring the HMIS Lead performance on behalf of the CoC and has the authority to remove the HMIS Lead from its role at any time through standard Board voting procedures.

The CoC Board will maintain an MOU with the HMIS Lead and Collaborative Applicant. This agreement is reviewed annually. The HMIS Lead Agency is eligible to apply for HMIS funds through the CoC NOFO process and other sources and uses these funds to dedicate staff and resources to the functions of the HMIS as specified by HUD.

HMIS Lead Agency Designation

At this time, the City of Amarillo department of Community Development has been designated as the HMIS Lead Agency/Administrator for the CoC.

VIII. Code of Conduct, Conflicts of Interest, and Recusal Policies

The purpose of the Code of Conduct, Conflict of Interest, and Recusal Policies is to maintain high ethical standards and establish procedures which guide the recusal process and administrative or disciplinary actions for violations. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Code of Conduct

Board members, officers, general CoC members, committee members, employees and other agents of the CoC must exercise care, diligence and prudence when acting on its behalf. The CoC expects ethical and businesslike conduct of itself and its Board members. Members must treat one another with respect, cooperation, and a willingness to deal openly on all matters. This includes proper use of authority and appropriate decorum in a group and individual behavior when representing the CoC.

1. CoC and Board members must be loyal to the interests of the CoC and avoid conflicts of interest.
2. Individual members who are interacting with the public, press or other entities, shall emphasize that they do not speak for the CoC unless specifically designated to do so by the CoC Board.
3. Members shall not divulge confidential matters brought before the CoC or Board, keeping in mind that any unauthorized statement could adversely affect the interests of the CoC or its members.
4. Members shall be familiar with the governing documents of the CoC.
5. Members shall attend meetings on a regular and punctual basis and be prepared to discuss matters presented for their deliberation.
6. Members shall ensure they will not participate in any illegal, unethical, or other questionable activities that are deemed improper by the CoC Board.

Absence without notice or explanation for 50% of regularly scheduled meetings in a 12-month period, or repeated failure to complete work assignments, will be grounds for removal from the CoC Board and from any committee to which an individual has been assigned. In addition, repeated failure to participate thoughtfully and respectfully in discussions or persistent disruptive or obstructive conduct during meetings will be grounds for removal from the CoC.

Conflicts of Interest

All members of the CoC shall abide by the conflict-of-interest guidelines in the Continuum of Care Interim Rule at 24 CFR 578.95. Specifically, CoC Board members and CoC committee members may not:

1. Participate in or influence discussion or resulting decisions concerning the rating and ranking of annual funding applications or award of a grant or other financial benefits in which they or any member of their immediate family (such as parent, sibling, child, niece/nephew, or person with whom they cohabit) has a personal financial interest;
2. Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimal value; or
3. Engage in behavior demonstrating an actual conflict of interest or giving the appearance of such conflict.

Individuals with conflicts of interest have a duty to disclose any conflict to the CoC Board Chair or committee leadership and recuse themselves from the meeting or deliberations during such discussions. The minutes of CoC Board meetings will reflect all disclosed conflicts and recusals by Board members. The Executive Committee will

track which CoC Board members have conflicts of interest and assist to ensure such members do not participate in discussions or decisions in which the members have a conflict.

Each CoC Board member must sign a personal conflicts of interest statement at the beginning of each term to demonstrate that the individual is aware of and agrees to abide by this policy and discloses any conflicts of interest that they face or are likely to face in fulfilling their duties of one or more of their roles in the CoC.

If the Board or committee has reasonable cause to believe a CoC Board or committee member has failed to disclose actual or possible conflicts of interest, it shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose. If the CoC Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action which could include ensuring the individual with the association abstains from voting or serving on a committee with governing board delegated powers up to dismissal of the individual from board or committee membership.