Texas Balance of State Continuum of Care

Governance Charter

Document History

Date	Action
March 25, 2015	Charter approved by CoC Board
September 9, 2016	Initial draft of CoC Policies and Procedures, approved by CoC Board
September 21, 2016	Revised Charter approved by CoC Board
October 4, 2017	Charter reviewed by CoC Membership
September 26, 2018	Charter reviewed by CoC Membership
November 28, 2018	Revised Charter approved by CoC Board. Changes to member input, CoC Board elections, and CoC Board Member Conflict of Interest form
October 14, 2020	Charter reviewed by the CoC Membership
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November 15, 2023	Revised Charter approved by CoC Board
September 11, 2024	Charter reviewed at CoC General Membership Meeting
August 2025	Changes made throughout the document to ensure HUD compliance
September 2025	Proposed changes to revise the CoC map, CoC Board term dates, and role of workgroups, update links, and make minor grammatical changes; Charter reviewed at 9/17/2025 CoC General Membership Meeting
November 2025	Charter made available for public comment
January 28, 2026	Revised Charter approved by CoC Board. Major changes included the board year running from April 1st of one year

	through March 31st of the following year and clarification about work groups' roles.
September 23, 2026	Charter reviewed at CoC General Membership Meeting. Proposed changes include adding references to the Coordinated Entry (CE) Lead Agency, changing the number of CoC Board seats, adding the CoC Board selection process, updating links, and making minor grammatical changes.
October 2026	Charter made available for public comment

Governance Charter

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Contact Information:
Texas Homeless Network (THN) is the Continuum of Care Lead Agency/Collaborative Applicant, ~~and~~ Homeless Management Information System (HMIS) Lead Agency, and Coordinated Entry (CE) Lead Agency.

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Policy and Procedure Maintenance: This document will be considered a living document that is subject to change. Changes to this document will be made in response to changing conditions and regulations and the will of the membership. Changes will be presented at a TX BoS CoC General Membership Meeting. The TX BoS CoC Board approves changes to the Policies and Procedures.

Texas Balance of State Continuum of Care Governance Charter

Introduction and Purpose

This document serves as the Texas Balance of State Continuum of Care (TX BoS CoC) Governance Charter. This document outlines key operational components of the Continuum of Care (CoC), including universal policies and procedures or references to other policy and procedure or guidance documents for the CoC. This document was created in collaboration with the TX BoS CoC Board.

Background

A Continuum of Care is a collaborative funding and planning process that helps communities plan for and provide, as necessary, a full range of emergency, transitional, and permanent housing and other service resources to address the various needs of persons experiencing homelessness or at risk of experiencing homelessness. The U.S. Department of Housing and Urban Development (HUD) also refers to the groups of stakeholders involved in the decision-making processes and to specific geographic areas as "continuums of care."

The CoC is responsible for meeting CoC requirements, as mandated by HUD. Due to the TX BoS CoC's large geography, the CoC relies on partnering with individual programs receiving funding, Local Homeless Coalitions (LHCs), and Coordinated Entry Planning Entities (CEPEs) to conduct planning, delivery of housing and services, and evaluation, in order to meet CoC requirements.

Continuum of Care planning and funding is intended to reduce incidents of homelessness in CoC communities by assisting homeless households (individuals and families) to quickly transition to self-sufficiency and permanent housing and to meet other goals, as outlined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

TX BoS CoC Mission Statement

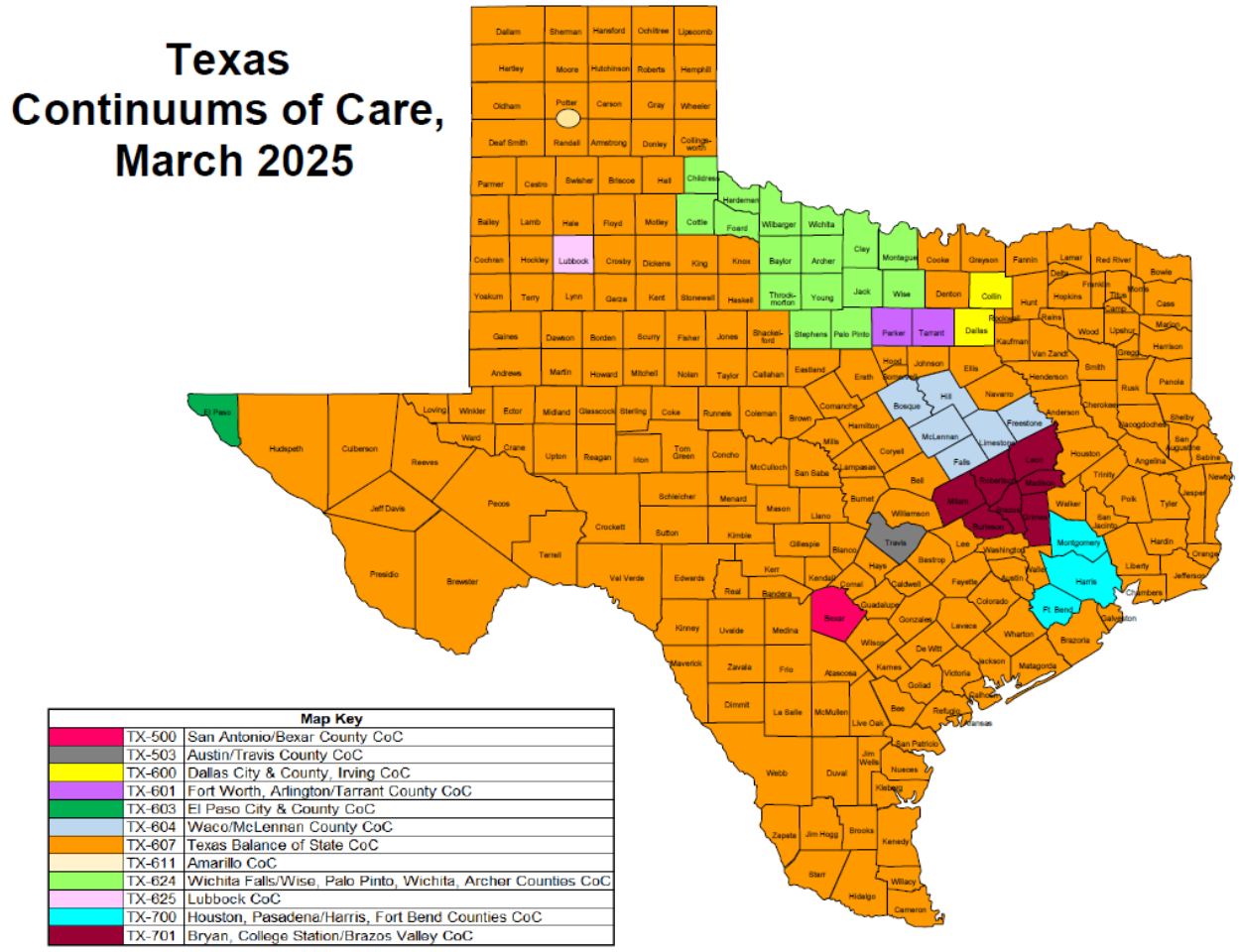
The TX BoS CoC strengthens collaborative systems and coordinates partnerships that prevent and end homelessness through community-driven strategies, shared resources, and collective action across Texas.

TX BoS CoC Governance Structure

This Charter identifies the CoC's governance structure, including Collaborative Applicant, ~~and~~ Homeless Management Information System (HMIS) Lead Agency, and Coordinated Entry (CE) Lead Agency designations and purposes. It also describes the purposes of the CoC Board, Local Homeless Coalitions (LHCs), other committees, and the CoC Lead Agency and staff support.

The name of the affiliation is the Texas Balance of State Continuum of Care (TX BoS CoC).

The geographic area of the TX BoS CoC includes 214 counties throughout the state of Texas. Within those counties, Local Homeless Coalitions (LHCs) and Coordinated Entry Planning Entities (CEPEs) conduct local CoC planning, housing and service development and delivery, and evaluation. CoC-wide activities are also conducted through the LHC leaders, the CoC Board, and CoC committees.



The TX BoS CoC consists of:

- CoC General Members
- CoC Board
- CoC Committees
- Local Homeless Coalitions (LHCs)
- Coordinated Entry Planning Entities (CEPEs)
- CoC Collaborative Applicant
- CoC HMIS Lead Agency
- CoC CE Lead Agency
- CoC Lead Agency and staff support

The TX BoS CoC has established a board to act on its behalf. The CoC Board is responsible to the membership. The CoC will provide opportunities for CoC members to comment on policies and procedures, and the CoC Board will approve policies and procedures.

CoC committees are designed to carry out the high-level work of the CoC, ensuring that the CoC fulfills all the requirements established by HUD. Committees are an opportunity for CoC general members to be directly involved in CoC-wide decision making.

The Local Homeless Coalitions (LHCs) inform the TX BoS CoC staff on a regular basis about community events related to homelessness, housing advocacy, and performance of homeless services in their respective communities. The CoC uses this information to inform decision-making and policy.

Coordinated Entry Planning Entities (CEPEs) are responsible for implementing the day-to-day process of Coordinated Entry (CE) in their designated region within the CoC. They establish the day-to-day management structures, create a communication plan in their region, and promote standardized screening, assessment and referral processes. They ensure the enrollment of staff at agencies that are required to use CE, into training. They also conduct evaluation and monitoring of their local CE process. Each CEPE has a representative on the Coordinated Entry Steering Committee (CESC), which provides direct support and guidance to the CoC Board on systems change efforts and influences the direction of the CE process in the TX BoS CoC.

Texas Homeless Network's Role

The TX BoS CoC has designated, and the CoC Board has approved, the Texas Homeless Network (THN) as the Collaborative Applicant for the TX BoS CoC. As such, THN is also the applicant/grantee for HUD Continuum of Care (CoC) Program funds for CoC Planning. The TX BoS CoC Board has not established the Collaborative Applicant as a Unified Funding Agency (UFA).

The TX BoS CoC has selected, and the CoC Board has approved, Texas Homeless Network to serve as the CoC Lead Agency and to provide support to the CoC. THN staff members provide staff support to all other CoC committees and workgroups. THN serves as the CoC Collaborative Applicant/-Lead Agency under a memorandum of understanding (MOU) between the TX BoS CoC Board and ~~the~~ THN ~~Board of Directors~~.

The TX BoS CoC has designated, and the CoC Board has approved, THN as the Homeless Management Information System (HMIS) Lead Agency for the TX BoS CoC. THN serves as the HMIS Lead under an MOU between the TX BoS CoC Board and THN.

The TX BoS CoC has designated, and the CoC Board has approved, THN as the Coordinated Entry (CE) Lead Agency for the TX BoS CoC. THN serves as the CE Lead under an MOU between the TX BoS CoC Board and THN.

The business address for the TX BoS CoC is: Texas Balance of State Continuum of Care, Texas Homeless Network, 3000 S. IH-35, Suite 100, Austin, TX 78704.

Definitions

Group	Details
CoC General Membership	The General Membership represents persons experiencing homelessness or at risk of homelessness, providers of homeless services, and other relevant organizations and community partners to establish a Continuum of Care and a CoC Board, and to fulfill the CoC's responsibilities, as required by HUD. The responsibilities of the CoC may be completed by the membership at large, or through delegation to the CoC Board, CoC committees and workgroups, the CoC Collaborative Applicant/Lead Agency, or other groups. Anyone who works and/or lives in the CoC's geographic area, and all housing and homeless services projects in the CoC's geographic area, are considered to be members of the CoC. The CoC has an open invitation process, so people may join at any time. THN invites members to participate in the CoC's activities. These activities include CoC general membership meetings, CoC Board elections, committee membership, public comment, funding opportunities, PIT Counts, and other activities as announced by the CoC ~~l~~Lead ~~a~~Agency/Collaborative Applicant and CoC Board.
CoC Board	The CoC Board is the primary decision-making body for the TX BoS CoC. Board members determine the policy direction of the CoC and ensure that the CoC fulfills its responsibilities as assigned by HUD. Additionally, the Board oversees and approves the work of CoC committees and workgroups. The Board consists of ~~six~~eighteen seats. The CoC will ensure that the CoC Board, its chair, and any persons acting on behalf of the Board, comply with a code of conduct and with conflict-of-interest requirements and recusal processes. The CoC Board and CoC Lead Agency/Collaborative Applicant staff will strive to ensure broad representation among the 1~~6~~8 positions, including community members from around the CoC's geographic area and agency staff representing the major homeless subpopulations. Individual board members may represent multiple sectors or stakeholders. Board members are elected by the full CoC membership each year. Board members will serve staggered terms of two years so that every year, half the positions will stand for election. In 2022, the Board voted to change the term dates. The Board year runs from April 1st of one year through March 31st of the following year.

Local Homeless Coalitions (LHCs)	The Local Homeless Coalitions (LHCs) are local planning groups that address homelessness in a given geography, such as a city, county, or cluster of counties within the TX BoS CoC. They engage in a range of activities, including creating networks of service providers in communities and managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing ends people's homelessness rapidly and permanently. This includes planning for the use of HUD CoC Program resources and coordinating these funds with other resources in their communities. LHCs include representatives of relevant organizations, e.g., homeless services providers, victim services providers, medical services, law enforcement, school districts, and agencies serving other homeless subpopulations.
Coordinated Entry Planning Entities (CEPEs)	The Coordinated Entry Planning Entities (CEPEs) are the management bodies responsible for implementing the day-to-day process of Coordinated Entry (CE) in their respective regions. This includes establishing the day-to-day management structures, establishing a clear and accessible communication plan in their region, promoting standardized screening, assessment and referral processes, ensuring enrollment of staff into training, and conducting evaluation and monitoring of their local CE process.
CoC Committees and Subcommittees	While decisions for the Continuum will be made by the Board, the work of the Continuum will generally be carried out by CoC committees and, as appointed by CoC committees, CoC subcommittees. CoC Committees are created with the approval of the CoC Board, to assist the CoC in carrying out mandated activities. CoC Committees are also the primary mechanism for CoC members to affect decisions made by the CoC Board. Committees shall not make any policy or funding-related decisions, unless authority is otherwise designated by the CoC. Committees may make recommendations to the CoC Board that the Board will then vote to approve or not approve. The Board will establish committees, as necessary to ensure all CoC responsibilities are fulfilled according to HUD regulations, or to fulfill other CoC needs. Each committee may be led by a chair or co-chairs. Committee members may be members of the Board, LHC members and/or other interested parties. Each committee will also have a THN staff support person or persons to assist with the administration of the committee.
Workgroups	Workgroups are informal bodies that do not create policies or make recommendations on behalf of the CoC. Workgroups function as a

	way for CoC members to share information and ideas about a specific topic. They may report back to the CoC Board, a committee or subcommittee, or Lead Agency/Collaborative Applicant staff, as needed, and the subcommittee or committee or staff may make action requests of the board.
CoC Collaborative Applicant	Texas Homeless Network (THN) is designated by the TX BoS CoC to apply for grants from HUD and other governmental and philanthropic organizations on behalf of the TX BoS CoC, including CoC Planning grant funds through the CoC Program. THN is also responsible for submitting the collaborative CoC Program grant application ("consolidated application") for the CoC to HUD. For the Texas BoS CoC, the Collaborative Applicant is also the CoC Lead Agency, the HMIS Lead Agency, and the Coordinated Entry Lead Agency.
CoC HMIS Lead	Texas Homeless Network is designated by the TX BoS CoC to operate an HMIS system on its behalf. THN serves as the HMIS project grantee under the CoC Program and is responsible for managing all aspects of the TX BoS CoC HMIS and ensuring it meets all federal requirements.
CoC Coordinated Entry (CE) Lead Agency	Texas Homeless Network (THN) is designated by the TX BoS CoC to operate a Coordinated Entry System on its behalf. THN is responsible for implementing, managing, and providing technical assistance on all aspects of the TX BoS CoC Coordinated Entry System and ensuring it meets all federal requirements.

CoC HMIS System	The Texas Balance of State CoC has designated ClientTrack as the single HMIS system for meeting HUD client-level data collection and reporting.
CoC Lead Agency and Staff Support	Texas Homeless Network has been selected by the TX BoS CoC to serve as the CoC Lead Agency to provide staff support to the Board and CoC committees and workgroups. The lead agency—THN--performs a variety of necessary functions such as performance monitoring and engagement and education of community partners. The CoC Lead Agency manages many aspects of the CoC, including ensuring all federal CoC Program requirements are met.

Code of Conduct, Conflict of Interest, and Recusal Process

To maintain high ethical standards, HUD requires the CoC Board, the Board Chair(s), and any person acting on behalf of the Board to comply with a code of conduct and conflict of interest and recusal requirements. All CoC Board and committee members will annually complete and sign a Code of Conduct and a Conflict-of-Interest Policy Form that identifies any conflicts of interest that a member has, including association with organizations that may have a financial interest in business items coming before the CoC Board or committees.

CoC Board and committee members with actual or perceived conflicts of interest must also identify them as they arise. CoC Board and committee members shall report such conflicts of interest to the CoC Board or committee and recuse themselves from discussions or resulting decisions on issues where a conflict of interest exists. No member of the CoC Board or committee shall participate in or influence decisions concerning the award of a grant or other financial benefits to the member or the organization that the member represents. This includes all discussion and decisions with respect to funding, awarding contracts, and implementing corrective actions.

Approval, Annual Review, and Updates

In consultation with the Collaborative Applicant/CoC Lead Agency and the HMIS Lead Agency, the first version of this Charter was adopted at a regular TX BoS CoC General Membership Meeting by a simple majority (at least 51%) affirmative vote of the members present and determined eligible to vote.

The Charter will be reviewed annually and updated, as needed. The review will be informed by the CoC general members through the public comment process described in the Public Comment Policy. The Charter will then be considered for approval by the CoC Board, acting on behalf of the CoC.

TX BoS CoC general members may suggest amendments or revisions to the Governance Charter at a regular TX BoS CoC General Membership Meeting. The Governance Charter may be fully revised to include agreed-upon changes, or an Amended Article may be added for insertion into the existing document. During the time between General Membership meetings, staff will give public notice about the suggested changes. After a public comment period, following the process described in the Public Comment Policy, the charter will be considered for approval by the CoC Board, acting on behalf of the CoC.

TX BoS CoC Policies and Procedures

General Policies

CoC Program Goals

The TX BoS CoC has adopted the following goals in accordance with HUD's stated purpose for the CoC Program:

- Promote a community-wide commitment to the goal of ending homelessness
- Provide and/or facilitate funding to re-house people experiencing homelessness
- Assist individuals experiencing homelessness to access and maintain mainstream benefits
- Optimize self-sufficiency to prevent the recurrence of homelessness

To better understand system performance and measure progress toward meeting these goals, the TX BoS CoC has adopted performance measures, in accordance with the HEARTH Act, at the project and systems levels that support these goals. See System Performance Measures for more information.

Each LHC is encouraged to design its own localized strategic plan to meet these goals.

Criminalization of Homelessness

The TX BoS CoC commits to engaging with local policymakers and law enforcement entities about criminalization policies and implementing community plans to ensure homelessness is not criminalized. Agencies and programs within the TX BoS CoC will not support or participate in activities that criminalize homelessness. (See CoC Policy Against the Criminalization of Homelessness)

Prohibition Against Involuntary Family Separation

The TX BoS CoC is committed to keeping children under the age of 18 years with their families. Specifically, emergency shelters, transitional housing, and permanent supportive housing (PSH) programs will not deny admission to or separate any family member from other family members based on age or sex when entering shelter or housing. (See CoC Policy Against Involuntary Separation of Families)

Educational Assurances

It is the intent of the TX BoS CoC to meet the educational needs of the homeless children, youth and families that they serve. The TX BoS CoC is committed to ensuring that the educational needs of homeless children, youth and their families are met. (See Educational Assurances)

Ending Veteran Homelessness

The TX BoS CoC is committed to ending veteran homelessness. A CoC-wide definition incorporating benchmarks and criteria will allow the CoC to measure progress toward ending veteran homelessness. (See Adoption of CoC-Wide Definition for Ending Veteran Homelessness)

Anti-Discrimination

The intent of this policy is to standardize the quality of assistance persons experiencing homelessness can expect from homeless services projects across the CoC's geographic area and ensure that projects receiving CoC Program and ESG Program funding are meeting HUD requirements. This policy provides guidelines for service providers in the TX BoS CoC to ensure that they are not further contributing to discrimination and marginalization of community members. (See Anti-Discrimination Policy)

Governance

CoC Board

The CoC Interim Rule requires that the CoC establish a board to act on behalf of the CoC and develop a written process to select the board. This process must be reviewed, updated, and approved by the CoC at least every 5 years. The TX BoS CoC has established the CoC Board Requirements for this purpose. This policy also describes in detail the requirements for the makeup of the board, in compliance with the CoC Interim Rule.

The process for selecting CoC Board Members includes the following steps:

- CoC Lead Agency staff solicit nominations from CoC general membership for seats that are up for election
- People nominate themselves using the nomination form made available on THN's website, in the THN newsletter, and in THN social media postings
- Nominations may be accepted by the current CoC Board members or put out for a vote by the CoC general membership
- If CoC general members vote, the nominees receiving the most votes will be elected to their respective seats

The board selection process was most recently approved by the CoC general membership at the September 1, 2025, CoC General Membership Meeting.

CoC Committees

According to the CoC Interim Rule, the CoC is also required to establish committees, subcommittees, and workgroups, as needed. These committees are governed by the TX BoS CoC Committees Policy, which describes the responsibilities, requirements, and processes of TX BoS CoC committees.

CoC general members are encouraged to participate in governance of the CoC by serving on committees and the CoC Board.

CoC General Member Participation

Public Comment

The TX BoS CoC will invite public comments when the CoC is considering a change to a CoC policy. A public comment period allows interested parties within the TX BoS CoC to review proposed changes to items such as policies or standards and to provide input on those changes and potential impacts of the changes. Public comment will be conducted through the

THN website. (See Public Comment Policy)

CoC General Membership Meetings

- A minimum of two CoC General Membership Meetings will be held each year.
- All CoC General Membership Meetings shall be open to the public.
- All CoC General Membership Meetings and Board meetings will have written agendas. Agendas for and minutes from the CoC General Membership Meetings will be posted on THN's website or sent electronically.
- The TX BoS CoC Board may call special member meetings. An agenda for these meetings will be made available to all the members.
- TX BoS CoC Lead Agency/Collaborative Applicant staff shall take reasonable steps to ensure that all members are notified of the time and place of all member meetings.
- A reasonable period of time shall be set aside for members to address the CoC at the member meetings.
- All CoC members shall be permitted to propose "new business" for the next member meeting of the CoC, or for consideration by THN staff. This may include discussions related to CoC policy.
- The TX BoS CoC will maintain dated meeting minutes for all meetings, including those that pertain to the CoC's local competition process for HUD CoC Program funding.

Local Homeless Coalitions

Local Homeless Coalitions (LHCs) are local planning groups that address homelessness in a given geography, such as a city, county, or cluster of counties within the TX BoS CoC. They engage in a range of activities, including creating networks of service providers in communities and managing community planning, coordination, and evaluation to ensure that the system of homeless services and housing ends people's homelessness rapidly and permanently. To be considered LHCs of the TX BoS CoC, homeless coalitions must meet the minimum requirements identified by the CoC Board. These requirements are described in the Local Homeless Coalition Requirements.

Coordinated Entry

Each Continuum is responsible for establishing and operating a centralized or coordinated assessment system that will provide a comprehensive assessment of the needs of individuals and families for housing and services. This system is called Coordinated Entry (CE) in the TX BoS CoC.

A Coordinated Entry System is defined to mean a centralized or coordinated process designed to coordinate program participant intake, assessment, prioritization, 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.

All Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program recipients and subrecipients must participate in a CE system. CoC Program-funded and ESG Program-funded projects must work with the LHCs (Local Homeless Coalitions) to establish Coordinated Entry Planning Entities (CEPEs) and implement CE in their communities.

The TX BoS CoC provides toolkits, trainings and technical assistance, support, written standards, guidance, evaluation, and data analysis for the local implementation of Coordinated Entry. Each local CE system is tailored to unique community needs and available resources but must be approved by the TX BoS CoC.

All policies and procedures related to Coordinated Entry can be found in the CE Written Standards.

Data

Point-In-Time (PIT) Count

The TX BoS CoC generally conducts at least one unsheltered and one sheltered point-in-time (PIT) count of persons in homeless situations per year. The PIT Count is a physical count or census of all homeless persons living in emergency shelters, transitional housing, and on the streets on a single night. It does not capture those who experience only brief episodes of homelessness or account for changes throughout the year. This count collects data on where homeless households are sleeping, household size, disability, and chronicity of homelessness. The U.S. Department of Housing and Urban Development (HUD) requires that all CoCs with federally-funded homeless services participate in PIT Counts during the last ten days in January each year. THN, as the CoC Lead Agency/Collaborative Applicant, follows HUD guidance on planning and conducting the PIT Count.

The THN website provides guidance on how to plan and implement the count and detailed information about how to train volunteers and service providers to use the various point-in-time count forms that have been developed for TX BoS CoC providers. The PIT Lead for each LHC or community is responsible for ensuring that volunteers are following guidelines for PIT procedures and training.

Housing Inventory Count (HIC)

Every year the TX BoS CoC collects data to complete a housing inventory count (HIC). This inventory occurs at a single point-in-time in the last ten days in January each year. The date of the housing inventory will be the same date as the point-in-time (PIT) sheltered count.

For each program that houses persons experiencing homelessness, the CoC will collect data on:

- The number of beds and units currently serving individuals and families
- The number of beds and units created in the past year (“new inventory”)
- The number of beds and units that are fully funded but not yet serving homeless people (“under development”)

The CoC will seek to obtain housing inventory data from all emergency shelters, transitional housing, rapid re-housing (RRH) and permanent supportive housing (PSH) programs in the CoC, including those programs that do not receive HUD funding. Data collected from permanent supportive housing programs will be focused only on the beds and units that are dedicated to housing persons who are formerly homeless.

To collect Housing Inventory data, the CoC will annually:

- Conduct a housing inventory survey of homeless housing providers, which will include the previous year's Housing Inventory Count and instruct providers to review and update housing inventory information on the specified night of the housing inventory.
- The primary collection method is via a housing inventory survey, and the CoC ~~provides the following information to services providers~~ Lead Agency staff will:
    - Provide instructions to all homeless housing providers on how to report an accurate bed inventory;
    - Include definitions of key terms used in the inventory chart;
    - Follow-up with providers to ensure the maximum possible response rate and accuracy of the housing inventory information; and
    - After receiving the inventory information, confirm the information with each provider to verify the accuracy of the data.

HMIS

The TX BoS CoC HMIS is a collaborative project of THN, as the HMIS Lead Agency, and Participating Agencies. HMIS is a computerized data collection application designed to capture information about people experiencing homelessness and homeless programs over time. HMIS is mandated by HUD under the HEARTH Act for all communities and agencies receiving HUD Continuum of Care (CoC) Program, Emergency Solutions Grant (ESG) Program homeless assistance funds, and other sources of federal funding for homeless services.

HMIS is essential to efforts to streamline client services and inform public policy. Through HMIS, people experiencing homelessness benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services. HMIS enables homeless service providers to collect uniform client information over time. Analysis of information gathered through HMIS is critical to accurately calculate the size, characteristics, and needs of the homeless population.

Detailed information on how the TX BoS CoC operates HMIS can be found in the HMIS Policies and Procedures. This document also meets HUD's requirement that THN, as the HMIS Lead Agency of the TX BoS CoC, must review, revise, and approve a data security plan for the CoC.

Additionally, THN is required to review, revise, and approve a data quality plan and privacy policy. The HMIS Data Quality Plan establishes standards for data collection in HMIS that meet HUD's requirements for data quality. The HMIS Data Quality Plan establishes the required Data Elements that HMIS users must enter into the system when assessing a client. It also establishes metrics for considering that information timely, complete, accurate, and consistent. The HMIS Privacy Policy document describes HUD's requirements for how THN as the HMIS ~~l~~Lead ~~a~~Agency may use protected personal information (PPI) collected in HMIS.

System-Wide Reporting

Longitudinal Systems Analysis

The Longitudinal Systems Analysis (LSA) report is produced from the TX BoS CoC's HMIS and is submitted annually to HUD. The LSA report provides HUD and the CoC with critical

information about how people experiencing homelessness use their system of care.

The report includes significant additional detail about households' system use, and allows the CoC to understand lengths of homelessness, exits to permanent housing, and returns for each household type (Adults Only, Children Only, and Adults with Children). It also contains the data used to write the Annual Homeless Assessment Report (AHAR), which is the report sent to Congress about the state of homelessness across the nation.

Data included in the LSA:

- Demographic characteristics like age, race, gender and veteran status;
- Length of time homeless and patterns of system use;
- Information specific to populations whose needs and/or eligibility for services may differ from the broader homeless population, such as veterans, people and households experiencing chronic homelessness, and others; and
- Housing outcomes for those who exit the homeless service system.

System Performance Measures

The HEARTH Act established a set of selection criteria for CoC funding that requires CoCs to report their system-level performance to HUD. The CoC is required to report this performance in the form of specific data points called System Performance Measures (SPMs):

- Measure 1: Length of Time Persons Remain Homeless
- Measure 2a: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6 to 12 months
- Measure 2b: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 2 Years
- Measure 3: Number of Homeless Persons
- Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects
- Measure 5: Number of Persons who Become Homeless for the First Time
- Measure 6: Not currently collected by CoCs
- Measure 7a: Successful Placement from Street Outreach
- Measure 7b: Successful Placement in or Retention of Permanent Housing

For system-level performance measures, the TX BoS CoC must look at data from the entire system, or across all continuum projects of a specific project type, as opposed to individual projects, to determine the unduplicated number of participants accessing the homeless crisis response system.

Data for the SPMS is generated from:

- Sheltered and unsheltered PIT count data
- Unduplicated ~~C~~client-level outcome information collected across all projects that contribute data to HMIS within the CoC

A report of the TX BoS CoC's System Performance Measures (SPMs) is generated on an annual

basis and submitted to HUD. HUD uses this system-level performance information as a competitive element in its annual CoC Program ~~C~~competition and to gauge the state of the homeless response system nationally.

HUD CoC Program Funding

Continuum of Care Program Application in Response to HUD NOFO

HUD annually releases a Notification of Funding Opportunity (NOFO) for CoC Program ~~F~~funding. As the designated Collaborative Applicant for the TX BoS CoC, THN is responsible for combining all applications for CoC Program funding within the geographic area of the CoC for submission to HUD. THN is also responsible for applying for CoC Planning funds. The TX BoS CoC Board has approved several policies and procedures related specifically to the CoC Program Competition application process within the TX BoS CoC. These will be posted on THN's website along with the NOFO. Previous years' competition materials can be found in the Resources & Archive section of the THN website.

Annual Performance Report

Annual Performance Reports (APRs) are required by HUD on an annual basis to track the progress and accomplishments of HUD's Continuum of Care Program. The APR gathers information on how programs assist homeless persons to obtain and remain in permanent housing, increase skills and income, and attain greater self-determination. This information is used by HUD and Congress to assess outcomes from federal funding. The APR is also useful to the CoC, grantees, and project sponsors as a planning and management tool to analyze client demographics and service needs; to evaluate project outcomes; to make improvements; and to set future goals for their projects.

The TX BoS CoC conducts ongoing monitoring of APRs submitted to HUD for review. Staff may conduct on-site monitoring when capacity allows or when there are specific concerns about a project's performance or ability to effectively manage CoC Program funds. Staff may conduct desk reviews of agency audits, APRs, and other documentation at any time or as necessary to meet the legislatively mandated responsibilities of the Continuum of Care Program.

Administering Rapid Re-housing and Permanent Supportive Housing Assistance

As described in the CoC Interim Rule, HUD requires that the TX BoS CoC have written standards for service delivery that are created in consultation with ESG recipients and that govern the following for projects funded through the CoC Program:

- Policies and procedures for evaluating individuals' and families' eligibility for assistance
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance
- Standards for determining what percentage or amount of rent each project participant must pay while receiving rapid re-housing assistance
- Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance

- Where the Continuum is designated a high-performing community, as described in the CoC Interim Rule, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).

These requirements are addressed via the TX BoS CoC Written Standards for Service Delivery. The TX BoS CoC recommends all projects in the TX BoS CoC align with the Written Standards for Service Delivery to further the CoC's goals of transparency, equal access to quality projects, and service standardization.

The TX BoS CoC Board has also adopted the following policies regarding CoC Program-funded projects:

- Permanent housing or transitional housing projects must allow participants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the participant's current unit to another unit, regardless of sex, gender identity, or sexual orientation. (See VAWA Emergency Transfer Policy)
- CoC Program-funded projects must notify THN within 48 hours if they receive a monitoring notice from HUD (See https://www.thn.org/wp-content/uploads/2020/09/Policy-on-HUD-Monitorings-approved-2-10-2016.pdf TX BoS CoC Expectations Form)

Annual Gaps Analysis

Due to the CoC's large geography, a comprehensive CoC-wide gaps analysis is not conducted on an annual basis, but may be conducted periodically, as resources allow. The CoC recognizes that gaps analyses are often more useful on a community level rather than on the CoC level. When a comprehensive, CoC-wide analysis is not conducted in a given year, CoC staff will identify gaps analysis needs and may conduct limited or supplemental analyses as appropriate to support CoC priorities, initiatives, planning, or decision-making.

The CoC recommends that the data collected through the PIT count, HIC count, HMIS, and Coordinated Entry be reviewed by communities to determine community need for housing, fill gaps in services, and create an effective Housing Crisis Response System (HCRS). The CoC can assist with providing data that is contained in the HMIS system, collected for the HIC, and gathered from participating PIT communities; however, communities will have to consider any inventory not in the HMIS system or reported for the HIC.

To have a more accurate account of the needs of individual communities, the CoC recommends that all communities within the CoC, in coordination with their LHCs, participate in the PIT and HIC counts and utilize a community-wide Coordinated Entry system (https://www.thn.org/texas-balance-state-continuum-care/coordinated-entry/See Coordinated Entry in the TX BoS CoC) to more accurately determine the levels of housing interventions necessary to meet the housing needs of persons experiencing homelessness.

ESG Recipient Monitoring

The TX BoS CoC will evaluate and monitor system-level performance of ESG recipients and subrecipients to determine whether performance goals are being achieved and take action to

improve performance through the development of appropriate strategies and resources. Project-level monitoring will occur through monitoring of the TX BoS CoC's Coordinated Entry System and through routine monitoring of HMIS Data Quality.

The TX BoS CoC will consult with ESG City/County Recipients quarterly to monitor spending, project implementation, subrecipient performance and operations, reporting, and technical assistance needs, and to receive input on the CoC's performance targets, operations and strategic priorities and operations.

ESG Recipients and State ESG Subrecipients are mandated to have ESG Written Standards. The CoC encourages recipients and subrecipients to ensure that their Written Standards align with the TX BoS CoC Written Standards for Service Delivery.

Consolidated Planning

CoCs also play an integral role in the planning process for Consolidated Planning Jurisdictions (CPJs). The TX BoS CoC is required to provide CPJs within the CoC's geographic area with the information necessary to complete their Consolidated Plans (ConPlans), Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports (CAPERs). This information includes data on performance measures, PIT data, and HIC data. The ConPlan process helps communities identify housing and community development priorities in order to receive the appropriate funding from Community Planning and Development (CPD) formula block grant programs related to homelessness and housing. The TX BoS CoC encourages LHCs~~, to work with~~ CPJs, persons experiencing homelessness, and other interested parties to work together to develop ~~on~~ their ConPlans.

New, Temporary, and Emergency Funding

As the CoC ~~l~~Lead ~~a~~Agency/Collaborative Applicant for the TX BoS CoC, Texas Homeless Network may allocate, administer, and/or monitor new funding, whether the funding is permanent, temporary, or emergency funding. THN will act under the direction of the TX BoS CoC Board and in consideration of staff capacity when handling new funding opportunities.

Acronyms

AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report
BoS	Balance of State
CE	Coordinated Entry
CEPE	Coordinated Entry Planning Entity
CoC	Continuum of Care
ConPlan	Consolidated Plan
CPD	Community Planning and Development
CSV	Comma-Separated Value (file type)
ESG	Emergency Solutions Grant
HCRS	Housing Crisis Response System
HEARTH Act	Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009
HMIS	Homeless Management Information System
HUD	Department of Housing and Urban Development
LOCCS	Line of Credit Control System
LSA	Longitudinal System Analysis
NOFO	Notice of Funding Opportunity
PH	Permanent Housing
PPI	Protected Personal Information
PIT	Point-In-Time Count
PSH	Permanent Supportive Housing
RRH	Rapid Re-Housing
SPMs	System Performance Measures
TDHCA	Texas Department of Housing and Community Affairs
THN	Texas Homeless Network
TX BoS CoC	Texas Balance of State Continuum of Care
UFA	United Funding Agency
VAWA	Violence Against Women Act