



**CENTRAL TENNESSEE 503**  
CONTINUUM OF CARE

# **Governance Charter**

**Adopted November 2025**

**10<sup>th</sup> Revision**

# Governance Charter

## Section 1. Name

The name of the TN-503 Central Tennessee Continuum of Care shall be the **Homeless No More Continuum of Care (TN503)**. TN503 serves as the HUD-designated primary decision-making body and oversight board for the 19-county geographic area of Central Tennessee.

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## Section 2. Mission & Objectives

**Mission:** To end homelessness throughout Central Tennessee by building a coordinated system of housing and services.

**Objectives:** - Promote adequate funding for prevention, rapid re-housing, and housing stabilization. - Maximize potential for self-sufficiency among individuals and families. - Ensure full access to and effective use of mainstream resources. - Use a person-centered, data-driven, housing-focused approach.

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## Section 3. Responsibilities of the Continuum of Care

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The Continuum of Care Program Interim Rule (24 CFR 578.7) outlines the responsibilities of the Continuum. These responsibilities include:

#### Operate the Continuum of Care

- Hold meetings of the full CoC at least semi-annually.
- Invite new members to join publicly at least annually.
- Adopt and follow a written governance charter and code of conduct/recusal process.
- In consultation with the Collaborative Applicant and HMIS Lead, establish and follow written policies and procedures.

#### Establish and Operate an HMIS (Homeless Management Information System)

- Designate an HMIS Lead.
- Review, revise, and approve HMIS privacy, security, and data quality plans.
- Ensure consistent participation of recipients/subrecipients.

### **Designate and Work with the Collaborative Applicant**

- The Collaborative Applicant submits the CoC application for HUD funding.
- The CoC must work closely with that applicant to ensure compliance and competitiveness.

### **Conduct CoC Planning**

- Coordinate implementation of a housing and service system covering prevention, outreach, emergency shelter, transitional housing, rapid re-housing, and permanent housing.
- Plan for and conduct a Point-in-Time count at least biennially.
- Conduct an annual gaps analysis of needs and services.
- Provide information required for local Consolidated Plans.
- Consult with ESG recipients on allocation of funds, performance, and evaluation.

### **Design and Operate a Coordinated Entry (CE) System**

- In consultation with recipients of ESG and CoC funds, establish and operate a coordinated system to standardize assessment and referral.
- Ensure system covers the CoC's entire geographic area and is accessible.

### **Establish and Monitor Written Standards**

- For CoC- and ESG-funded projects, set standards for:
  - Evaluating eligibility.
  - Prioritizing assistance.
  - Determining rent contributions in RRH.
  - Determining who receives PSH, TH, or RRH.

### **Prepare and Approve Applications for CoC Program Funds**

- Design, operate, and follow a collaborative process for developing and approving applications.
- Establish priorities for funding projects.
- Ensure only eligible applicants apply.
- Approve the submission of the consolidated CoC application.

## Section 4. Membership

Membership is the Central Tennessee CoC is open to agencies, individuals, and community partners committed to addressing homelessness. The CoC is committed to being an inclusive, representative group of diverse stakeholders representing organizations and individuals from all 19 counties within the CoC's geographic footprint. This includes; CoC-funded agencies, government, education, healthcare, faith communities, law enforcement, business/private sector, survivors' services, and homeless/formerly homeless persons.

Annually, the CoC Leadership will publicly solicit new partners to ensure its membership is representative of the at-risk and homeless populations receiving services.

Membership is open to any nonprofit, for profit, or faith based organization, individual, or governmental entity with current and ongoing interest in preventing and ending homelessness in central Tennessee. Individuals and organizations wishing to join the CoC must submit a membership application. To be a voting member of the CoC, an individual or organization must: attend at least 3 of 4 quarterly meetings annually, serve on at least one committee, and participate in annual point in time count.

**Voting:** One vote per member agency or individual representative. Proxy votes are allowed with written or electronic authorization.

**Meeting Frequency:** The CoC will meet once a quarter. The meetings are open to the public, and non-members can attend. The CoC will open a time for public comment during each meeting.

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## Section 5. Executive Committee

The CoC Executive Committee will manage the work of the Central Tennessee CoC in accordance with its adopted governance, oversee the operation of CoC-funded projects and monitor system performance metrics to ensure effective and efficient use of CoC resources.

**Composition:** The Executive Committee will include at least three elected officials from within the CoC's geographic footprint, two representatives from law enforcement, one representative of the business community and one person with former experience of homelessness. Additional members may be representatives from member agencies, including homeless/formerly homeless persons, entitlement cities, government, healthcare, education, veteran services, housing developers, mental health, DV providers, funders, and other stakeholders. No more than two representatives per county.

**Officers:** Chair, Co-Chair, Secretary. Officers serve two-year terms, renewable up to three consecutive terms. Elections will be held biennially at the first meeting of the fiscal year.

**Meetings:** Executive Committee meets quarterly; special meetings may be called by the Chair.

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## Section 6. Collaborative Applicant & HMIS Lead

The **Williamson County Homeless Alliance (WCHA)** will serve as the Collaborative Applicant and HMIS Lead Agency.

**As the Collaborative Applicant:** The Collaborative Applicant is responsible for collecting and combining the required application information from all CoC Program funded projects, within the geographic area, for inclusion in the annual application to HUD for CoC Program funding. It is also responsible for applying for CoC Planning funds. WCHA will review with the CoC Executive Board all application documents before submission. The Collaborative Applicant will ensure service delivery policies and procedures are established and annually monitor CoC and ESG funded agencies to ensure compliance with established CoC standards of service.

**Policies:** The CoC Service Delivery Standards and the CoC Governance Charter will be reviewed and updated annually. The Collaborative Applicant will lead a cooperative effort to plan for and conduct an annual Point-in-Time count, and oversee the completion of an annual gaps analysis of needs and services.

**As the HMIS Lead:** The HMIS Lead Agency 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. The HMIS Lead Agency will monitor agency participation and compliance. Staff will ensure client privacy is protected, data security is preserved, and data quality is regularly reviewed. Participation in the HMIS is limited to agencies and organizations that operate programs serving individuals or families who are homeless or at risk of homelessness, or to funders supporting such projects.

**Policies:** - HMIS reports will be issued quarterly and reviewed by the HMIS Committee. - Participating agencies must designate an HMIS lead staff person and comply with all data quality and privacy standards.

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## Section 7. Coordinated Entry Lead Agency

MISI will serve as the Coordinated Entry Lead Agency for the Central Tennessee CoC.

**As the Coordinated Entry Lead Agency:** The Coordinated Entry Lead is responsible for overseeing the operation of the CoC's Coordinated Entry system and ensuring the system is accessible throughout the CoC's entire 19 county geographic area. The Coordinated

Entry Lead should report non-compliance with Coordinated Entry policies and procedures to the CoC Executive Committee.

**Policies:** CE policies must define standardized assessment and referral procedures, including prioritization protocols in adherence with HUD guidance. The CE Lead will also be responsible for ensuring the CoC's Emergency Transfer Plan complies with all Violence Against Women Act (VAWA) and HUD regulations. Policies should be reviewed and updated annually.

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## Section 8. Rules of Conduct

Robert's Rules of Order shall be followed in all cases where they do not conflict with the Continuum. A copy of the Rules of Order and the Governance Charter shall be available during each meeting.

Committees support the Executive Committee and include:

- **HMIS/Data Committee** – Oversees data quality and reporting.
- **PIT & Housing Inventory Committee** – Plans and implements PIT and HIC counts.
- **Rank & Review Committee** – Reviews project applications using transparent criteria.
- **Compliance Committee** – Ensures HUD requirements are met.
- **Strategic Planning Committee** – Updates and monitors the 10-year plan to end homelessness.
- **Health Councils** – County-level groups identifying needs and priorities.
- **Appeals Committee** – Handles appeals of project ranking or funding decisions.

**Policy:** Each committee must maintain a written charter, annual work plan, and report quarterly to the Executive Committee.

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## Section 9. Conflict of Interest

### Scope

This policy applies to all CoC members, Board members, committee members, employees, officers, agents, volunteers, contractors, consultants, and representatives involved in the governance, decision-making, implementation, or administration of CoC-funded projects or CoC operations.

### Definition of Conflict of Interest

A conflict of interest arises when an individual's personal, financial, or organizational interests—or those of a family member, close associate, or affiliated organization—could compromise, or appear to compromise, their judgment, decisions, or actions on behalf of the CoC.

Conflicts may be:

- **Financial** (direct or indirect benefits, including income, contracts, subawards, or financial gain)
- **Organizational** (agency affiliation that may benefit from CoC decisions or funding)
- **Relational** (involvement of family members, partners, or associates)

### **HUD-Specific Conflict Restrictions (24 CFR § 578.95)**

Under 24 CFR § 578.95, the following provisions apply:

#### **1. Employees, Officers, and Agents**

- No person who exercises responsibilities or decision-making authority related to CoC Program funds may obtain a financial interest or benefit from a CoC-funded activity.
- This includes any interest in any contract, subcontract, or agreement related to such activity.
- This restriction applies to the individual and their immediate family members or business associates during their tenure and for **one year thereafter**.

#### **2. Procurement**

- All procurement must follow HUD's conflict of interest standards in 2 CFR § 200.317–200.327.
- Officers, employees, or agents may not participate in the selection, award, or administration of a contract supported by CoC funds if they have a real or apparent conflict of interest.

#### **3. Exceptions**

- In rare cases, HUD may grant a written exception to the above restrictions upon request, provided that the CoC demonstrates that undue hardship will result, and safeguards are in place.

### **Disclosure and Recusal**

All individuals subject to this policy must:

- Promptly **disclose any actual, perceived, or potential conflict of interest** in writing to the CoC Executive Committee.
- **Recuse themselves** from any discussion or vote where a conflict exists or may appear to exist.

- Ensure that the recusal is documented in the meeting minutes or appropriate record.

### **Enforcement and Noncompliance**

Failure to disclose a conflict of interest or to comply with this policy may result in:

- Suspension of voting privileges or participation in CoC activities
- Termination of contracts or subawards
- Recommendation for removal from the CoC or governing board
- Potential loss of CoC Program funding or eligibility

### **Policy Review**

- This policy shall be reviewed annually by the CoC Executive Committee and updated as needed.

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## **Section 10. Liability of Members**

No member shall be personally liable for the debts, obligations, or liabilities of CTN503.

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## **Section 11. Review & Amendments**

This Charter and referenced policies will be reviewed annually by the Executive Committee in consultation with the Collaborative Applicant, HMIS Lead and Coordinated Entry Lead.

**Policy:** Proposed amendments must be circulated to members 21 days prior to vote. Approval requires majority vote of the Executive Committee.

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**Adopted by:** TN-503 Central Tennessee Continuum of Care

**Date:** November 2025