

**ADDITIONS AND UPDATES TO GOVERNANCE CHARTER AND ATTACHMENTS**

ADDITIONS AND UPDATES	DATE OF APPROVAL
2022	December 12, 2022
2021	December 13, 2021
2020	December 1, 2020
2019	December 10, 2019
2018	December 11, 2018
2017	September 12, 2017
2016	December 13, 2016
2015	December 8, 2015
2014	December 9, 2014
2013	December 19, 2013 (original)

2022 ADDITIONS AND UPDATES	
Governance Charter	<ol style="list-style-type: none"> <li>1. Updated Section VI: Proxies <ul style="list-style-type: none"> <li>- Updated pronouns to reflect gender-inclusive language.</li> </ul> </li> <li>2. Updated Section VIII: Appointment of Agents and Designation of HMIS – Unified Funding Agency: <ul style="list-style-type: none"> <li>- Added the date Snohomish County was designated as the UFA by the Board.</li> </ul> </li> </ol>
Attachment A BOARD COMPOSITION	Updated to reflect current membership and applicable organization
Attachment B DIVISION OF RESPONSIBILITIES	
Attachment C STANDING COMMITTEES	
Attachment D EXPECTATIONS AND CODE OF CONDUCT	
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	
Attachment F HMIS GOVERNANCE CHARTER	
Attachment F-1 HMIS Policies and Procedures	

Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC & ESG)	
Attachment H COORDINATED ENTRY AND ASSESSMENT	Updated <b>Coordinated Entry Policies and Procedures</b> to reflect Coordinated Entry refinement efforts and the current Coordinated Entry system:  <ol style="list-style-type: none"> <li>1. Updated Table of Contents.</li> <li>2. Added section XI.b, Action Plan, page 17.</li> <li>3. Added section XI.c, Problem-solving and Creative Resolution, page 17.</li> <li>4. Updated section XI.d, Navigator Active Client List, to reference utilization of the Action Plan, page 17.</li> <li>5. Updated Glossary of Terms, pages 23-24.</li> </ol>
Attachment I CONSOLIDATED APPLICATION SUBMISSION PROCESS	

2021 ADDITIONS AND UPDATES	
Governance Charter	
Attachment A BOARD COMPOSITION	Updated to reflect current membership and applicable organization
Attachment B DIVISION OF RESPONSIBILITIES	
Attachment C STANDING COMMITTEES	Updated <i>Current Work Groups, Subcommittees and Ad-Hoc Committees to include:</i> <ul style="list-style-type: none"> <li>- Racial Equity Advisory Board</li> <li>- End-date for Coordinated Entry Refinement Workgroup</li> </ul>
Attachment D EXPECTATIONS AND CODE OF CONDUCT	
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	
Attachment F HMIS GOVERNANCE CHARTER	
Attachment F-1	Updated language throughout for clarity and consistency.

<p>HMIS Policies and Procedures</p>	<p>Updated contact information to direct to Snohomish County HMIS web page for current listings.</p> <p>Appendix A: Removed element table and descriptions, and updated with a link to the current HMIS Data Standards Manual page, which is updated as new standards are published. (p. 14)</p> <p>Appendix H: Edited to align with updated procedure. (pp. 37-40)</p> <p>Appendix J: Added Snohomish County DQ Roles and Responsibilities Worksheet. (pp. 46-47)</p>
<p>Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC &amp; ESG)</p>	
<p>Attachment H COORDINATED ENTRY AND ASSESSMENT</p>	<p>Updated <b>Coordinated Entry Policies and Procedures</b> to reflect Coordinated Entry refinement efforts and the current Coordinated Entry system:</p> <ol style="list-style-type: none"> <li>1) Revised formatting.</li> <li>2) Updated Table of Contents.</li> <li>3) Removed all references to Investing in Families (IIF).</li> <li>4) Replaced all references to “Housing Navigator” with “Resource Navigator.”</li> <li>5) Replaced all references to “Housing Assessment” with “Navigator Assessment.”</li> <li>6) Replaced all references to “Intake” with “Enrollment Assessment.”</li> <li>7) Replaced all references to “Intake Staff” with completion of the Enrollment Assessment by staff at North Sound 2-1-1 or other core sites.</li> <li>8) Replaced all references to IIF Coordinated Entry Basic Data Entry Manual with Coordinated Entry Data Entry Manual.</li> <li>9) Updated Evaluation Methodologies to include the new Coordinated Entry Advisory Committee, page 2.</li> <li>10) Updated Evaluation Methodologies, pages 2-3.</li> <li>11) Updated CE site information, pages 3-4.</li> <li>12) Removed references to Transitional Housing, page 6.</li> <li>13) Added HUD definitions of homeless housing programs, page 6.</li> <li>14) Removed the Employment Readiness Scale tool, page 7.</li> <li>15) Updated section VII, Uniform Process and Assessment Tools, with new language and graphic, page 8.</li> <li>16) Updated grievance policy contact person, page 13.</li> <li>17) Updated section IX, Intake Staff, to reflect “Enrollment in Coordinated Entry” and the enrollment process, page 14.</li> <li>18) Updated section XI, Resource Navigation, to reflect current timeframes for completion, page 16.</li> <li>19) Updated section XI.b, Resource Navigation, to update “Active Client List” to “Navigator Active Client List,” page 17.</li> <li>20) Updated section XI.c, Prioritization, to include explanation of the VST, priority pool and Housing Placement Conference, page 17.</li> </ol>

	<p>21) Updated section XI.d, Eligibility Documentation and Verification, to include additional document examples and review of document status during the weekly Housing Placement Conference, page 17.</p> <p>22) Updated section XIII, Flexible Funds, to reference the Coordinated Entry Flex Fund Policy, page 21.</p> <p>23) Updated policies and procedures contacts, page 22.</p> <p>24) Updated Glossary of Terms, pages 23-24.</p> <p>Updated <b>Coordinated Entry Flex Fund Policy</b> to reflect Coordinated Entry refinement efforts and the current Coordinated Entry system:</p> <ol style="list-style-type: none"> <li>1) Revised formatting.</li> <li>2) Removed all references to Investing in Families (IIF).</li> <li>3) Replaced all references to “Housing Navigator” with “Resource Navigator.”</li> <li>4) Removed reference to Building Changes flex funds specific to families, page 2.</li> <li>5) Updated limitations on allowable uses, page 2.</li> <li>6) Updated policy contacts, page 7.</li> </ol>
Attachment I CONSOLIDATED APPLICATION SUBMISSION PROCESS	

2020 ADDITIONS AND UPDATES	
Governance Charter	
Attachment A BOARD COMPOSITION	<p><i>Removed</i> Employment (Supported) Board Position</p> <p><i>Added</i></p> <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Public Housing Authority Board Position</li> <li>- Communications and Engagement Committee Co-Chair Position</li> </ul> <p>Updated to reflect current membership and applicable organization</p>
Attachment B DIVISION OF RESPONSIBILITIES	
Attachment C STANDING COMMITTEES	<p>Updated <i>Current Work Groups, Subcommittees and Ad-Hoc Committees</i> to include:</p> <ul style="list-style-type: none"> <li>- Coordinated Entry Advisory Committee</li> <li>- End-date for RRH Providers Workgroup</li> </ul>
Attachment D EXPECTATIONS AND CODE OF CONDUCT	
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	

Attachment F HMIS GOVERNANCE CHARTER	
Attachment F-1 HMIS Policies and Procedures	
Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC & ESG)	
Attachment H COORDINATED ENTRY AND ASSESSMENT	
Attachment I CONSOLIDATED APPLICATION SUBMISSION PROCESS	

2019 ADDITIONS AND UPDATES	
Governance Charter	<i>Added</i> PEH Logo to header of page 1.
Attachment A BOARD COMPOSITION	<i>Added</i> PEH Logo to header of page 1. Updated to reflect current membership.
Attachment B DIVISION OF RESPONSIBILITIES	<i>Added</i> PEH Logo to header of page 1.
Attachment C STANDING COMMITTEES	<i>Added</i> PEH Logo to header of page 1. Updated <i>Current Work Groups, Subcommittees and Ad-Hoc Committees to include:</i> <ul style="list-style-type: none"> <li>- Coordinated Entry Refinement Workgroup</li> <li>- Housing First PSH Ad-Hoc Workgroup</li> <li>- Multi-Agency Coordination Sheltering Workgroup</li> <li>- Rapid Rehousing (RRH) Providers Workgroup</li> <li>- RRH System Performance Improvement Workgroup</li> </ul> Updated <i>Current Work Groups, Subcommittees and Ad-Hoc Committees to remove:</i> <ul style="list-style-type: none"> <li>- Health Ad-hoc Committee</li> <li>- Rapid Rehousing Partners Meetings</li> <li>- Tri-County Data Collaborative Planning</li> <li>- Tri-County Leads Collaborative</li> </ul>
Attachment D EXPECTATIONS AND CODE OF CONDUCT	<i>Added</i> PEH Logo to header.

Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	<i>Added</i> PEH Logo to header. (pp. 1-2)
Attachment F HMIS GOVERNANCE CHARTER	<i>Added</i> PEH Logo to header. (pp. 1-2)
Attachment F-1 HMIS Policies and Procedures	<i>Updated</i> cover page and document formatting to department standards. <i>Updated</i> staff contact information throughout document. New ROI and Client Rights, effective January 2, 2019. (pp. 11-12, 43-49) Appendix H (4), Added information on Longitudinal Systems Analysis and Annual Commerce Golden. (p.56)
Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC & ESG)	<i>Updated</i> Section VI: Participant Eligibility (a) Table 6.1 (page 29) a) Included DedicatedPLUS Eligibility b) Included definition of DedicatedPLUS
Attachment I CONSOLIDATED APPLICATION SUBMISSION PROCESS	<i>Added</i> PEH Logo to header.

2018 ADDITIONS AND UPDATES	
Governance Charter	Updated Section IV: Composition. - Open Membership and New Members: section revised to include the Board will issue public invitations as vacancies arise <u>no less than</u> annually.
Attachment A BOARD COMPOSITION	Updated to reflect current membership.
Attachment B DIVISION OF RESPONSIBILITIES	
Attachment C STANDING COMMITTEES	Updated <i>Standing Committees, Purpose and Responsibilities</i> to include: - Communications and Engagement Committee - Public Policy Committee Updated <i>Current Work Groups, Subcommittees and Ad-Hoc Committees</i> to include: - SOAR Committee - Youth Homelessness Initiative Committee
Attachment D EXPECTATIONS AND CODE OF CONDUCT	

Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	
Attachment F HMIS GOVERNANCE CHARTER	
Attachment F-1 HMIS Policies and Procedures	<p>Appendix A: <i>Updated</i> HMIS Data Elements and Definitions to reflect 2017 HMIS Data Standards, July 2017, version 1.2 release effective October 1, 2017. (pp. 15-32)</p> <p>Appendix H: Data Quality Plan: clarified “days” to mean “calendar Days” for timelines in data entry. (p. 56)</p> <p>Exhibit H – HIPAA/Business Associate Agreement replaced with sample 2018 Business Associate Agreement. (pp 64-77)</p>
Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC & ESG)	<i>Added</i> Appendix C – Violence Against Women Act: Written Standards. (pp 65-95)
Attachment H COORDINATED ENTRY AND ASSESSMENT	<p><i>Added</i> policies to comply with the HUD Notice CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System and CoC interim rule, 24 CFR 578</p> <ol style="list-style-type: none"> <li>1) <i>Added</i> Attachment A – Orders of Priority for Homeless Housing Beds (supersedes Orders of Priority for Permanent Supportive Housing Beds)</li> <li>2) <i>Added</i> Attachment B – Orders of Priority for Targeted Prevention</li> <li>3) <i>Added</i> System Evaluation to Overview: II. Governance and Oversight, page 2</li> <li>4) <i>Updated</i> Coordinated Entry Policies, I. Low-Barrier and Housing First, page 11</li> <li>5) <i>Added</i> Coordinated Entry Policies: II. Advertising and Marketing, page 12</li> <li>6) <i>Added</i> Coordinated Entry Policies: V. Language and Communication Services, page 13</li> <li>7) <i>Added</i> Coordinated Entry Policies: VI. Education Services, page 13</li> </ol> <p><i>Added/Revised</i> policies for Coordinated Entry system partners, including required actions and timeframes for completion, see Coordinated Entry Policies: VII. Emergency Shelter Staff, IX. IIF Intake Staff, X. II Prevention</p> <p><i>Added</i> Coordinated Entry Policies: XIII. IIF Flexible Funds, page 22</p> <p><i>Added</i> Glossary of Terms, page 24</p>
Attachment I CONSOLIDATED APPLICATION	

SUBMISSION PROCESS	
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2017 ADDITIONS AND UPDATES	
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Governance Charter	<ol style="list-style-type: none"> <li>3. Updated Section IV: Composition. <ol style="list-style-type: none"> <li>a) Board Membership Composition: section revised to include policy for adding new Board Member stakeholder groups by simple majority vote</li> </ol> </li> <li>4. Updated Section VI: Rules for the Governance Board Action Without A Meeting: <ol style="list-style-type: none"> <li>a) Action without a meeting to include future changes to Governance Charter</li> <li>b) Executive Committee, Collaborative Applicant, or HMIS Lead may initiate Action Without A Meeting</li> <li>c) Board Members to have 5 business days to cast electronic vote</li> </ol> </li> <li>5. Updated Section X: Approval of Governance Charter &amp; Subsequent Amendments. <ol style="list-style-type: none"> <li>a) Review of Governance Charter to occur <i>no less than</i> annually, rather than <i>annually</i></li> </ol> </li> </ol>
Attachment A BOARD COMPOSITION	Updated to reflect current membership.
Attachment B DIVISION OF RESPONSIBILITIES	
Attachment C STANDING COMMITTEES	
Attachment D EXPECTATIONS AND CODE OF CONDUCT	
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	
Attachment F HMIS GOVERNANCE CHARTER	
Attachment F-1 HMIS Policies and Procedures	<ol style="list-style-type: none"> <li>1. Section III (C): added Disaster Recovery information. Eccovia and Microsoft managed solution. (p.7 of 76)</li> <li>2. Section III (D): updated workstation requirements to include firewall and high-speed broadband. Language stating end users may not access HMIS via public wifi connection added. (p.8)</li> <li>3. Section IV: added language that Coordinated Entry and the Housing Roster is part of the HMIS platform, HMIS Administrator oversees these components. (p.8)</li> </ol>



	<ol style="list-style-type: none"> <li>4. Section IV: added language that Agencies are responsible to notify HMIS Administrator of new projects, funding, setup data, and/or changes to these elements. (p.9)</li> <li>5. Section VI: removed list of Partner Agencies, created link to website for most current list. Updated website to reflect current Partner Agencies (p.10)</li> <li>6. Section IX (D): named Security Officer. Updated protocol for whom to contact if Security Officer is unreachable. (p.13)</li> <li>7. Section IX (E): created Security Violations section in full. (pp.13-14)</li> <li>8. Appendix A: updated HMIS Data Elements and Definitions to reflect 2014 HMIS Data Standards, August 2016, version 5.1 release (pp.15-35)</li> <li>9. Appendix B (8a): updated to include language that Agencies must immediately notify HMIS Administrator is User employment is terminated. (p.41)</li> <li>10. Appendix G: updated to document User start date and contact information. (p.56)</li> <li>11. Appendix H (2i): will update systems-wide benchmark table for records where value is refused or unknown, once benchmarks known. (p.60)</li> <li>12. Appendix H (4) &amp; (5a-e): frequency of monitoring and data correction directives will be updated once known (p.61)</li> <li>13. Appendix I: created in full, Monitoring of Data and HMIS Security. (pp.62-64)</li> <li>14. HMIS Annual Security Monitoring Checklist: created in full. (pp.65-66)</li> <li>15. Exhibit H: added existing sample Business Associate Agreement to HMIS Policies and Procedures manual. (pp.67-75)</li> </ol>
<p>Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC &amp; ESG)</p>	<p>The following changes to Attachment G, HEARTH Local Program Standards (CoC &amp; ESG) were made to ensure compliance with federal rules, regulations, and guidance.</p> <ol style="list-style-type: none"> <li>1. <i>Removed</i> Appendix B – Rent Reasonableness Policies &amp; Procedures and replaced with Attachment B – Rent Reasonableness Policies and Procedures</li> <li>2. <i>Removed</i> Appendix D – Comparison of Rapid Rehousing Under ESG &amp; CoC; refer to the Office of Community &amp; Homeless Services (OCHS) Rapid Rehousing Guide</li> <li>3. <i>Added</i> Attachment B – Rent Reasonableness Policies and Procedures to include additional detail</li> <li>4. <i>Added</i> requirements to comply with the Equal Access in Accordance With an Individual’s Gender Identity in Community Planning and Development Requirements, “CPD Equal Access Rule,” (81 FR 64782), pages 7-8</li> <li>5. <i>Revised</i> Admission requirements for Rapid Rehousing projects for consistency with adopted Orders of Priority, pages 14-15</li> <li>6. <i>Revised</i> Admission requirements for Permanent Supportive Housing projects for consistency with adopted Orders of Priority, pages 15-17</li> <li>7. <i>Added</i> requirements for compliance with the 2013 reauthorization of the Violence Against Women Act, page 17</li> <li>8. <i>Revised</i> Mobility requirements for participants of tenant-based rental assistance to comply with the HUD amendment to the CoC Interim Rule, 24 CFR 578.51(c), pages 18-19</li> <li>9. <i>Revised</i> requirements for Determining Income to be consistent with the ESG and CoC Interim Rules, pages 43 and 45</li> </ol>

	<p>10. <i>Revised</i> requirements for providing Utility Reimbursements consistent with HUD’s Notice CPD-17-11, Determining a Program Participant’s Rent Contribution, Occupancy Charge or Utility Reimbursement in the Continuum of Care (CoC) Program when the Program Participant is Responsible for the Utilities, page 47.</p> <p>11. <i>Revised</i> Lead-Based Paint Requirements for consistency with the Lead-Based Paint Poisoning Prevention Act of 1973 and the regulation at 24 CFR 35, pages 51-53</p> <p>12. <i>Revised</i> Appendix B: Step-by-Step Guide to Compliance with Lead-Based Paint Visual Assessment Requirements for consistency with the Lead-Based Paint Poisoning Prevention Act of 1973 and the regulation at 24 CFR 35, pages 64-65</p>
<p>Attachment H COORDINATED ENTRY AND ASSESSMENT</p>	<p><i>Added</i> policies to comply with the HUD Notice CPD-17-01: Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System and CoC interim rule, 24 CFR 578</p> <ol style="list-style-type: none"> <li>1. <i>Added</i> Attachment A – Orders of Priority for Homeless Housing Beds (supersedes Orders of Priority for Permanent Supportive Housing Beds)</li> <li>2. <i>Added</i> Attachment B – Orders of Priority for Targeted Prevention</li> <li>3. <i>Added</i> System Evaluation to Overview: II. Governance and Oversight, page 2</li> <li>4. <i>Updated</i> Coordinated Entry Policies, I. Low-Barrier and Housing First, page 11</li> <li>5. <i>Added</i> Coordinated Entry Policies: II. Advertising and Marketing, page 12</li> <li>6. <i>Added</i> Coordinated Entry Policies: V. Language and Communication Services, page 13</li> <li>7. <i>Added</i> Coordinated Entry Policies: VI. Education Services, page 13</li> </ol> <p><i>Added/Revised</i> policies for Coordinated Entry system partners, including required actions and timeframes for completion, see Coordinated Entry Policies: VII. Emergency Shelter Staff, IX. IIF Intake Staff, X. II Prevention</p> <p><i>Added</i> Coordinated Entry Policies: XIII. IIF Flexible Funds, page 22</p> <p><i>Added</i> Glossary of Terms, page 24</p>
<p>Attachment I CONSOLIDATED APPLICATION SUBMISSION PROCESS</p>	

2016 ADDITIONS AND UPDATES	
<p>Governance Charter</p>	<ol style="list-style-type: none"> <li>1. Revised formatting.</li> <li>2. Edited the Mission Statement.</li> <li>3. Added a Table of Contents to include Attachments to the Governance Charter.</li> <li>4. Added Attachment F-1 – HMIS Policies and Procedures.</li> <li>5. Revised Section V, Preparation of Application for Funds, to be consistent with Attachment I, Consolidated Application Submission Process, page 4.</li> </ol>

Attachment A BOARD COMPOSITION	<ol style="list-style-type: none"> <li>1. Revised formatting</li> <li>2. Updated to reflect current membership.</li> </ol>
Attachment B DIVISION OF RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Revised formatting.</li> <li>2. Clarified that the PEH is responsible for developing a strategic plan to meet the goals and purposes of the Governance Charter, page 1.</li> <li>3. Clarified that the PEH is responsible for approving annual updates to the Governance Charter and Attachments, page 1.</li> <li>4. Clarified that the PEH is responsible for appointing additional standing Committees, page 1.</li> <li>5. Clarified that the PEH is responsible for approving the Collaborative Applicant to apply for designation as a Unified Funding Agency, page 1.</li> <li>6. Added that the PEH is primarily responsible for approving the annual Point-In-Time (PIT) count methodology, page 1.</li> <li>7. Included Division of Responsibilities for the Snohomish County HMIS, pages 3-9.</li> </ol>
Attachment C STANDING COMMITTEES	<ol style="list-style-type: none"> <li>1. Revised formatting.</li> <li>2. Updated Standing Committee names.</li> <li>3. Updated Current Work Groups, Subcommittees and Ad-Hoc Committees.</li> </ol>
Attachment D EXPECTATIONS AND CODE OF CONDUCT	<ol style="list-style-type: none"> <li>1. Revised formatting.</li> <li>2. Added a provision about Board members maintaining confidentiality, page 1 (item 10).</li> </ol>
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	<ol style="list-style-type: none"> <li>1. Revised formatting.</li> <li>2. Differentiated between Standing Committees and other committees, requiring the need for members of Standing Committees to complete the Annual Disclosure of Conflict of Interest form and not the other Work Groups, Subcommittees, and Ad-hocs, page 1.</li> <li>3. PEH CoC Application Oversight Committee Disclosure of Conflict of Interest: Included Project Review Committee, page 2.</li> </ol>
Attachment F HMIS GOVERNANCE CHARTER	<ol style="list-style-type: none"> <li>1. Revised formatting.</li> <li>2. Removed components not related to policies and procedures: B. Overview - History of HMIS Lead designation and selection of HMIS system, page 1.</li> <li>3. Removed duplicated responsibilities already outlined in Attachment B – Division of Responsibility, Attachment C – Committees, or in Attachment F-1 - HMIS Policies and Procedures, pages 2-4.</li> <li>4. Included overview descriptions of Responsibilities for the PEH, HMIS Lead, the Collaborative Applicant, and Committees with references to Attachment B – Division of Responsibility, Attachment C – Committees, and Attachment F-1 - HMIS Policies and Procedures for detailed responsibilities, pages 2-4.</li> <li>5. Revised section F to Annual Review and Approval for consistency with the approved PEH Governance Charter Section X – Approval of Governance Charter and Subsequent Amendments, page 4.</li> </ol>
Attachment F-1 HMIS Policies and Procedures	Included the HMIS Policies and Procedures as an attachment to the Governance Charter.
Attachment G HEARTH LOCAL	<ol style="list-style-type: none"> <li>1. Added Attachment A – Orders of Priority for Permanent Supportive Housing Beds.</li> </ol>

PROGRAM STANDARDS (CoC & ESG)	<ol style="list-style-type: none"> <li>2. Updated document to ensure compliance with the CoC Interim Rule, 24 CFR part 578, and other HUD notices/guidance, such as the Defining “Chronically Homeless” Final Rule, Equal Access to Housing in HUD Programs regardless of Sexual Orientation or Gender Identity Final Rule, and Guidance for Placement for Transgender Persons in Single-Sex Emergency Shelters and Other Facilities.</li> <li>3. Added guidance on Changes in Household Composition, page 41.</li> <li>4. Added guidance on Shared Housing, page 42.</li> </ol>
Attachment H COORDINATED ENTRY AND ASSESSMENT	<ol style="list-style-type: none"> <li>6. Revised formatting.</li> <li>7. Added a Table of Contents</li> <li>8. Updated to reflect current coordinated entry system.</li> <li>9. Removed components not related to policies and procedures, such as the descriptions of types of homeless housing (i.e., shelter, homelessness prevention, rapid rehousing, transitional housing, permanent supportive housing), and the Coordinated Entry Household Typology and Response table, pages 10-17.</li> <li>10. Removed components related to prioritization (pages 13-14) and instead referenced the Attachment A – Orders of Priority for Permanent Supportive Housing Beds, page 22.</li> <li>11. Added Coordinated Entry Policies, pages 22-26.</li> </ol>
Attachment I CONSOLIDATED APPLICATION SUBMISSION PROCESS	New document to clarify the annual process for submitting the Continuum of Care (CoC) Consolidated Application to the U.S. Department of Housing and Urban Development (HUD).

2015 ADDITIONS AND UPDATES	
Governance Charter	<ol style="list-style-type: none"> <li>1. Updated Section IV: Composition.               <ol style="list-style-type: none"> <li>a) Board Membership Composition: section revised to include policy for a single person representing more than one board position</li> <li>b) Board Membership Composition: section revised to include policy for a single organization to have two appointed individuals occupying board positions</li> <li>c) Open Membership and New Members: section revised to allow review of new member applications by a designated committee, rather than the full board membership</li> </ol> </li> <li>2. Updated Section VI: Rules for the Governance Board Quorum and Voting: quorum requirement revised to 1/3 of seated members and to require that no less than 80% of board positions be filled.</li> <li>3. Updated Section VIII: Appointment of Agents and Designation of HMIS. Unified Funding Agency (UFA) section added</li> </ol>
Attachment A BOARD COMPOSITION	Updated to reflect current membership.
Attachment B DIVISION OF RESPONSIBILITIES	

Attachment C STANDING COMMITTEES	
Attachment D EXPECTATIONS AND CODE OF CONDUCT	
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	
Attachment F HMIS GOVERNANCE CHARTER	
Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC & ESG)	<ol style="list-style-type: none"> <li>1. Added hyperlinks to sections referenced throughout.</li> <li>2. Added Section IV.d, Rapid Rehousing, and included reference to the Office of Community and Homeless Services (OCHS) Rapid Rehousing Guide, page 12-13.</li> <li>3. Added clarity to Section IV.e, Permanent Supportive Housing, that veteran households are prioritized within each priority subpopulation, page 13.</li> <li>4. Moved Section V, Participant Eligibility, to Section VI, page 26.</li> <li>5. Updated VI.e, Chronic Homelessness, with: <ol style="list-style-type: none"> <li>a) Updated VI.e.i. with the Federal Strategic Plan goal to end chronic homelessness by 2017, page 28.</li> <li>b) Updated VI.e.i to indicate that if a person meets all of the criteria of the definition of chronic homelessness, it can be reasonably assumed that this person’s disability is of long and continuing duration, substantially impedes his or her ability to live independently, and is improved by the provision of more suitable housing conditions, page 29.</li> <li>c) Added Table 6.4, Duration of Homelessness, to provide clarity on the definition of chronic homelessness, page 29.</li> <li>d) Added VI.e.ii, Chronically Homeless Veterans, to include guidance regarding veterans who have been documented as chronically homeless by the Department of Veterans Affairs (VA), page 29.</li> <li>e) Added VI.e.iii, Chronic Homelessness and Rapid Rehousing, to clarify that chronically homeless persons in rapid rehousing projects maintain their chronic homeless status as long as eligibility is documented prior to entering the rapid rehousing project, page 30.</li> </ol> </li> <li>6. Added Table 7.3, Documenting Duration of Homelessness, to clarify the documentation required, page 33.</li> <li>7. Added VII.d.ii, Documenting Disability, to clarify that the same documentation is required to document a disabling condition under the definition of chronic homelessness as is required to document a disability under the Defining “Homeless” Rule, page 33</li> <li>8. Updated VII.d.iii, Documenting Severity of Service Needs, to clarify that this documentation is required for the purposes of prioritization, page 33.</li> </ol>

	<p>9. Updated VII.d.iii, Documenting Severity of Service Needs, with the standardized assessment tool to be used, the Investing in Futures Housing Assessment, page 33.</p> <p>10. Updated XV, Performance Standards, to incorporate by reference the Everett/Snohomish County CoC Performance Standards, page 46.</p>
Attachment H COORDINATED ENTRY AND ASSESSMENT	Updated throughout to reflect expanded Coordinated Entry and Assessment system.

2014 ADDITIONS AND UPDATES	
Governance Charter	
Attachment A BOARD COMPOSITION	Updated to reflect current membership.
Attachment B DIVISION OF RESPONSIBILITIES	
Attachment C STANDING COMMITTEES	Updated names of Standing Committees
Attachment D EXPECTATIONS AND CODE OF CONDUCT	
Attachment E CONFLICT OF INTEREST DISCLOSURE FORM	
Attachment F HMIS GOVERNANCE CHARTER	
Attachment G HEARTH LOCAL PROGRAM STANDARDS (CoC & ESG)	
Attachment H COORDINATED ENTRY AND ASSESSMENT	