



HOMELESS TASK FORCE
AUGUSTA

Augusta–Richmond County Continuum of Care (GA-504) Governance Charter

(Adopted January 2026 | Aligned with HUD 24 CFR 578 and Georgia DCA HMIS/CE Standards)

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1. Charter Overview & Purpose

The Augusta–Richmond County Continuum of Care (CoC) (GA-504), also called the Augusta Homeless Task Force (HTF), unites public, private, and nonprofit partners to prevent and end homelessness across Augusta, Richmond County. The Governance Charter defines structure, membership, decision-making, and performance oversight in accordance with Housing and Urban Development (HUD) 24 Code of Federal Regulations (CFR) 578, the HUD CoC Notice of Funding Opportunity (NOFO), and Georgia Department of Community Affairs (DCA) Homeless Management Information Systems (HMIS) and Coordinated Entry (CE) standards.

1.1 Purpose

- Establish a transparent governance structure to fulfill HTF responsibilities.
- Designate lead entities and ensure compliance with federal and state regulations.
- Guide collective strategies that strengthen housing stability, equity, and data integrity.

1.2 Vision and Mission Statements

Vision

The Task Force envisions an Augusta-Richmond County in which everyone has a safe, affordable place to call home and the resources and support needed to sustain it.

Mission Statement

The Mission of the Homeless Task Force is to lead a coordinated community effort in Augusta-Richmond County focused on the implementation of processes that end homelessness in our area. The mission will be accomplished by:

- (1) Improving access to a continuum of housing and services options for persons in danger of or experiencing homelessness by meeting them where they are and by coordinating efficient and effective delivery of services;
- (2) Collecting and effectively utilizing data to inform policy, improve services, and meet housing needs; and
- (3) By increasing the availability of shelter, permanent supportive, and affordable permanent housing for residents in Augusta-Richmond County.

If incidences of homelessness do occur, the emergency housing and services will ensure they are rare, brief and non-recurring for families and individuals.

1.3 Guiding Principles:

1. Transparency
2. Accountability
3. Equity
4. Collaboration
5. Data-Driven Decision Making
6. System Performance Improvement

1.4 Limits to Authority

The HTF is not a formal organization or established legal entity, as such:

- It has, and can have, no assets or liabilities;
- It cannot indemnify member or participant action; and
- No member of the HTF or its committees/workgroups may contract, incur debt, or otherwise create an enforceable obligation for the HTF, or its committees.
- The chairman of the HTF is the only person with the authority to speak on behalf of the CoC unless other individuals are appointed by the executive board.
- With the exception of removal policies outlined in this Charter (see section 2.5), any grievance related to the HTF will follow HUD policies and contracts, when appropriate.
- The Augusta- Richmond County CoC carries out its activities in Augusta- Richmond county.

2. Membership & Voting Procedures

2.1 Eligibility for Membership

Any individual supporting the mission to prevent and end homelessness in Augusta–Richmond County may join the HTF as a **General Member**. Membership is open and inclusive, with no fee. A public invitation will be advertised annually for new members. (+ footnote: 24CFR subpart B 578.5)

2.2 Membership Duties and Responsibilities

The membership of the HTF is charged with devising a strategic community plan meant to prevent and end homelessness in Augusta-Richmond County. Members should

- Attend Monthly Task Force General meetings
- Join a Committee of the HTF and attend Committee meetings
- Assist in the development and implementation of sub-committee activities
- Vote in HTF elections

2.3 Voting Membership

Voting privileges at the HTF General Meeting are granted to members in good standing who:

- Attend greater than or equal to 50 % of HTF general meetings per rolling 12 month period and
- Maintain current contact information with the Collaborative Applicant.
- The full HTF membership will vote to approve the governance charter, elect board members annually, and any additional items the board requests from the general membership.
- Each individual member in good standing receives **one vote**, regardless of the number of organizational representatives present.

2.3.1 Appeals Process

- Members who fail to meet these thresholds will not be allowed to vote. Members are welcome to file an appeal with the HTF Executive Board clearly stating the reasons for their absences and proposed changes to ensure they will meet the minimum participation requirement in the future. It shall be at the discretion of the HTF Executive Board to grant a waiver based upon review of such appeals.

Note: For the purposes of this Governance Charter the terms voting member and member in good standing are synonymous.

2.4 Voting Procedures

- **Quorum:** In order for a vote to take place, a simple majority (50 % + 1) of voting members in Good Standing must be present in person or virtually.
- **Method:** Votes may occur in person, virtually, electronically or via secure electronic ballot.

- **Proxy:** Proxies are not permitted to ensure active participation.
- **Conflict of Interest:** Members must recuse themselves from any vote in which they or their organization have a personal, professional, or direct or indirect financial interest. (footnote: 24 CFR 578.95) see <https://www.ecfr.gov/current/title-24/section-578.95> . See Appendix C.

2.5 Membership Review & Revocation

The Governance Committee may recommend revocation of membership for non-participation or serious ethical violations. Decisions require a two-thirds vote of the CoC Executive Board.

3. Committees & Roles

3.1 CoC Executive Board

The Executive Board serves as the decision-making body of the HTF and is responsible for:

- Approving policy and procedural changes;
- Overseeing HTF performance and system outcomes;
- Selecting and evaluating the Collaborative Applicant and HMIS Lead.
- Approving CoC Consolidated Application prior to submission to HUD.

Composition:

- The Executive Board shall consist of the four elected seats of Chair, Vice Chair, Secretary, and Compliance officer at least one representative with lived experience, and all standing committee chairs.
- The Collaborative Applicant and HMIS Local Administrator shall have advisory roles on the Executive Board but are considered non-voting entities.
- Executive Board Members are required to maintain good standing status in order to vote. They should be in good standing as a general member (greater than 50% of attendance) and attend more than 50% of the Executive board meetings to maintain a good standing status.
- These members should represent the following sectors: housing providers, homeless or formerly homeless individuals, local government, health and behavioral health services,

law enforcement, education, veteran services, and business/community leaders. With the Executive Board composition totaling 8-15 members.

- Members should include the Emergency Solutions Grant Administrator in accordance with 24 CFR 578.7 (<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-B/section-578.7>)
- In the event that an executive board member needed to be removed due to lack of attendance, gross negligence of duties, or serious ethical violations, a vote shall be taken by the whole executive board to remove the member. A vote of $\frac{2}{3}$ is needed to remove the member. <https://www.ecfr.gov/current/title-24/section-578.5>

3.2 Officers & Terms

- **Terms:** One year elected position term, renewable by majority vote of HTF for one additional year, up to two consecutive years.
- Former elected chairs must wait two full terms before being eligible to run for chair again.
- **Elected Positions:**
 - **Chair:** Presides over HTF and HTF Executive Board meetings and represents the HTF publicly.
 - **Vice Chair:** Supports Chair and assumes duties in their absence.
 - **Secretary:** Serves as the executive responsible for, taking and collecting minutes, managing membership roster and maintaining records to ensure accuracy.
 - **Compliance chair/ :** Monitors financial compliance and reporting with the Collaborative Applicant and HMIS Lead and serves as the chair of the governance committee
 - **Committee Chairs:** Preside over committee meetings, ensure committee progress, and report all activities to the HTF Executive Committee and HTF General Membership.
- **At-Large Executive Board Members:**
 - Represents a key priority area (lived experience, housing, health, Emergency Solutions Grant (ESG) Administrator, etc)

- o At-Large members can apply themselves, be recruited or be nominated by the elected executive members.
- o The Vice-chair shall accept all nominations and applications, and oversee recruitment for all at-large positions. The executive board shall vote to accept At-large members, with a majority vote needed to add the member. The Vice-chair shall also make sure that all appointments are in line with the governance charter.
- o Elected executive board members should inform the At-Large executive members of expected responsibilities before accepting the executive membership position.

3.3 Standing Committees

- All committee chairs will be elected by the general Homeless Task Force membership during the annual election process.
- There is an ongoing open enrollment for any general member wishing to join a committee.
- Committees shall have a minimum of five members.
- Collaborative Applicant and HMIS Local Administrator will support committee meetings as needed.

Standing Committees:

1. **Executive Board** – Coordinates Board business, sets agendas, and oversees urgent decisions between meetings.
2. **Governance Committee** – Manages charter updates and HTF Standard Operating Procedures Manual, membership, ethics, and elections. Selects and oversees adhoc committees for rank and review or NOFO and RFP's. Reviews project applications, monitors outcomes, and recommends funding priorities.
3. **Street Outreach Committee** -Engages with unsheltered homeless residents of Augusta, Georgia and supports collaboration with service providers and local law enforcement seeking to reach the unsheltered population to provide emergency overnight shelter or other appropriate placement.
4. **Housing Committee**– Advances the community housing goals to ensure intentional affordable housing for all by researching potential grants, tracking local housing inventory, and pursuing housing development initiatives to increase access to affordable housing.
5. **Supportive Services Committee**– Strengthens coordination among agencies providing non-housing services that promote housing stability and self-sufficiency. It identifies gaps

in supportive programs, improves service accessibility and quality, and advises the CoC Board on policies and priorities related to client support and system integration.

6. **Community Engagement Committee** – Leads outreach to stakeholders, website and social media maintenance, and public awareness initiatives.

3.4 Ad Hoc Committees

- Temporary working groups may be formed by the Executive Board to address specific issues (e.g., Point-in-Time Count, special population initiatives).

4. Operations & Meetings

4.1 Meeting Structure

- **General Membership Meetings:** Held at least quarterly and open to the public.
- **Board Meetings:** Held monthly or more frequently as needed.
- **Committee Meetings:** Committee meetings should be scheduled by chairs; with agenda and minutes submitted to the Secretary within 10 business days after the meeting.
- **Annual Meeting:** The HTF shall hold an annual meeting in January of each year to conduct the election of Officers, adoption and formal acceptance of new members and/or revision of the Homeless Task Force Governance Charter, HMIS Governance Charter, and other related documents requiring such annual review at the time of their adoption.

4.2 Notice & Public Access

Meeting Details

- Meeting dates, agendas, and minutes of every committee and the general membership will be posted publicly on the HTF website and shared with members at least seven days in advance, by the Collaborative Applicant.

Meeting Times and Locations

- Meetings should be held in person, but virtual access shall be allowed to increase participation. Virtual access shall be made available upon request at least 48 hours in advance at the discretion of the chair.

4.3 Decision Making & Consensus

The HTF encourages consensus-based decision making where possible. When a vote is required by general membership, the board or a committee, a simple majority of quorum decides.

- Only members in good standing shall be allowed to vote.
- Virtual votes are counted equivalent to in-person votes.
- All tie votes are resolved by the Chair.

4.4 Record Retention & Transparency

All meeting materials, votes, and minutes will be retained digitally for a minimum of five years from the adoption of this document and made available upon request. The Collaborative Applicant shall be responsible for gathering and retaining the record of all materials, votes and minutes.

<https://www.ecfr.gov/current/title-24/section-578.103>

4.5 Lead Designations (organizations leading at time of adoption):

All lead designations shall have an annual evaluation. New Requests For Proposals shall be published for lead designations no less than every five years to maintain competitive balance.

- **Collaborative Applicant:**
- **HMIS Lead Agency:**
- **HMIS Local Administrator:**
- **Coordinated Entry:**

4.6 Collaborative Applicant Responsibilities

- Collect and submit all components of the HUD application in accordance with HEARTH Act and annual HUD NOFO guidelines.
- Ensure inclusion of all eligible applicants through an open and transparent process.
- In coordination with the HMIS Lead and Local Administrator, plan, implement and submit all reporting including: System Performance Measures, Annual performance reports, Point in Time Count and the Housing Inventory Count.
- Provide a formal detailed update on activities to include grant compliance and financial summary on a monthly basis to the executive board and general membership meetings.
- Monitor and review GA-504 funded CoC programs for compliance and performance.
- Facilitate the community's strategic plan for implementing a prevention, housing and service system that helps prevent homelessness whenever possible, and meets the needs of the homeless individuals, youth and families.

- Ensures transparency with the community by posting all approved minutes and actions taken by the CoC membership and Executive Board on the official CoC website.
- Remain in full compliance of the designated grants as indicated).
- Complete the CoC Registration process and Review and verify the Grant Inventory Worksheet. And other duties and processes as outlined in the Standard Operating Procedures

4.7 HMIS Lead Agency Responsibilities

- Maintain system security, ensure privacy plan, and data quality.
- Collaborate with the local HMIS Administrator to train and provide technical support to participating agencies per GA DCA HMIS Standards v 2025.1.
- Support the Executive Board with the process of selecting the Local HMIS Administrator.
- Support HTF data analysis and reporting for planning and monitoring.
- Provide a formal detailed update on activities to include grant compliance and financial summary on a monthly basis to the executive board and general membership meetings.
- Remain in full compliance of the designated grants as indicated.
- And other duties as outlined in the Standard Operating Procedures
-

4.8 HMIS Local Administrator

- Work with Lead HMIS agency to recruit, train and support current and prospective Augusta-Richmond County CoC HMIS agencies to adhere to HUD and local guidelines.
- Collect, interpret and disseminate data to the CoC Executive Board to ensure evidence-based decision making.
- Participate in all training and coordination calls with HMIS Lead Applicant.
- Participate in the preparation for the Point In Time for the CoC.
- Appoint 2 CoC members to serve on the Georgia HMIS steering Committee.

- Prepare and submit all federal reporting including: the Longitudinal System Analysis (LSA); System Performance Measures (SPM); Annual Progress Report (APR); Consolidated Annual Performance Evaluation Report (CAPER); Housing Inventory (HIC) submission; and Point In Time (PIT) Submissions.

4.9 Coordinated Entry

- Ensure day-to-day operation and efficacy of coordinated entry for (at minimum) all CoC and ESG programs in the CoC in compliance with HUD requirements.
- Work to create, review, and update coordinated entry policies and procedures.
- Gather regular feedback from coordinated entry participants and local providers to continuously improve operations.

5. Compliance & Performance Monitoring

5.1 HUD and DCA Compliance

The GA-504 CoC (HTF) shall comply with HUD 24 CFR 578, annual NOFO guidance, and Georgia DCA HMIS/CE requirements, including collecting and reporting the seven HUD System Performance Measures:

1. Length of time homeless
2. Returns to homelessness
3. Number of homeless persons served
4. Employment and income growth
5. First-time homelessness prevention
6. Homeless prevention and housing placement
7. Successful system exits

5.2 Project Monitoring by Governance Committee

- Will conduct quarterly verbal reports at the February, May, August, and November Executive Board meetings of funded projects.
- Will conduct annual monitoring of project outcomes and compliance at the November Executive Board meeting.
- Create and oversee corrective action plans for non-compliant grantees.
- Integration of GA DCA data reports to track outcomes and equity indicators.

5.3 Conflict of Interest & Ethics

All Board and Committee members shall sign a conflict of interest disclosure form (see Appendix C) and recuse themselves from any vote in which they or their organization have a personal, professional, or direct or indirect financial interest.

<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-578/subpart-F/section-578.95>

5.4 Annual Review & Amendments

The Governance Committee will review the Charter annually for compliance with HUD, NOFO and lead agency updates and recommend amendments to the CoC Board for approval by a two-thirds vote.

5.5 Public Posting & Access

The Charter and all supporting documents shall be posted on the HTF website and available upon request to the public, funders, and community partners.

5.6 VAWA

The Continuum of Care must develop the emergency transfer plan for the Continuum of Care that meets the requirements under 24 CFR 5 Docket No. FR-6330-N-01 Document Number 2022-28073.

Appendices (Referenced Documents)

- A. Template: Meeting Minutes**
- B. Template: Voting Record**
- C. Annual Conflict of Interest Disclosure Form**
- D. Template: Committee Roster**
- E. Annual Performance Review Form**
- F. Template: Membership Agreement**

Appendix A -

[Meeting Type]

Augusta-Richmond County Continuum of Care (GA-504)

Date | Time | Location

Facilitator/Chair:

Recorder/Secretary:

In attendance:

Quorum Met: Yes No Total Voting Members Present: _____

- 1. Call to Order
 - 2. Approval of Previous Meeting Minutes
 - 3. Agenda Items
 - 4. Old Business
 - a. Discussion 1:
 - i. Motions/Actions
 - 5. New Business
 - a. Discussion 1:
 - i. Motions/Actions
 - 6. Announcements / Updates
 - 7. Next Meeting
 - a. Date: Time: Location:
 - 8. Submission of Minutes
 - a. Submitted by: Date Approved:
-

Template B –

Voting Record Template

Augusta-Richmond County Continuum of Care (GA-504)

[ELECTION TYPE]

Date | Time | Location

Member Name	Organization	Vote (Y/N/Abstain)	Conflict of Interest?	Signature

Result: Approved Not Approved Tabled

Recorded by (Secretary): _____ Date: _____

Template C –

Conflict of Interest Disclosure

Interim Rule 24 CFR 578.95

Augusta–Richmond County Continuum of Care (GA-504)

The Continuum of Care (CoC) Board of Directors has adopted the following Code of Conduct that all Board members agree to adhere to by signing below:

Procedures for Managing Conflicts of Interest

No member of the CoC Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with the CoC Board of Directors. Members of the board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. Nevertheless, conflicts may arise from time to time.

- a. When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of CoC Board of Directors and the Board member's personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board's decision making will be informed about the conflict.
- b. Any conflicts of interest, including, but not limited to financial interests, on the part of any Board Member, shall be disclosed to the Board when the matter that reflects a conflict of interest becomes a matter of Board action, and through an annual procedure for all Board members to disclose conflicts of interest.
- c. Any Board Member having a conflict of interest shall not vote or use his or her personal influence to address the matter, and he or she shall not be counted in determining the quorum for the meeting.
- d. All conflicts disclosed to the Board will be made a matter of record in the minutes of the meeting in which the disclosure was made, which shall also note that the Board member with a conflict abstained from the vote [and was not present for any discussion, as applicable] and was not included in the count for the quorum for that meeting.
- e. Any new Board member will be advised of this policy during board orientation and all Board members will be reminded of the Board Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts on a regular basis, at least once a year.

f. This policy shall also apply to any Board member's immediate family or any person acting on his or her behalf.

Annual Conflict of Interest Disclosure Form

Augusta–Richmond County Continuum of Care (GA-504)

In compliance with HUD 24 CFR 578 and CoC Governance policy, each Board or Committee member must annually disclose any potential conflicts.

Name: _____

Organization: _____

Position/Committee: _____

1. Financial or Organizational Interests

List any agency, partnership, or contract with potential CoC funding or influence:

2. Immediate Family Relationships

List any relatives involved with CoC-funded programs:

3. Certification

- I have no conflicts to disclose.
 I have disclosed potential conflicts above.

I agree to abstain from any vote, review, or decision where a conflict exists and to update this disclosure if circumstances change.

Signature: _____ Date: _____

Reviewed by (Governance Committee): _____

Appendix E –

Annual Performance Review Form
Augusta–Richmond County Continuum of Care (GA-504)

Agency: _____

Project Name: _____

Funding Source: HUD CoC ESG Local Grant Other

Performance Measure	Data Source	Target	Actual	Comments / Notes
1. Length of Time Homeless	HMIS / APR			
2. Returns to Homelessness	HMIS / APR			
3. Number of Homeless Persons Served	HMIS / APR			
4. Income Growth (Earned & Non-Earned)	APR / DCA			
5. First-Time Homelessness Prevention	CE / HMIS			
6. Homeless Prevention & Housing Placement	CE / HMIS			
7. Successful System Exits	HMIS / APR			
8. Racial Equity Indicators	HMIS / SPM			
9. Grant Spend Down Rate				

Overall Compliance Rating: Exceeds Meets Needs Improvement Non-CompliantFollow-Up Required: Yes No

If Yes, specify corrective action: _____

Reviewer Name: _____ Date: _____

Appendix F –

Membership Agreement Template
Augusta–Richmond County Continuum of Care (GA-504)

1.0 Purpose of Membership Agreement

1.1 The purpose of this Membership Agreement is to outline expectations, responsibilities, and mutual commitments between the Augusta–Richmond County Homeless Task Force (“Task Force”) and its members.

1.2 Membership strengthens coordination across agencies and individuals dedicated to preventing and ending homelessness within the Augusta–Richmond County Continuum of Care (GA-504).

2.0 Commitments of the Task Force

- Provide regular meeting schedules, agendas, and minutes.
- Maintain transparent communication channels.
- Facilitate collaborative problem-solving.
- Offer technical assistance and training opportunities.
- Uphold inclusive, trauma-informed, person-centered practice standards.

3.0 Member Responsibilities

-
- Attend at least 50% of meetings annually.
- Engage collaboratively and professionally.
- Promote system coordination and resource sharing.
- Uphold confidentiality, respect, and cultural humility.
- Align with the Task Force mission.

3.4.0 Attendance & Voting Eligibility

4.1 Members who attend at least 50% of meetings within 12 months are considered

members in good standing.

4.2 Only members in good standing may vote in Task Force decisions.

5.0 Communication Expectations

5.1 Members agree to provide updated contact information.

5.2 Members agree to respond timely and share relevant community updates.

5.3 The Task Force will maintain a central communication platform.

5.4 The Task Force will provide instructions for submitting announcements or agenda items.

6.0 Membership Term & Renewal

6.1 Membership is valid for one (1) year from signature.

6.2 Membership auto-renews unless the member requests removal or becomes inactive over the course of 12 months.

6.3 Members may withdraw at any time with written notice.

7.0 Code of Conduct

7.1 Members agree to:

- Treat all individuals with dignity and respect.
- Practice trauma-informed, person-centered engagement.
- Avoid any form of discrimination or harassment.
- Maintain confidentiality when applicable.
- Collaborate in good faith to support shared goals.

7.2 Violations may result in suspension or removal from membership.

Membership Agreement Signature Page
Augusta–Richmond County Continuum of Care (GA-504)

By signing this Membership Agreement, I commit to upholding the standards and meeting the expectations outlined in this document.

Applicant Information

First Name

Last Name

Phone Number

Email Address

Are you affiliated with an organization? If yes, which one?

What Committee(s) (Housing, Street Outreach, Governance, supportive services, community engagement do you wish to be a part of? _____ -

- Housing**
- Street Outreach**
- Governance**
- Supportive Services**
- Community Engagement**

1.

Printed Name/Title: _____

By joining the Augusta-Richmond County Continuum of Care Homeless Taskforce, members agree to receive communications related to Taskforce activities, including meeting notices, agendas, updates, announcements, and other information necessary for participation. Communications may be sent via email, phone, or other appropriate methods used by the Taskforce. Members understand that timely communication is essential for effective collaboration and agree to keep their contact information current and to review Taskforce communications regularly.