

**Lived Experience Request for Nominations**  
**For the Georgia Balance of State Continuum of Care Governance Board**

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care (CoC) Program of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act with specific responsibilities. Relevant organizations in the Georgia Balance of State (BoS) designated the Department of Community Affairs (DCA) to manage those responsibilities.

In the Governance Charter for the Georgia Balance of State CoC, the make-up of CoC board membership was established. The board will be comprised of nineteen people, five of which will be appointed by various state departments, three appointments represent local government offices with responsibility for coordination of local emergency shelter programs, four appointments represent the state department with responsibility for coordination of statewide emergency shelter programs, one appointment specific to addressing Veteran homelessness, and one homeless/formerly homeless representative who will be appointed by the Membership and Rules Committee. In addition, five members of the Governance Board will represent each of the five BoS CoC “Super Regions,” and will be selected by a community process.

The Governance Charter calls for one member of the Board of Directors to be an *“appointment by the Membership and Rules Committee who is homeless or formerly homeless.”* The Membership and Rules Committee is inviting nominations of persons with lived experience of being homeless/formerly homeless from the Balance of State CoC for potential service on the Governance Board. The appointment of a person with lived experience of homelessness/former homelessness will be filled following this call for nominations from the Membership and Rules Committee, followed by a review of this Committee, that will finalize this appointment.

In regards to the governance structure of the Balance of State CoC, committees are responsible not for decision-making, but for making recommendations to the Board. While decisions for the Continuum will be made by the Board, the work of the Continuum is generally carried out by Committees. Committees may also appoint Subcommittees for specific purposes when deemed necessary. More information about the Governance Structure, and the responsibilities of the Board, can be found below and in the attached document.

If you have lived experience with homelessness and are interested in serving on the Governance Board, or if you wish to nominate a person with lived homelessness experience, please complete the form attached and submit it via email to Tina Moore at: [BoSMonitoring@dca.ga.gov](mailto:BoSMonitoring@dca.ga.gov).

**The deadline to submit nominations is COB Friday, January 27, 2023.**

Thank you for helping to identify key candidates with lived experience of homelessness for the CoC Governance Board and for your commitment to ending homelessness in Georgia.

**MEMBERSHIP and RULES COMMITTEE  
NOMINATION and VOTING PROCESS  
Appointment of Someone with Lived Experience of Homelessness**

BoS CoC Board membership shall be established to include one member of someone with lived experience of homelessness to be appointed by the Membership and Rules Committee, who lives or works in the Balance of State CoC 152-county jurisdiction (see map “BoS CoC Super Regions”).

The Membership and Rules Committee is charged with the appointment of someone to the board who is homeless or formerly homeless, and this Committee has ultimate responsibility for making sure that appointments meet HUD and Continuum rules around diversity in the selection of Board members so that persons with experience in homelessness will be included. All appointments will be subject to approval by the Membership and Rules Committee based upon criteria established herein.

This Committee may serve, as necessary, as a nominating committee for Board appointments, as well as for candidates for election.

In accordance with HUD’s Continuum of Care Interim Regulations, the Georgia Department of Community Affairs (DCA) is designated as the Collaborative Applicant. The Collaborative Applicant shall facilitate this process for the Membership and Rules Committee as needed.

**Minimal criteria used for nomination and confirmation of someone who is homeless or formerly homeless to the CoC Board are:**

- Have experience in homelessness as it relates to HUD programs, having lived in a shelter or in a place not meant for human habitation
- Live or work in any of the 152-counties in the Balance of State CoC
- Be 18 years or older

**Other desired characteristics for Governance Board Members include:**

- Capability of working effectively on a team
- Having experience or knowledge of limiting/managing conflicts of interest
- Having time available to accomplish the tasks associated with attending quarterly meetings and special called meetings
- Willing to commit at least 3 years of service
- Relevant lived expertise within the last 7 years

In regards to the time commitment, the standing schedule for Board meetings are quarterly. Meetings start at 1:00 PM (until around 2:00-2:30 PM), and they are held at the Atlanta office of the Georgia Department of Community Affairs. There is a conference call option for the standing meetings. In addition, during the CoC competition there are up to two special meetings called that are held by conference call/webinar. The next regular meeting date is in February, with the 2023 meeting dates to be determined then):

- February 22, 2023
- May 24, 2023 (pending approval at the February meeting)
- August 23, 2023 (pending approval at the February meeting)
- November 15, 2023 (pending approval at the February meeting)

**As listed in the Georgia Balance of State CoC Governance Charter, responsibilities of the Board include:**

- Following its initial ratification by membership, and in consultation with the Collaborative Applicant and the HMIS Lead, update and follow the Georgia Balance of State Continuum of Care Governance Charter [578.7(5)]. Exception: The Board selection process outlined in the Charter may only be revised by a vote of membership;
- Publish agendas on the DCA Continuum of Care website and hold meetings as necessary to carry out the work of the Continuum. Full membership meetings must be held at least twice annually [578.7(1)];
- Appoint standing committees outlined in the Governance Charter, as well as additional committees, as necessary, and in collaboration with its committees, manage the work of the “Collaborative Applicant,” and “HMIS Lead” [578.7(4)].
- Appoint Committee members;
- Act on recommendations of Continuum Committees; and
- Set Priorities for the Continuum based on solely upon committee recommendations.

**Nomination and Voting Process**

1. Following solicitation of persons with lived experience by representatives of the Membership and Rules Committee, nomination forms, with candidate information, are to be sent to DCA or listed members of the Membership and Rules Committee (see page 1 for instructions).
2. Candidate information will be distributed to the Membership and Rules Committee. Following review by all parties, DCA will set up a meeting (conference call or in-person) with this Committee to discuss eligibility of candidates, Balance of State representation, and other criteria. Specific candidates may also be targeted by this Committee.
3. Based on the selection criteria listed, the Membership and Rules Committee will determine which candidate to appoint.

**Person with Lived Experience of Homelessness Board Member Vacancies Policy**

1. Following the determination of a vacancy(ies) of the Board Member representing the seat for someone who is homeless or formerly homeless, DCA will work with the Membership and Rules Committee, who will seek solicitations for nominations of interested parties who work or live in the Balance of State CoC.
2. Nomination forms, with candidate information, are to be sent to DCA or listed members of the Membership and Rules Committee (as defined in the Request for Nominations).
3. Candidate information will be reviewed by the nominating subcommittee and information for eligible applicants will be distributed to the Membership and Rules Committee. Following review by all parties, DCA will set up a meeting (conference call or in-person) with this Committee to discuss eligibility of candidates, Balance of State representation, and other criteria. Specific candidates may also be targeted by this Committee
4. Based on the selection criteria listed, the Membership and Rules Committee will determine which candidate to appoint.

GA DCA Contacts:

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|-----------------------|--|--------------------------|
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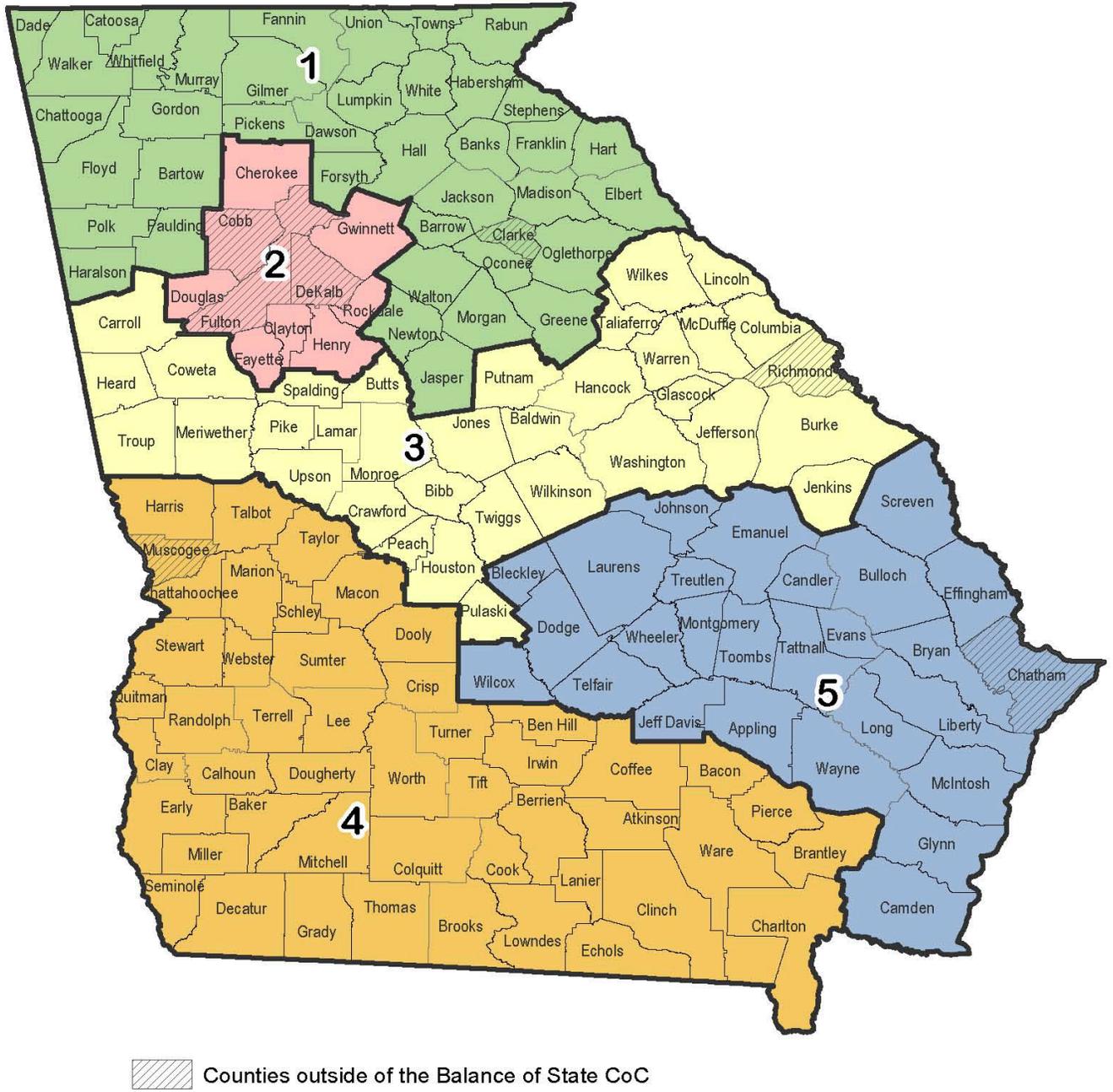
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Attached are two (2) documents:

- 1) GA BoS CoC Board Lived Experience Nomination Form 2023
- 2) Governance Charter Georgia BoS CoC - Approved 9-12-22

Approved Governance Charter and other related information available at: <https://www.dca.ga.gov/safe-affordable-housing/homeless-special-needs-housing/georgia-balance-state-continuum-care>

# BoS CoC Super Regions



Map prepared by: Georgia Department of Community Affairs, 2014