DEPARTMENT OF VETERANS AFFAIRS (VA)
CHARTER OF THE
ADVISORY COMMITTEE ON HOMELESS VETERANS

1. OFFICIAL DESIGNATION: Advisory Committee on Homeless Veterans.

2. AUTHORITY: The Committee is authorized by statute, 38 U.S.C. § 2066, and operates under the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. Appendix 2.

3. OBJECTIVES AND SCOPE OF ACTIVITY: The Committee will provide advice and make recommendations to the Secretary of Veterans Affairs on the provision of benefits and services to homeless Veterans.

4. DESCRIPTION OF DUTIES: In providing advice to the Secretary and making recommendations on improved services for homeless Veterans, the Committee shall assemble and review information related to homelessness among Veterans.

The Committee is directed to provide an on-going assessment of the effectiveness of VA's homeless Veterans policies, services, and organizational structures; define cross-cutting issues and improve coordination of all relevant VA services; identify geographic, information collection, and programmatic gaps in services for homeless Veterans and provide recommendations to address them; support VA's participation in the U.S. Interagency Council on Homelessness; and make recommendations for VA funding for specialized homeless programs. The Committee also focuses on VA's coordination with the homeless initiatives of other Federal, State, and local agencies; VA's liaison with homeless programs managed by private organizations; and VA's efforts to share essential information with those agencies and organizations. The Committee is directed to recommend appropriate placement options for Veterans who, because of advanced age, frailty, or severe mental illness, may not be appropriate candidates for vocational rehabilitation or independent living. The Committee will perform other functions as the Secretary may direct.

Not later than March 31 of each year, the Committee shall submit to the Secretary a report with recommendations on the programs and activities designed to assist homeless Veterans. The report shall also include an assessment of the needs of homeless Veterans, a review of relevant programs, and a summary of the Committee's activities. The Committee may also submit to the Secretary such other reports and recommendations as the Committee considers appropriate.

5. OFFICIAL TO WHOM THE COMMITTEE REPORTS: The Committee reports to the Secretary of Veterans Affairs.

6. OFFICE RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT TO THE COMMITTEE: Support for the Committee is provided by the Office of Homeless

Veterans Programs, Office of Public and Intergovernmental Affairs. The Director of the Office of Homeless Veterans Programs is assigned the responsibilities of Designated Federal Officer for the Committee. The Office of Homeless Veterans Programs may engage the services of governmental experts or contract for the services of non-governmental consultants, who may conduct analyses, prepare reports and background papers or prepare other materials for consideration by the Committee.

7. ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND STAFF-YEARS: The estimated annual cost for operating the Committee is $190,000 and .75 full-time equivalent staff. Members shall serve without pay. All members will receive travel expenses and a per diem allowance in accordance with the Federal Travel Regulations for any travel made in connection with their duties as members of the Committee.

8. DESIGNATED FEDERAL OFFICER: The Designated Federal Officer (DFO), a full time VA employee, will approve the schedule of Committee meetings. The DFO or a designee will be present at all meetings, and each meeting will be conducted in accordance with an agenda approved by the DFO. The DFO is authorized to adjourn any meeting when he or she determines it is in the public interest to do so.

9. ESTIMATED NUMBER AND FREQUENCY OF COMMITTEE MEETINGS: The Committee is expected to meet approximately two times annually.

10. DURATION: The Committee is authorized by § 10(f), the Veterans Health Care Facilities Capital Improvement Act of 2011, to operate through December 31, 2012, unless otherwise extended.

11. COMMITTEE TERMINATION DATE: December 31, 2012, unless otherwise extended.

12. MEMBERSHIP AND DESIGNATION: The Committee shall consist of not more than 15 members, including individuals with expertise in treatment of mental illness, substance use disorders, housing alternatives and vocational rehabilitation. Membership should also include those qualified to speak on behalf of community-based service providers, Veterans service organizations, advocates of homeless Veterans and other homeless individuals, previously homeless Veterans, and state Veterans affairs officials. At least one member shall be a Veteran who has actively participated in a comprehensive homeless services program.

Ex officio members will include the following or their representative: the Secretary of Labor, the Secretary of Defense, the Secretary of Health and Human Services, the Secretary of Housing and Urban Development, the Executive Director of the Interagency Council on Homelessness, the Under Secretary for Health and the Under Secretary for Benefits. The Secretary may appoint members for terms of service not to exceed three years and may reappoint any member for an additional term of service. Several members may be Regular Government Employees, but the majority of the Committee's membership will be Special Government Employees.

13. SUBCOMMITTEES: The Committee is authorized to establish subcommittees, with the DFO's approval, to perform specific projects or assignments as necessary and consistent with its mission. The Committee chair shall notify the Secretary, through the DFO, of establishment of any subcommittee, including its function, membership, and estimated duration. Subcommittees will report back to the Committee.

14. RECORDKEEPING: Records of the Committee shall be handled in accordance with General Records Schedule 26 or other approved agency records disposition schedules. Those records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.

15. DATE CHARTER FILED:

Approved: _____ Date: 3/15/2012

Eric K. Shinseki
Secretary of Veterans Affairs