

**Department of Veterans Affairs
Charter of the
Advisory Committee on Homeless Veterans**

1. Official Designation. Advisory Committee on Homeless Veterans (Committee)

2. Authority. The Committee is authorized by statute, 38 U.S.C. § 2066. Additionally, the Committee 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 provides advice to the Secretary, through the Under Secretary for Health, on the provision of benefits and services to Veterans experiencing homelessness. In providing this advice, the Committee shall assemble and review information relating to the needs of homeless Veterans; provide an ongoing assessment of the effectiveness of the policies, organizational structures and services of VA in assisting Veterans experiencing homelessness; and provide ongoing advice on the most appropriate means of providing assistance to Veterans experiencing homelessness.

4. Description of Duties. The Committee shall perform the duties set forth in 38 U.S.C. § 2066(b). Not later than March 31 of each year, the Committee shall submit to the Secretary a report with recommendations on the programs and activities of VA designed to assist homeless Veterans. The report shall include an assessment of the needs of homeless Veterans; a review of programs and activities of VA designed to meet such needs; a review of the activities of the Committee; and such recommendations (including recommendations for administrative and legislative actions) as the Committee considers appropriate.

5. Official to Whom the Committee Reports. The Committee reports to the Secretary of Veterans Affairs through the Under Secretary for Health.

6. Office Responsible for Providing the Support for the Committee. Support for the Committee is provided by the Veterans Health Administration (VHA) Homeless Programs Office.

7. Estimated Annual Operating Costs in Dollars and Staff Years. The estimated annual cost for operating the Committee is \$115,000 and 0.75 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. Designation Federal Officer. The Director of VHA's Homeless Programs Office, or their designee, is assigned the responsibilities of Designated Federal Officer (DFO) for the Committee. The DFO, a full-time VA employee, will approve the schedule of

Committee meetings. The DFO or alternate 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 they determine it is in the public interest to do so.

9. Estimated Number and Frequency of Meetings. The Committee is expected to meet approximately no fewer than two times annually.

10. Duration. There is a continuing need for the Committee to assist the Secretary in carrying out the responsibilities under 38 U.S.C. § 2066. This Charter remains in effect for 2 years from the filing date or until the termination of the Committee's authorization under 38 U.S.C. § 2066, whichever comes first.

11. Committee Termination Date. The Committee termination date is September 30, 2022, unless statutory authority is extended prior to that date.

12. Membership and Designation. The Committee shall consist of not more than 15 members submitted through the Under Secretary for Health for appointment by the Secretary chosen from among the following: Veterans Service Organizations; advocates of homeless Veterans and other homeless individuals; community-based providers of services to homeless individuals; previously homeless Veterans; state VA officials; experts in the treatment of individuals with mental illness; experts in the treatment of substance use disorders; experts in the development/management of permanent housing alternatives for lower income populations; experts in vocational rehabilitation; experts on increasing access to mainstream benefits; other organizations or groups as the Secretary considers appropriate.

The Committee shall include ex officio members, or their representatives as described in 38 U.S. C. 2066(a)(3), as follows: the Secretary of Labor, the Secretary of Defense, the Secretary of Health and Human Services, the Secretary of Housing and Urban Development, the Secretary of Agriculture, the Attorney General of the Department of Justice, the Secretary of Education, the Executive Director of the United States Interagency Council on Homelessness, VA's Under Secretary for Health and VA's Under Secretary for Benefits.

The Secretary shall determine the terms of service and allowances of the members of the Committee, except that a term of service may not exceed 3 years. The Secretary may reappoint any member for an additional term of service. Ex-Officio members may be Regular Government Employees, but the majority of appointed members of the Committee's membership will be Special Government Employees.

13. Subcommittees. With the DFO's approval, the Committee is authorized to establish subcommittees to perform specific projects or assignments as necessary and consistent with its mission. The Committee Chairperson shall notify the Secretary, through the DFO and the Center for Women Veterans, of the establishment of any subcommittee including its function, membership and estimated duration. The objectives of the

subcommittees are to make recommendations to the chartered Committee with respect to matters related to the responsibilities of the chartered Committee. Such subcommittees may have workgroups but may not work independently of the chartered Committee and must report their recommendations and advice to the full Committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the parent Committee nor can they report directly to VA. A DFO, or alternate DFO, must be present for all subcommittee activities and take notes.

14. Recordkeeping. Records of the Committee shall be handled in accordance with General Records Schedule 6.2 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. Filing Date.

Approved. 

Denis McDonough
Secretary of Veterans Affairs

Date 5/10/22