

**The Northern Panhandle Continuum of Care**  
A Collaboration of Homeless Assistance Providers in the Northern Panhandle

# **Northern Panhandle Continuum of Care (NPCoC) Governance Charter**

# Contents

<b>Contents</b>	<b>2</b>
<b>Change Log</b>	<b>5</b>
<b>Introduction</b>	<b>6</b>
Northern Panhandle Continuum of Care (NPCoC) Overview	6
Purpose of the Governance Charter	6
Making Amendments to the Governance Charter	6
Annual Document Review	6
Review Process	6
<b>NPCoC Operations</b>	<b>7</b>
Responsibilities	7
Record-keeping	8
Standing Committees and Workgroups	11
Committee and Workgroup Formation & Composition	12
Committee Leadership	13
Other Committee Roles & Responsibilities	13
On Committees setting their own policies and procedures	13
Participation	13
Hierarchy of Communication	13
NPCoC Policies	14
Conflict of Interest, Recusal, and Other Ethical Matters	14
Purpose	14
Definitions	14
Procedures	14
Records of Proceedings	15
Compensation	15
Annual Statements	16
Periodic Reviews	16
Use of Outside Experts	16
Confidentiality Policy for Employees, Volunteers, and Board Members	18
Reallocation Policy	19
Definition	19
Process Overview	19
Types of Reallocation	19
Voluntary Reallocation	19
Timeline and Responsible Parties	19
Timeline of Reallocation	20
Scoring and Ranking	20
When a Project Can Reallocate	20
Performance-Based Reallocation	20
APR Policy	21
Impartiality	22
Disciplinary Action	22
NonDiscrimination	22
<b>HMIS Design and Operations</b>	<b>23</b>

Homeless Management Information System (HMIS)	23
HMIS Lead	23
HMIS Lead Responsibilities	23
The HMIS User Group	24
<b>Applying for NPCoC Membership/Funding</b>	<b>25</b>
Collaborative Applicant	25
Collaborative Applicant Responsibilities	25
<b>Monitoring Guide</b>	<b>26</b>
Purpose	26
Risk Assessment	26
Risk Analysis	26
Risk Criteria	27
Data Sources	27
Data Validation	28
Procedure	28
Monitoring Visit	28
Monitoring Conclusions	28
Sanctions	29
The Monitoring Letter	29
Documentation	29
Risk Assessment	30
Monitoring Tools & Other Documentation	30
Monitoring Letter	30
Follow-Up	30
HMIS	30
Quality Assurance	30
<b>Glossary and Terms</b>	<b>31</b>
Acronyms	31
<b>Definitions</b>	<b>32</b>
At risk of homelessness	32
NPCoC Board (the Board)	32
Chronically homeless	33
CoC Program	33
CoC Program Grantee (Recipient)	33
Code of Federal Regulations (CFR)	33
Collaborative applicant	33
Committees & Workgroups	33
Consolidated plan	34
The Continuum (Continuum of Care)	34
NPCoC Member	34
Eligible applicant	34
Emergency Shelter	34
Emergency Solutions Grants (ESG)	34
High-Performing Community (HPC)	34
Homeless	35
Homelessness prevention	36
Permanent housing	37
Permanent supportive housing	37
Point-in-time count	37

Private nonprofit organization	37
Program participant	37
Project	37
Rapid Re-Housing	37
Recipient	38
Relevant organizations	38
Safe haven	38
NPCoC staff	38

APPENDIX 1: Centralized Intake Policies and Procedures

APPENDIX 2: HMIS Policies and Procedures

# Change Log

**01/31/2025**

# Introduction

## ***Northern Panhandle Continuum of Care (NPCoC) Overview***

The Northern Panhandle Continuum of Care (NPCoC) is a collaborative body consisting of formerly homeless individuals, advocates, government agencies, and organizations that serve homeless households. Under the direction of a Board of Directors, its function is to carry out the responsibilities required by the Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program.

The NPCoC Board, comprised of elected and appointed positions, governs the NPCoC in its various functions and ensures adherence to the Continuum's mission as well as relevant policies, procedures, laws, and regulations. The Board has the authority to establish committees and workgroups which are responsible for specific activities.

## ***Purpose of the Governance Charter***

This Governance Charter serves two (2) essential functions:

- 1) It establishes policies and procedures related to the NPCoC; and,
- 2) It establishes the processes for NPCoC funding, both for projects applying to the NPCoC and for the NPCoC's application to HUD.

## ***Making Amendments to the Governance Charter***

The Board will have the power to adopt, amend, or repeal the provisions of these Governance standards upon recommendation and by a 2/3 vote of the voting members where NPCoC members have been provided with a review and comment period prior to the Board vote.

## ***Annual Document Review***

The NPCoC Board will review this Charter and the NPCoC Strategic Plan annually, or as otherwise needed, in collaboration with the Collaborative Applicant and HMIS Lead, to ensure they remain consistent with HUD's CoC Program requirements as well as the NPCoC objectives and responsibilities.

## ***Review Process***

Members should report any violation of this Charter to the Chair, or other member of the Executive Committee. The Board will investigate any such report, and take appropriate corrective action, if warranted. Retaliation against a member who reports violations of such conduct in good faith will not be tolerated. If a member has any questions about the ethics of a situation, the member is encouraged to consult with the Chair. Efforts will be made to keep issues confidential to the greatest possible extent.

# NPCoC Operations

## **Responsibilities**

HUD requirements and responsibilities of the NPCoC may be delegated to the Board or appointed entities and may include:

- 1) Coordinate implementation of a housing and service system, including but not limited to, the establishment and operation of a centralized or coordinated assessment system, in consultation with ESG funded recipients;
- 2) Review, update, and implement the priorities of the NPCoC;
- 3) Consult with recipients to establish performance goals appropriate for population and program type, monitor recipient's performance, evaluate outcomes, and respond appropriately in collaboration with poor performers;
- 4) Establish and follow written standards for providing NPCoC assistance in consultation with ESG funded recipients;
- 5) Designate an HMIS Lead that reviews, revises, and/or develops an HMIS privacy plan, security plan, and data quality plan to be submitted to the Board, ensures consistent participation of nonexempt recipients in HMIS, and ensures that HMIS is administered in compliance with HUD requirements;
- 6) Design, operate, and follow a collaborative, fair, and transparent process for developing applications and approving submission of applications in response to a CoC Program NOFO;
- 7) Coordinate communication within the NPCoC;
- 8) Convene and facilitate the work of the NPCoC Board, its committees and workgroups, and the appointed entities;
- 9) Provide meeting support for the NPCoC and Board and all other committees by scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to the NPCoC's website;
- 10) Vet materials to ensure they are understandable and emphasize areas where decisions are most needed, and respond to any requests or directions from the Board;
- 11) Ensure consistency across the various NPCoC efforts and projects ;
- 12) Manage collective data systems and information distribution;
- 13) Mobilize planning efforts and planning review and revision;
- 14) Steward resources for collective impact as appropriate;
- 15) Train, orient, and onboard new Board members;
- 16) Distribute information electronically or through mail to all NPCoC members including the Board;
- 17) Ensure the occurrence of semi-annual meetings of the NPCoC with published agendas (HEARTH requirement);
- 20) Retain overall responsibility for ensuring the Board, and through the Board, Committees and Appointed Entities, carry out all designated responsibilities; and,

The Lead Agency will ensure that NPCoC Funded programs adhere to the following standards:

- 1) All NPCoC-funded projects will take referrals from Centralized Intake; HOWEVER this provision will not be used as justification to deny services to a homeless individual in immediate need regardless of means of intake.
- 2) All NPCoC-funded projects will be ranked and reviewed by an independent review committee; and,
- 3) All NPCoC-funded agencies will adhere to NPCoC policies and procedures.

## *BOARD OF DIRECTORS*

### ***Powers***

The business and affairs of this continuum shall be vested in a Board of Directors consisting of citizens of the community interested in caring for or providing for the homeless and who are representative of various populations and areas within the geographic service area.

### ***Class, Number, & Qualifications***

The Board of Directors will be made up of not less than seven nor more than thirteen directors. One director shall be a homeless or formerly homeless youth (18-24 yrs. old) Continuum of Care Board membership will be prioritized for organizations primarily representing the following subpopulations:

1. Domestic Violence
2. Public Health
3. Veterans
4. Behavioral Health
5. Children and Families
6. Homeless (Adult)
7. Homeless (Youth)

Each of the foregoing organizations may nominate their own representatives to serve as Board members, subject to NPCoC Board approval.

All directors will be elected by a majority of the voting directors present from a slate of proposed directors presented by the Executive Committee. Nominations may be made from the floor. Priority for remaining seats should include representation from all counties in the Continuum of Care.

Lead Agency, HMIS Lead Agency, and Coordinated Entry Lead Agency shall designate one representative to attend Board meetings to communicate status updates.

### ***Terms***

Directors shall serve for three-year terms, except for Directors who are appointed to complete the remainder of an unexpired term. No Director may serve more than two consecutive three-year terms or six consecutive years, except that the representatives of those organizations identified by name in Section B above may serve for unlimited consecutive terms as nominated by their respective organization.

### ***Annual Meeting & Election of Officers***

The Annual Meeting shall be held within four months after the close of HUD's fiscal year. Officers of the Continuum shall be chosen from the Board of Directors and shall be elected at the Annual Meeting of the Continuum. Each officer shall be elected for a term of two years, with the condition that no person may serve consecutive terms as Chair of the Board. Officers shall take office at the close of the meeting at which they are elected.

### ***Regular & Special Meetings***

Meetings of the Board of Directors shall be held at least quarterly. The day and hour at which such meetings are held shall be determined by the Board. Special meetings of the Board of Directors may

be called by the Chairperson or at the request of three members of the Board on at least twenty-four hour notice.

Meetings of the General Membership of the Continuum shall be held at least quarterly.

### ***Quorum***

At any meeting of the Board of Directors, a quorum shall consist of a majority of the number of Directors, at any meeting of the Board of Directors, Directors who attend the meeting via telephone or video conference shall be counted as one of the quorum.

### ***Vacancies***

The Board of Directors shall fill any director's position vacated by death, resignation, removal, disability or any other cause, from names proposed by the Executive Committee and from nominations made from the floor. Any vacancy of a designated representative from an organization discussed in Section B shall be replaced by another representative from that organization. An authorized representative of the organization shall submit that person's name to the Executive Committee which will then consider the recommendation. If the candidate is found acceptable, the committee will propose the candidate to the board. If for any reason the recommendation is not found acceptable, the Board may request the organization recommend an alternate candidate.

### ***Duties***

1. To ensure proper documentation of Continuum of Care-wide matching and leveraging funds in an effort to develop data to formulate a comprehensive cost analysis of homelessness.
2. To communicate to the community the purposes of the Continuum.
3. To ensure objectives of the Strategic Plan are implemented and evaluated on an on-going basis.

### ***Removal***

Members of the Board of Directors shall be removed from the Board for misconduct or neglect of duty, as defined below:

1. Misfeasance, malfeasance, or nonfeasance.
2. Dereliction of duty as established by common law, statute, or these bylaws.
2. Conviction of a felony while a member of the Board.
3. Absence from three consecutive meetings of the Board or absence by the Board member or his or her designee from four consecutive meetings of the General Membership without justifiable cause.
4. Violation of the Memorandum of Understanding or refusal to execute the Memorandum of Understanding.

All cases involving removal of a director from the Board shall be referred to and handled by the Board, with the final decision of removal made by a majority vote of the remaining board members in good standing.

***Compensation***

No Director shall receive compensation for services to the Continuum as a Director, but may be entitled to reimbursement for actual authorized expenses incurred on behalf of the Continuum.

***Officers***

The officers of this Continuum shall be the Chairperson, Vice-Chairperson, and Secretary, all of whom shall be elected from and by the Board of Directors.

***Election of Officers***

The officers shall be elected at the Annual Meeting of the Board of Directors or at any special meeting called for that purpose.

***Duties of Officers***

The duties of the officers shall be, but shall not be limited to, the following:

**CHAIRPERSON**

1. The Chairperson shall preside at all Board meetings.
2. Plan any matters that should be referred to the Board.
3. Plan and prepare the agenda for the Board meetings, in consultation with the Officers.
4. See that all decisions of the Board are carried into effect.
5. Execute documents.
6. Serve as chair of Executive Committee

**VICE-CHAIRPERSON**

1. If the office of the Chairperson becomes vacant, the Vice-Chairperson shall fill that office for the remainder of the unexpired term.
2. Preside at meetings of the Board of Directors in the absence of the Chairperson.
3. Execute documents

**SECRETARY**

1. Attends all meetings of the Board of Directors and the Executive Committee, and takes minutes of those meeting. The minutes shall be a permanent record and shall be kept on file.
2. Maintains a record of the attendance of members of the Board of Directors at regular and special Board meetings, and submits an annual report on meeting attendance to the Executive Committee.
3. Execute documents

***Removal of an Officer***

Any officer may be removed from office by majority vote of the members of the Board of Directors at any regular or special meeting.

***Record-keeping***

Proceedings of all NPCoC Board and committee meetings will be documented in minutes. Minutes of meetings are circulated to members of the relevant body and approved at the subsequent meeting.

Committees are responsible for selecting a Secretary, recording their own minutes, and recording attendance.

### ***Standing Committees and Workgroups***

The NPCoC will have a minimum of six (4) standing committees:

- 1) Executive Committee
- 2) Monitoring and Compliance Committee
- 3) Provider Committee
- 4) Ranking & Review Committee
- 5) Written Standards Committee
- 6) Point in Time Count Committee
- 7) Ad Hoc Workgroups as needed

### ***Committee Function & Guidelines***

Committees fulfill the vital function of providing the Board of Directors with the necessary data and recommendations for decisions and policy positions taken by the Continuum. The work of the Board of Directors is delegated to the various Standing Committees, while the decision making remains with the Board of Directors as a group.

The following general guidelines shall apply to each committee: Each committee shall meet at least once a year to review and implement its assigned functions. Each committee shall be represented at the meetings of the Board of Directors to report on its activities and to accept new assignments, if necessary. The chairperson of each committee will present in writing a summary of committee activities when appropriate.

#### *1. Executive Committee*

This committee shall consist of the officers of the Continuum. Meetings of this committee shall be called by any one of its members, and the chairperson shall be the Chairperson of the Board of Directors. Chairpersons of the Standing Committees shall attend when requested.

The functions of the Executive Committee shall be: To call for an electronic vote of the Board of Directors between scheduled meetings of the Board when there are time-sensitive actions to be taken.

**GOVERNANCE FUNCTIONS:** To annually review the bylaws of this Continuum and recommend revisions when necessary. To draft amendments to the bylaws and present them in writing to the Board of Directors for action when necessary.

**NOMINATING FUNCTIONS:** To recruit new members for the Board of Directors and conduct the annual recruitment of new members for the Continuum of Care. To prepare a slate of officers and Directors to be presented for election at the Annual Meeting of the Board of Directors. To propose nominees at the Annual Meeting or any other meetings of the Board if and when a vacancy occurs.

#### *2. Monitoring and Compliance Committee*

The chairperson of this committee shall work closely with the lead agency of the Continuum of Care for the purpose of ensuring compliance with all HUD regulations and NPCoC policies. The functions of the Monitoring and Compliance Committee shall be to ensure that the Point in Time Count is

accurately conducted and reported as necessary to satisfy HUD regulations, complete an annual gaps analysis, develop information on homelessness for the Consolidated Plan, charge the Lead Agency with applying for funding for and to administer the HMIS system, and ensure that any tasks or reporting required by HUD are completed in a timely manner. The monitoring and compliance committee should also ensure that the Lead Agency implements the NPCoC monitoring policy, thereby verifying subgrantees and organizations receiving funding related to the NPCoC adhere to HUD regulations and the policies and procedures of the NPCoC. This includes conducting direct monitoring of recipients and subrecipients, reviewing self monitoring by recipients and subrecipients, and reporting the results of all monitoring to the NPCoC Board.

### *3. Provider Committee*

The functions of the Provider Committee shall be to: Assist in the identification of barriers and develop possible solutions to fill gaps in service that HUD precludes, or existing available resources cannot accommodate. Work toward supporting and implementing local plans for ending homelessness, which includes participating in achieving national objectives from HUD. Reduce homelessness by working toward ensuring full-regional-wide participation in HMIS and Centralized Intake and Assessment Assist through partnership, those interested agencies, who choose to research and prepare grants needed to broaden new or existing services. The Provider Committee may be chaired by staff of the Lead Agency, Coordinated Entry, Board members or a combination thereof. Provider Committee Membership should include consistent participation of all organizations utilizing HMIS or comparable database, Lead Agency, Coordinated Entry, and HMIS Lead. Other members of the Provider Committee may include direct service providers who are individuals from organizations that directly serve homeless populations for the primary purpose of housing them. Additionally, it is appropriate for McKinney-Vento Liaisons from school districts within the NPCoC to attend. Attendance will be limited to individuals with a legitimate, professional need to know the details being discussed. All participants in the Provider Committee must have a signed confidentiality form on file with the committee chair, and when the meeting is conducted virtually, participate with their camera on and in a location that ensures privacy which protects the individuals being discussed.

4. Ranking and Review Committee: The purpose of this committee shall be to review applications for consideration of the Collaborative Application NOFO. Members of this committee shall never include any representative, staff, or board member of an organization competing for funding. This committee may be used for any other competitive process within the NPCoC. Any Ranking and Review Committee member must disclose any perceived conflict of interest. Ranking and Review Committee should include geographic representation from across the NPCoC and may include individuals who are not members of the CoC but who have an interest or experience in services provided by the funding.

5. Written Standards Committee: The purpose of this committee shall be to create, update, and annually review written standards related to Street Outreach, Coordinated Entry, HMIS, Rapid Rehousing, and Permanent Supportive Housing. This committee shall be comprised of Board members, members of the CoC, those with lived experience, and other interested community members. Written Standards will be reviewed by the Board, provided to the General Membership for feedback, then voted on by the Board.

6. **Point in Time Committee:** To coordinate the annual Point in Time Count through collaboration with the Lead Agency, NPCoC Board, and the Monitoring and Compliance Committee. This committee will provide a plan to the NPCoC Board at least 6 weeks prior to the annual Point in Time Count so that it may be approved by the Board and disseminated to the NPCoC General Membership.

At the first General Membership Meeting of the NPCoC following the annual Point in Time Count, the chair or other member of the committee will provide a report on the execution of the count.

#### *Committee and Workgroup Formation & Composition*

The committees and workgroups of the NPCoC are the action and planning components of the system. In these bodies, strategies are developed, deepened, and expanded into actionable work plans. These groups may also be directly responsible for specific initiatives or for exploring options to solve particular concerns.

Standing committees are designated in this Charter. The Board may form and give specific responsibilities to additional committees and workgroups. All committee responsibilities apply to these workgroups as well. With the exception of the Executive Committee, that is comprised only of Board members, committee membership may include any NPCoC member, but only be chaired by a Board member, other than the Provider Committee which will have a board representative if a Board Member is not chair

#### *Committee Leadership*

A chair, or co-chairs, as selected from within the Board of Directors, will coordinate each committee.

#### *Other Committee Roles & Responsibilities*

Each committee will be responsible for:

- 1) Recruiting its members;
- 2) Establishing its policies and procedures, consistent with the Charter, and providing them to the Board and NPCoC staff;
- 3) Recording its minutes and attendance, and providing them to the NPCoC staff; and,
- 4) Ensuring transparency of its processes and meetings

#### *On Committees setting their own policies and procedures*

Committees may establish their own policies and procedures, consistent with this Charter, and provide them when requested to the NPCoC Board for periodic review and approval.

#### *Participation*

NPCoC members are encouraged to actively participate in committees and workgroups to improve system performance and make decisions as designated in Section III, in areas, including but not limited to:

- 1) Strategic plans
- 2) Local performance measures

#### *Hierarchy of Communication*

To ensure consistency and clarity of communications is achieved, appropriate steps must be taken for communication between the NPCoC, HUD, and the partner agencies. The NPCoC Board of Directors Chairperson will be copied on all communications to HUD regarding their NPCoC-funded projects. Questions and concerns regarding NPCoC policies and procedures will be directed to the NPCoC Board Chairperson. Decisions made by the NPCoC Board will be final. The HUD field office may be contacted directly where concerns exist related to fraud, abuse, or neglect by the NPCoC Board itself.

### *NPCoC Policies*

This set of policies applies to NPCoC members, Board members, committee and workgroup members, appointed entity staff, contractors, volunteers, and all other parties performing work on behalf of the NPCoC.

### *Conflict of Interest, Recusal, and Other Ethical Matters*

#### *Purpose*

The purpose of the conflict of interest policy is to protect the Northern Panhandle Continuum of Care's (NPCoC) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of any director, principal officer, or member of the NPCoC or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interests applicable to nonprofit and charitable organizations.

### *Definitions*

#### 1) *Interested Person*

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below.

#### 2) *Financial Interest*

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the NPCoC has a transaction or arrangement,
- b) A compensation arrangement with the NPCoC or with any entity or individual with which the NPCoC has a transaction or arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the NPCoC is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Procedures, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### *Procedures*

#### 1) *Duty to Disclose*

In connection with any actual or possible conflict of interest, an interested person must

disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2) *Determining Whether a Conflict of Interest Exists*

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3) *Procedures for Addressing the Conflict of Interest*

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest
- b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine whether the NPCoC can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the NPCoC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4) *Violations of the Conflict of Interest Policy*

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

*Records of Proceedings*

The minutes of the governing board and all committees with board delegated powers shall contain:

- 1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- 2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

*Compensation*

- 1) A voting member of the governing board who receives compensation, directly or indirectly, from the NPCoC for services is precluded from voting on matters pertaining to that member's compensation.
- 2) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the NPCoC for services is precluded from voting on matters pertaining to that member's compensation.
- 3) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the NPCoC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### *Annual Statements*

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- 1) Has received a copy of the conflict of interest policy;
- 2) Has read and understands the policy;
- 3) Has agreed to comply with the policy; and,

### *Ethics Code*

All Members are required to comply with the Northern Panhandle Ethics Code and applicable federal regulations. Summary provisions below should be interpreted consistently with these laws.

- 1) No Member of the NPCoC may participate in, or influence discussions or resulting decisions, concerning the award of a grant or other financial benefits to the organization that the member represents.
- 2) No Member who is an employee, agent, consultant, officer, or elected or appointed official of a recipient of federal, state, or local grant funds and who exercises or has exercised any functions or responsibilities with respect to activities under those grant funds, or who is in a position to participate in a decision-making process or gain inside information with regard to those grant funds, may obtain a financial interest or benefit from a NPCoC activity, have a financial interest in any contract, subcontract, or agreement with respect to a NPCoC activity, or have a financial interest in the proceeds derived from a NPCoC activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.
- 3) Members will not discriminate against any person or group on the basis of race, color, religion, national origin, ancestry, sex, age, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, or any other federal, state, or local protected group.
- 4) Members will recuse themselves from any matter in which they may have a conflict of interest. Recusal includes abstention from voting and participation in discussions on the matter.
- 5) Members of the NPCoC will disclose potential conflicts of interest that they may have regarding any matters that come before it in full session, Board, or committee. All Members will read the Conflict of Interest Policy and sign the Conflict of Interest statement annually.

### *Confidentiality Policy for Employees, Volunteers, and Board Members*

Respecting the privacy of our clients, donors, members, staff, volunteers, and of NPCoC itself is a basic value of the NPCoC. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the NPCoC Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers, and board members of NPCoC may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the NPCoC that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

In addition to meeting the specific confidentiality of NPCoC, each member must also adhere to the same standards for HMIS. Each member agency must develop and implement written procedures to ensure:

- 1) All records containing protected identifying information of any individual or family who applies for and/or receives NPCoC assistance will be kept secure and confidential;
- 2) The address or location of any family violence project assisted with NPCoC funds will not be made public, except with written authorization of the person responsible for the operation of the project; and,
- 3) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the NPCoC Member and consistent with State and local laws regarding privacy and obligations of confidentiality.

*Impartiality*

NPCoC member agencies shall:

- 1) Not discriminate in provision of services;
- 2) Not knowingly be a party to or condone any illegal or improper activity;
- 3) Not directly, or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their duties within the NPCoC;
- 4) Not exploit professional relationships for personal or professional gain;
- 5) Not use public property or resources for personal gain;
- 6) Not accept fees, gifts, or other valuable items in the course of performing the duties and responsibilities of their position within the NPCoC, or in connection with such fees, gifts, or other valuable items given them by any person in hope or expectation of receiving a favor or better treatment than accorded other persons within the NPCoC.
- 7) Be alert to the influences and pressures that interfere with the professional discretion and impartial judgment required for the performance of professional functions related to the NPCoC.

*Disciplinary Action*

Appropriate disciplinary action up to and including removal will be taken against individuals found to have violated the policies in this Charter. In addition to disciplinary action, civil and/or criminal penalties may be sought.

*NonDiscrimination*

The members, officers, committee members, and contractors of the NPCoC will be selected entirely on a nondiscriminatory basis with respect to race, color, religion, national origin, ancestry, sex, age, physical or mental disability, sexual orientation, gender identity, gender expression, marital status, or other federal, state or locally protected group.

- 1) Members shall comply with the provisions of all federal, state, and local laws prohibiting discrimination in housing and provision of services on the grounds of race, color, creed, national origin, sex, sexual orientation, gender identity, familial status, age, or physical or mental handicap, including Title VI and VII of the Civil Rights Act of 1964, as amended (Public Law 88-352); and Title VII of the Civil Rights Act of 1968, as amended (Public Law 90-284); and Fair Housing Act (42 U.S.C. §§ 3601-3620).
- 2) All NPCoC members, including Board members, certify by virtue of their membership that they and their organizations, when applicable, prohibit discrimination on the basis of:
  - a) political or religious opinion or affiliation, marital status, race, color, sexual orientation, gender identity, gender expression, creed or national origin, or
  - b) sex or age, except when sex or age constitute a bona fide occupational qualification, or
  - c) the physical or mental handicap of a qualified handicapped individual.

# HMIS Design and Operations

## *Homeless Management Information System (HMIS)*

Means the information system designated by the NPCoC to comply with the HMIS requirements prescribed by HUD.

## *HMIS Lead*

Means the entity designated by the NPCoC in accordance with this part to operate the NPCoC's HMIS on its behalf. The designation of the HMIS Lead is valid for a maximum of five years before the designation must be reviewed and renewed by the Board. No requirement for a Request for Proposal (RFP) will be made if no other agencies are interested and this step is unnecessary. In response to negligence or poor performance of the HMIS Lead, the NPCoC reserves the right to open an RFP process prior to the five-year mark and designate a new HMIS Lead.

The NPCoC Board will identify and designate a lead agency responsible for HMIS and they will be the only entity eligible to apply for HUD HMIS funding for the NPCoC. The HMIS Lead will ensure all HMIS activities are carried out in accordance with the HEARTH Act.

## *HMIS Lead Responsibilities*

- 1) Reinforce NPCoC goals, through HUD contract requirements and HMIS MOU agreements, including but not limited to, ensuring the consistent participation of all recipients of financial assistance under the NPCoC and ESG programs, except those exempt by law, as well as any other funded programs that require HMIS participation (HEARTH requirement);
- 2) Report on the HEARTH performance measures (including system-wide dashboard, performance by population (families, single adults, youth, etc.), program type (emergency shelter, transitional housing, etc.) and program-level performance on the HEARTH measures) and recommend performance targets consistent with the Strategic Plan and system vision for each program type and subpopulation, in consultation with recipients. (HEARTH requirement);
- 3) Provide monthly performance measures reports to NPCoC staff to review and implement strategic goals to improve the continuum as a whole;
- 4) Report to the NPCoC Board on system-level and project-level performance and outcomes quarterly;
- 5) Develop and consistently maintain HMIS Policies and Procedures document, HMIS Security Plan, Participation Agreement, System User Agreement, System User Confidentiality Acknowledgement, and other HMIS documentation and guidance under the direction of the Data Committee;
- 6) Provide Data Quality Reports to NPCoC staff and participating agencies;
- 7) Monitor Data Quality Reports to ensure compliance with HMIS policies both within the database and through site visits to participating agencies;
- 8) Carry out HMIS security protocols, including coordinating responses to suspected violations of client security and confidentiality policies, and proper disposal of Personally Identifiable Information (PII);
- 9) Oversee the setup and ongoing administration of the HMIS software and provide training, technical assistance, and support to HMIS users;
- 10) Ensure compliance with HUD HMIS Data and Technical Standards;

- 11) Oversee customization of the HMIS database, including the development of custom reports, and interface enhancements;
- 12) Oversee the collection, analysis, and presentation of HMIS data for reporting to federal, state, and local governments, private entities, clients, and citizens.
- 13) Write, submit, and administer the HMIS project grant;
- 14) Integrate and ensure the security of any data with the NPCoC's participation in any data warehousing;
- 15) Submit the annual Housing Inventory Chart, Point in Time Count, and HDX Report;
- 16) Provide an annual community report for community partners and other interested parties;
- 17) Be responsible for HMIS monitoring of all recipients of the NPCoC and report monitoring results to the Executive Director; and,
- 18) Provide support and make all efforts to ensure consistent and accurate HMIS participation by all NPCoC HUD and ESG recipients;

### *The HMIS User Group*

Convened by the HMIS Lead, this group brings together participating agencies' HMIS lead users to share information and make recommendations. It is a forum for training Site Administrators on changes and new enhancements to HMIS. It is also a forum for sharing best practices and suggesting improvements in policy and procedures. Participating agencies are expected to send at least one person to every HMIS User Group meeting.

# Applying for NPCoC Membership/Funding

## *Collaborative Applicant*

For the purposes of the annual HUD NOFO application and the management of CoC Program planning grants, the local CoC Board must designate a Collaborative Applicant. The Collaborative Applicant is the only entity that may:

- 1) Submit the CoC Consolidated Application to HUD.
- 2) Apply for grants from HUD on behalf of the CoC.
- 3) Apply for and receive CoC Program planning funds on behalf of the CoC.

The Collaborative Applicant may be designated by the CoC Board with the responsibility to apply for and receive other grants.

## *Collaborative Applicant Responsibilities*

The Collaborative Applicant is responsible for the following:

- 1) Collect and combine the required application information from all projects within the geographic area and apply for funding for NPCoC planning activities;
- 2) Submit provider programs as part of the McKinney-Vento/CoC final application to HUD each year;
- 3) Coordinate NOFO for housing resources and other funding opportunities;
- 4) Complete the submission of the HUD NPCoC Application including all relevant charts and tables;
- 5) Work with the NPCoC to establish written standards for how the different parts of the homeless system should be targeted and consult on how assistance will be provided to different subpopulations, in consultation with recipients of ESG funds (HEARTH requirement);
- 6) Establish, and consistently follow, written standards for the provision of ESG and NPCoC assistance;
- 7) Review and approve annual performance standards and evaluate outcomes for programs funded under the ESG and NPCoC programs;
- 8) As requested, develop policies, procedures, and priorities to be presented to the Board for adoption;
- 9) Recommend standards for targeting the different parts of the homeless system and how assistance should be provided to different subpopulations, in consultation with recipients of ESG funds;
- 10) Provide required feedback and information, as needed, to the local government to complete the local Consolidation Plan(s) (HEARTH requirement);
- 11) Monitor HEARTH recipient's performance, evaluate outcomes, and take actions to improve performance of, or reduce funding for, poor performers (HEARTH requirement);
- 12) Coordinate with ESG (state and local) recipients on their strategies for allocating ESG funds and evaluating performance of funded projects. (HEARTH requirement);
- 13) Review and recommend to the NPCoC Board any programs that should be removed from HUD funding and any proposed funding reallocations;
- 14) Recommend to the Ranking & Review Committee any actions against poor performers; and,
- 15) Plan and conduct a sheltered and unsheltered point-in-time count of homeless persons, consistent with HUD requirements and in collaboration with the NPCoC.

# Glossary and Terms

## *Acronyms*

CPD	COMMUNITY PLANNING & DEVELOPMENT (HUD OFFICE OF)
CSS	COMMUNITY SUPPORT SERVICES
ES	EMERGENCY SHELTER
ESG	EMERGENCY SOLUTIONS GRANTS
FMR	FAIR MARKET RENT
GIW	GRANT INVENTORY WORKSHEET
HIC	HOUSING INVENTORY COUNT
HOPWA	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS
HMIS	HOMELESS MANAGEMENT INFORMATION SYSTEM
HRE	HOMELESS RESOURCE EXCHANGE
HP	HOMELESSNESS PREVENTION
HPRP	HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
HQS	HOUSING QUALITY STANDARDS
HUD	U.S. Department of Housing and Urban Development
MOU	MEMORANDUM OF UNDERSTANDING
OMB	OFFICE OF MANAGEMENT AND BUDGET
NPCoC	NORTHERN PANHANDLE CONTINUUM OF CARE
NOFO	NOTICES OF FUNDING OPPORTUNITY
PIT	POINT IN TIME
PBRA	PROJECT BASED RENTAL ASSISTANCE
PRN	PRO RATA NEED
PSH	PERMANENT SUPPORTIVE HOUSING
RFP	REQUEST FOR PROPOSAL
RRH	RAPID RE-HOUSING
S+C	SHELTER PLUS CARE
SH	SAFE HAVEN
SHP	SUPPORTIVE HOUSING PROGRAM
SO	STREET OUTREACH
SOS	STREET OUTREACH SERVICES (SHELTER CARE)
SRO	SINGLE ROOM OCCUPANCY
SSO	SUPPORTIVE SERVICES ONLY
TBRA	TENANT BASED RENTAL ASSISTANCE
TH	TRANSITIONAL HOUSING

# Definitions

## *At risk of homelessness*

- 1) An individual or family who:
  - a) Has an annual income below 30% of median family income for the area, as determined by HUD;
  - b) Does not have sufficient resources or support networks, e.g.; family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place not inhabitable by humans; and/or,
  - c) Meets one of the following conditions:
    - i) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
    - ii) Is living in the home of another because of economic hardship;
    - iii) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
    - iv) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, state, or local government programs for low-income individuals;
    - v) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than 2 persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
    - vi) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
    - vii) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
- 2) A child or youth who does not qualify as "homeless" under this §, but qualifies as "homeless" under § 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), § 637(11) of the Head Start Act (42 U.S.C. 9832(11)), § 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e- 2(6)), § 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), § 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or § 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or (3) A child or youth who does not qualify as "homeless" under this §, but qualifies as "homeless" under § 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

## *NPCoC Board (the Board)*

The governing board established to act on behalf of the NPCoC using the process established as a requirement by 24 CFR § 578.7(a)(3) and in compliance with the conflict of interest requirements at 24 CFR § 578.95(b).

The board must:

- 1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and,
- 2) Include at least one homeless or formerly homeless individual.

## *Centralized Intake or Coordinated Assessment System*

Means a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

### *Chronically homeless*

- 1) An individual who:
  - a) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter;
  - b) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; or
  - c) Can be diagnosed with 1 or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in § 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
- 2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
- 3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

### *CoC Program*

The CoC (Continuum of Care) program is the funding program of HUD authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act as amended (42 U.S.C. 11371 et seq).

### *CoC Program Grantee (Recipient)*

The CoC Program Grantee is the “recipient” as used by HUD and means an applicant that signs a grant agreement with HUD.

### *Code of Federal Regulations (CFR)*

A codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies the U.S. federal government.

### *Collaborative applicant*

Means the eligible applicant that has been designated by the local CoC Board to apply for a grant for CoC planning funds under this part on behalf of the CoC.

### *Committees & Workgroups*

The NPCoC’s committees and workgroups are the action planning components of the system. In these bodies, strategies are developed, deepened, and expanded into time-limited work plans. These groups may also be directly responsible for specific strategies or exploring options to solve particular concerns.

*Consolidated plan*

Means the HUD-approved plan developed in accordance with 24 CFR 91.

*The Continuum (Continuum of Care)*

The name of this body will be the Northern Panhandle Continuum of Care (the NPCoC).

This has been defined in two ways:

- 1) Means the group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate. (24 CFR § 578.3)
- 2) Means the group composed of representatives of relevant organizations, which generally includes [list as in first definition] that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area. (24 CFR § 576.2)

*NPCoC Member*

Those individuals and entities meeting the composition and eligibility standards of the NPCoC as set forth in this Charter.

*Eligible applicant*

Means a private nonprofit organization, state, local government, or instrumentality of state and local government

*Emergency Shelter*

Means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

*Emergency Solutions Grants (ESG)*

Means the grants provided under 24 CFR part 576.

*High-Performing Community (HPC)*

Means a Continuum of Care that meets the standards and has been designated as a high-performing community by HUD. To qualify as an HPC, a CoC must demonstrate through:

- 1) Reliable data generated by the CoC's HMIS that meets all of the following standards:
  - a) Mean length of homelessness. Either the mean length of episode of homelessness within the CoC's geographic area is fewer than 20 days, or the mean length of episodes of homelessness for individuals or families in similar circumstances was reduced by at least 10% from the preceding federal fiscal year;

- b) Reduced recidivism. Of individuals and families who leave homelessness, less than 5% become homeless again at any time within the next 2 years; or the percentage of individuals and families in similar circumstances who become homeless again within 2 years after leaving homelessness was decreased by at least 20% from the preceding federal fiscal year;
  - c) HMIS coverage. The CoC's HMIS must have a bed coverage rate of 80% and a service volume coverage rate of 80% as calculated in accordance with HUD's HMIS requirements; and,
  - d) Serve families and youth. With respect to CoC's that serve homeless families and youth defined as homeless under other federal statutes in paragraph (3) of the definition of homeless in 24 CFR § 576.2:
    - i) 95% of those families and youth did not become homeless again within a 2-year period following termination of assistance; or
    - ii) 85% of those families achieved independent living in permanent housing for at least 2 years following termination of assistance.
- 2) Reliable data generated from sources other than the CoC's HMIS that is provided in a narrative or other form prescribed by HUD that it meets both of the following standards:
- a) Community action. All the metropolitan cities and counties within the CoC's geographic area have a comprehensive outreach plan, including specific steps for identifying homeless persons and referring them to appropriate housing and services in that geographic area; and,
  - b) Renewing HPC status. If the CoC was designated an HPC in the previous federal fiscal year and used CoC grant funds for activities described under 24 CFR § 578.71, that such activities were effective at reducing the number of individuals and families who became homeless in that community.

### *Homeless*

- 1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - b) An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- 2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - a) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - b) No subsequent residence has been identified; and
  - c) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- 3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- a) Are defined as homeless under § 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), § 637 of the Head Start Act (42 U.S.C. 9832), § 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), § 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), § 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), § 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or § 725 of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - b) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - c) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and,
  - d) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- 4) Any individual or family who:
- a) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - b) Has no other residence; and,
  - c) Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

### *Homelessness prevention*

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the "homeless" definition in 24 CFR § 576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the "at risk of homelessness" definition, or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in 24 CFR § 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR § 576.105, the short-term and medium-term rental assistance requirements in 24 CFR § 576.106, and the written standards and procedures established under 24 CFR § 576.400.

### *Permanent housing*

Means community-based housing without a designated length of stay, and includes both permanent supportive housing and rapid rehousing. To be permanent housing, the program participant must be

the tenant on a lease for a term of at least one year, which is renewable for terms that are a minimum of one month long, and is terminable only for cause.

*Permanent supportive housing*

Means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

*Point-in-time count*

Means a count of sheltered and unsheltered homeless persons carried out on one night in the last 10 calendar days of January or at such other time as required by HUD.

*Private nonprofit organization*

Means an organization that does not include governmental organizations, such as public housing agencies and:

- 1) No part of the net earnings of which inure to the benefit of any member, founder, contributor, or individual;
- 2) That has a voluntary board;
- 3) That has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; and,
- 4) That practices nondiscrimination in the provision of assistance.

*Program participant*

Means an individual (including an unaccompanied youth) or family who is assisted with NPCoC program funds.

*Project*

Means a group of eligible activities, such as HMIS costs, identified as a project in an application to HUD for NPCoC funds and includes a structure (or structures) that is (are) acquired, rehabilitated, constructed, or leased with assistance provided under this part or with respect to which HUD provides rental assistance or annual payments for operating costs, or supportive services under this subtitle.

*Rapid Re-Housing*

From National Alliance to End Homelessness: Rapid Re-Housing: Creating Programs that Work (July 2009) Rapid Re-Housing is for “individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it” (HUD Homelessness Prevention and Rapid Re-Housing (HPRP) Notice, March 19, 2009).

These are the key components:

- 1) The individual or family is currently homeless;
- 2) The “Rapid” in Rapid Re-Housing means that the household is assisted to obtain permanent housing as quickly as possible. People move directly from homelessness to housing. There are no intermediate programs that delay their move to housing;

- 3) Rapid Re-Housing provides the minimal amount of assistance—amount and length—needed to obtain and retain housing;
- 4) Households are empowered to make their own choices and to respond to the consequences of those decisions;
- 5) The key to successful re-housing is understanding the individual’s barriers to getting and keeping housing—then finding ways to eliminate or compensate for those barriers.

### *Recipient*

See *CoC Program Grantee*.

### *Relevant organizations*

Include nonprofit homeless assistance providers, victim service providers, organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, homeless, and formerly homeless individuals.

### *Safe haven*

Means, for the purpose of defining chronically homeless, supportive housing that meets the following:

- 1) Serves hard to reach homeless persons with severe mental illness who came from the streets and have been unwilling or unable to participate in supportive services;
- 2) Provides 24-hour residence for eligible persons for an unspecified period;
- 3) Has an overnight capacity limited to 25 or fewer persons; and,
- 4) Provides low-demand services and referrals for the residents.

### *NPCoC staff*

The coordination hub responsible for:

- 1) Providing logistical support for NPCoC responsibilities as in Interim Rule – 24 CFR § 578.7;
- 2) Convening and facilitating the Board and key working groups;
- 3) Monitoring strategic coherence across efforts;
- 4) Coordinating communication within the Continuum;
- 5) Managing collective data systems and information distribution;
- 6) Mobilizing planning efforts that frame future NPCoC Strategic Plan, related community-wide plans and their revision;
- 7) Stewarding resources for collective impact as appropriate

As such, the support is not a “lead” entity, but rather performs the roles of advocate, planning consultant, project manager, and logistics staff – though always free to delegate elements of its responsibility to appropriate NPCoC members and/or contracted support as appropriate.

### *Transitional housing*

Means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.