

Southeastern Virginia Homeless Coalition

On July 21, 2011 the Norfolk, Chesapeake, and Western Tidewater Continua of Care received approval from the U.S. Department of Housing and Urban Development (HUD) to merge as the VA-501 Norfolk/Chesapeake/Suffolk/Isle of Wight/Southampton Counties Continuum of Care (Continuum of Care). The members voted to name the new Continuum of Care the Southeastern Virginia Homeless Coalition.

Bylaws

Adopted March 22, 2017

ARTICLE I – ORGANIZATION

- A. Name:** The name of this affiliation shall be the Southeastern Virginia Homeless Coalition (SVHC), hereinafter referred to as the Coalition. The Coalition includes members from SVHC-Norfolk, SVHC-Chesapeake and SVHC-Western Tidewater (see Article I, Section C).
- B. Service Area:** The geographic area includes the cities of Norfolk, Chesapeake, Suffolk and Franklin, and the counties of Southampton and Isle of Wight, Virginia. The cities and counties served under the Coalition’s geographical area will hereinafter be referred to as the localities.
- C. Local Chapters:** The Coalition is associated with three local chapters, including SVHC-Norfolk, SVHC-Chesapeake, and SVHC-Western Tidewater, hereinafter referred to as Chapters. Each Chapter works to advance local grass root efforts affecting the process, delivery and management of homeless services.
- D. Address:** The principal office of the Coalition shall be the same as the Lead Agency as identified during the Continuum of Care Homeless Assistance Grants Program Competition (see Article VI, Section A).

ARTICLE II – MISSION AND PURPOSE

- A. Mission:** The mission of the Coalition is to provide a path to housing and stability by developing, sustaining and coordinating a comprehensive continuum of care for its citizens at risk of, or experiencing, homelessness.

The Coalition accomplishes this by:

1. Carrying out the responsibilities of a Continuum of Care as defined by the U. S. Department of Housing and Urban Development;
2. Coordinating and implementing a system to meet the needs of the homeless population within the geographic area, including:
 - a) Planning for and conducting point in time counts of homeless persons;

- b) Conducting an annual gaps analysis of homeless needs and services; and
 - c) Monitoring and evaluating the performance of all federal and state funded programs, including CoC, ESG and others.
3. Establishing and consistently following fair, equitable written standards for screening, evaluating eligibility, and administering assistance for homeless or at-risk individuals and families across the geographic area;
 4. Establishing and operating a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services;
 5. Designating a single Homeless Management Information System (HMIS) and an eligible applicant to manage the system; and
 6. Reviewing, revising and approving all policies and plans required by the federal and state governmental agencies that oversee homeless assistance programs.

ARTICLE III – MEMBERSHIP

A. **Membership:** Members in this Coalition can be individuals or representatives from human services agencies, businesses, faith organizations or public agencies. Membership in this Coalition will be updated annually through an open registration process. Inactive members will be removed from the membership list.

B. **Membership Composition:** The members of the Southeastern Virginia Homeless Coalition consist of individuals and agencies concerned with the development and coordination of a system to meet the needs of the homeless population and subpopulations within the Coalition’s geographic area. Membership is open and will include, but is not limited to:

- nonprofit homeless service providers
- victim services 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 serving homeless veterans
- homeless and formerly homeless individuals
- concerned citizens

C. **Representation and Voting:** Action on behalf of the Coalition may be taken by a majority of registered members (as defined in Article III, Section A):

1. **Agencies:** Each registered agency shall have at least one official representative and be given only one vote.

2. **Individuals:** Registered members not connected with an agency, either as a staff or board member; shall be given one vote.

Voting may occur in person, in writing or electronically. Electronic mail balloting between regularly scheduled meetings is permissible if the issue must be decided immediately, cannot wait until the next scheduled meeting and the Coalition is not able to convene a special meeting. The need and appropriateness of electronic balloting is determined by the Chair.

- D. **Fees/Dues:** None required.
- E. **Financial Benefit to Members:** No financial benefit (earnings) of the Coalition may inure to any members, founders, or contributors. Members receive no compensation as a condition of their membership to the Coalition.

ARTICLE IV – MEETINGS

- A. **Meetings:** All meetings are open to the public. The Coalition shall meet no less than quarterly, and as scheduled by the Coalition as a whole.
1. **Regular Meetings:** The date and time of each regular meeting shall be established by the Coalition in July of each year.
 2. **Special Meetings** are not on the regular meeting schedule and are called by the Executive Committee of the Coalition, which shall establish the date and time. The Continuum of Care Coordinator shall give notice of at least three (3) business days before any special meeting date. (See Article IV, Section B2).
 3. **Annual Meetings:** The Coalition will hold an annual meeting during the month of July, at which time new officers will take their positions (See Article V, Section B1).
- B. **Quorum:**
1. **Regular and Annual Meetings:** The presence of 10 of the Coalition's registered members at any meeting, including the Annual Meeting, shall constitute a quorum if the meeting is a regularly scheduled meeting.
 2. **Special Meetings** are those not on the regular schedule. They require 10 of the Coalition's registered members participate for the purpose of voting or handling any official business of the Coalition and, if possible, the Continuum of Care Coordinator must provide a minimum of three (3) business days prior notice in writing (by fax, mail, or email).
- C. **Minutes of Coalition Meetings:** Minutes shall be kept at every Coalition meeting and shall include, at a minimum: the date, time and place of the meeting, the names of all who are in attendance, the topics discussed, the decisions reached and actions taken, any written reports disseminated, and any other information as may be deemed necessary by the Chair. The Continuum of Care Coordinator will keep official copies of the minutes for a minimum of five years, or as is policy for federal recordkeeping.

ARTICLE V – GOVERNANCE

- A. Purpose:** The purpose of the Coalition governance structure is to ensure orderly operations of the Coalition to carry out its mission. Coalition governance allows the three (3) elected positions of the Coalition to rotate among the membership of the represented localities of the Coalition, assuming that there are sufficient numbers of people from these localities willing to serve. In the event that there are not a sufficient number of people willing to assume a leadership role, then the leadership will petition other localities within the Coalition with sufficient and willing representation to fill the positions required.
- B. Election of Officers:** Officers of the Coalition include: Chair, Vice Chair, and Secretary.
- 1. Election:** Officers shall be elected for terms of two years, beginning with the Annual Meeting, by a majority vote of the Coalition. Election will take place within three (3) months prior to the Annual Meeting.
 - 2. Terms:** All officers shall hold office until their successors have been duly elected and qualified. An individual and/or agency may serve up to two, consecutive two-year terms in any one position on the Coalition. To ensure continuity, the three elected positions will be at staggered intervals, and never will all three positions be held by individuals from the same agency or jurisdiction. The Coalition shall have the power to appoint such other Officers as may be necessary to conduct business. Elected positions will take office at the Annual Meeting in July.
- C. Vacancies:** Vacancies on the Executive Committee occur by the expiration of the normal term, resignation, death, removal by the Coalition, or by failure to attend required meetings. Vacancies shall be filled by election by the Coalition. These elected positions shall serve for the remainder of the un-expired term and the member shall then be eligible for re-election to a full term on the Executive Committee, not to exceed five years.
- D. Executive Committee**
- 1. Membership:** The Coalition’s Executive Committee shall be comprised of the following elected members: Chair; Vice Chair and Secretary. Other members include the Continuum of Care Coordinator (non-voting), and Chair or Co-Chair from each Standing Committee. At least one member will be a homeless or formerly homeless individual. All final decisions and voting to conduct Coalition business are made at the Coalition meetings where a quorum is present.
 - 2. Duties:** The Executive Committee shall:
 - Act on behalf of, and in the best interest of, the Coalition to carry out its mission, goals and activities;
 - Conduct and guide the business of the Coalition, appointing committees and subcommittees as needed;

- Propose the general policies and guidance of the affairs of the Coalition;
 - Conduct an annual performance review and approve the designated Continuum of Care Lead Agency as well as the HMIS Lead Agency, with ratification by the Coalition membership; and
 - Keep regular minutes of its proceedings and report such proceedings at the next regularly scheduled meeting of the Coalition.
3. **Meetings:** The Executive Committee shall meet not less than ten times a year. The Chair may call special meetings of the Executive Committee. All officers are required to attend no less than 75% of the Executive Committee meetings as well as no less than 75% of all Coalition meetings.
 4. The Chair of the Program Monitoring Committee will be nominated by the Program Monitoring Committee members and approved by the Executive Committee (see Article VII, section D).

E. Duties of the Chair

1. Presides at all Coalition meetings;
2. Makes all committee chair appointments deemed necessary for the operation of the Coalition;
3. Serves as a member ex-officio of all committees;
4. Provides reports to the Coalition as needed;
5. Executes all papers, documents, and instruments ordered to be executed by the Coalition;
6. Performs all other such duties usually pertaining to the office of Chair and as determined by the Coalition;
7. Publicly represents the Coalition; and
8. Calls meetings of the Executive Committee.

F. Duties of the Vice Chair

1. Presides at meetings in the absence of the Chair and serves as otherwise needed in absence of the Chair;
2. Assists the Chair in making committee appointments deemed necessary for the operation of the Coalition;
3. Provides reports to the Coalition as needed; and
4. Performs all other such duties usually pertaining to the office of the Vice Chair as determined by the Coalition.

G. Duties of the Secretary

1. Prepares, reviews, and maintains a copy of all meeting minutes for the Southeastern Virginia Homeless Coalition;
2. Conducts the annual registration process for Coalition membership;
3. Provides notification of meetings and agendas to membership; and
4. Maintains a membership and attendance roster.

H. Duties of the Chair (or Co-chair) of Standing Committees

1. Attends all meetings of the Coalition, Executive Committee, and individual committees as required;
2. Coordinates the activities of the Standing Committee;
3. Reports back to the Executive Committee and Coalition as required; and
4. Performs all other duties as assigned by the Chair or Executive Committee.

I. Duties of the Continuum of Care Coordinator (*appointed by the Continuum of Care Lead Agency*):

1. Serves as a non-voting member of the Executive Committee;
2. Records attendance at monthly Coalition meetings and Executive Committee meetings;
3. Coordinates the development and timely submission of continuum-based applications to federal and state agencies for homeless assistance program funding;
4. Coordinates the annual Point in Time Count and other activities required by federal and state agencies for funding awards;
5. Verifies information included in the Grant Inventory Worksheet as well as the Housing Inventory Chart;
6. Coordinates the work of the Program Monitoring Committee to ensure complete representation of the homeless service agencies;
7. Works to ensure coordination between the Coalition and the South Hampton Roads Regional Task Force to End Homelessness;
8. Informs members of the Coalition and solicit input on regional initiatives affecting homeless and service agencies; and
9. Verifies membership status for Continuum of Care certifications and letters of support.

J. Resignation and Removal: Any officer, except the Chair, may resign by tendering a written notice to the Chair. The Chair may resign by tendering written notice to the Coalition. Any officer may be removed by the Coalition whenever, in the judgment of the Executive Committee, the best interest of the Coalition will be served thereby. A 2/3 majority vote of the Coalition shall be required to remove an Officer.

K. Conflict of Interest:

1. Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the standards of conduct and conflict-of-interest requirements under 2 CFR 200.317 and 200.318.
2. Continuum of Care board members. No Continuum of Care board member 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.
3. Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with

respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.

4. Other conflicts. For all other transactions and activities, the following restrictions apply:
 - a. No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted 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.
 - b. Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.
 - i. Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:
 1. Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict-of-interest policy; and
 2. An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies.
 - ii. Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (c)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:
 1. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
 2. Whether an opportunity was provided for open competitive bidding or negotiation;
 3. Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question;

4. Whether the interest or benefit was present before the affected person was in the position described in paragraph (c)(1) of this section;
5. Whether undue hardship will result to the recipient, the subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict;
6. Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; and
7. Any other relevant considerations.

ARTICLE VI – LEAD AGENCY

A. Lead Agency

1. **Continuum of Care (CoC) Lead** (or Collaborative Applicant) is designated by the SVHC as the primary point of contact and the entity responsible for managing the advancements of the CoC.
2. **Homeless Management Information Systems (HMIS) Lead** is designated by the SVHC as the responsible entity to manage the HMIS. The Planning Council was selected through an agency application process. The Planning Council selected ServicePoint software operated by Bowman Systems LLC as the CoC’s HMIS program.

A. Duties of the Continuum of Care Lead Agency

1. The CoC Lead Agency completes and submits all CoC-based applications for funding;
2. Implements a collaborative process for the continuum of care;
3. Evaluates performance outcomes of programs funded under CoC and ESG applications including, but not limited to, federal and state homeless assistance grants;
4. Ensures CoC compliance with the CoC Interim Program Rule and HUD Notices; and
5. Coordinates and reports outcomes for the annual Point in Time Count and Housing Inventory Worksheet.

B. Duties of the Homeless Management Information System (HMIS) Lead Agency:

1. The HMIS Lead Agency directly manages contracts with the system vendor on behalf of the Coalition;
2. Secures Agency and User Agreements between the Lead Agency and service providers utilizing HMIS;
3. Submits, at least on an annual basis, the Annual Homeless Assessment Report to HUD;
4. Produces annual shelter data to be submitted as part of the Point In Time Count report;
5. Provides all technical support, training, necessary program and security updates, and coordinates aggregate data reporting for service provider and funding agencies;
6. Develops and runs required data reports necessary to obtain and maintain funded homeless service programs, as well as demonstrate

characteristics of the homeless population within the CoC geographical area;

7. Develops and monitors a Privacy Plan surrounding data limitations and purposes as required by federal and state agencies; and
8. Ensures all client level data meets security provision requirements detailed in the 2010 HMIS Data and Technical Standards Final Notice, to include: transmission encryption, limited access to workstations, off-site backup and recovery, proper disposal of storage devices and system monitoring procedures. **(For further detail, see the SVHC HMIS Policies and Procedures Manual).**

ARTICLE VII – COMMITTEES

- A. Committees:** The Executive Committee will establish and specify the duties of standing and ad hoc committees as the need arises.
1. All standing and ad hoc committees shall consist of sufficient numbers to provide broad representation of the Coalition as appropriate. Chairpersons of each standing committee shall be recommended from the membership of the Standing Committee for a term of two years.
 2. Standing Committees include: Executive Committee, Service Coordination Committees, Program Monitoring Committee, HMIS and Data Collection Committee, and Ranking Committee.
- B. Executive Committee:** Membership and Duties defined in Article V, Section D.
- C. Service Coordination Committee**
1. Leverages community resources to assist homeless families/individuals;
 2. Provides case coordination linking families/individuals to a variety of benefits, housing and support services, and address barriers to self-sufficiency;
 3. Oversees system-wide coordination among service providers, maintains inventory of specific services, and establishes more seamless access to mainstream programs to improve the quality, efficiency, and effectiveness of homeless services; and
 4. Identifies needs and gaps in services for homeless subpopulations.
(For further detail, see the Coordinated Intake and Assessment System Procedures.)
- D. Program Monitoring Committee**
1. Agencies wanting to apply for, or that currently have, federal and/or state grants for homeless services, are required to participate on the Program Monitoring Committee. (See Article VIII, Section A)
 2. Responsible for maximizing funding from federal and state agencies, including the U.S. Department of Housing and Urban Development (HUD) McKinney-Vento/HEARTH Continuum of Care competition for homeless assistance grants;
 3. Has the primary responsibility for overseeing the timely, accurate presentation of the regional Consolidated Applications for federal and state grants, including the development and implementation of a fair and transparent application, review and ranking process for both new and renewal projects; and
 4. The Committee provides guidance and oversight into the monitoring of Continuum of Care performance as a whole and works with the Coalition members to improve and enhance outcomes and performance.
(For further detail, see the Standards of Care document.)
- E. Homeless Management and Information System (HMIS) and Data Collection Committee:**
1. Provides oversight and guidance on issues related to the implementation of the Homeless Management Information System (HMIS);
 2. Ensures that HMIS users meet the established Standards of Care;

3. Reviews user data quality reports;
4. Maintains an open system of shared, non-confidential information; and
5. Works to recruit non-federal and state funded agencies to utilize the database as a central repository for all client-level homeless data.

F. Ranking Committee

1. Ranking Committee members are nominated by the Coalition and will be representatives of agencies that do not receive federal or state funding for homeless service programs within the Coalition. Committee members may also be non-members of the Coalition;
2. Considers the community impact of projects seeking funding from federal and state agencies after reviewing the Standards of Care report, project applications, HUD Annual Progress Reports (APR) and other written information pertaining to each project applicant;
3. Assesses each project's impact on the community's continuum of care in relationship to the other projects seeking funding; and
4. Makes funding recommendations to the Coalition members for ratification.
(For further details, see the Ranking Evaluation Tool.)

G. Ad Hoc Committees (e.g. Point in Time Committee): The Coalition may create ad hoc committees as needed, the membership and duties of which shall be as determined by the Coalition. Each ad hoc Committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power to act except such as is specifically conferred by the Coalition. Upon completion of the task for which appointed, an ad hoc committee shall stand discharged.

H. Committee Activities: Business conducted within established committees will follow the same rules established herein for the overall Coalition activities.

I. Limitations on Committee Authority: The Coalition or the Executive Committee must approve all recommendations of the Standing and ad hoc committees before action may be taken. No commitments on behalf of the Coalition may be made by any committee chair or members of any committees without the approval of the Coalition or the Executive Committee. Actions taken by committees must be announced, discussed and voted on by either the Executive Committee or the whole Coalition, whichever is deemed appropriate.

ARTICLE VIII – Requirements for Funding

- A. Attendance and Participation Requirements for Funding:** Agencies requesting funding for new and/or renewal projects are required to be registered members of the Coalition. The Continuum requests that all agencies that receive funding attend the following meetings to assist in the planning and coordination of expending CoC funds:
1. Program Monitoring Committee; and
 2. SVHC General Membership Committee.

Agencies that participate in at least 75% of the listed Committee meetings throughout the twelve (12) months previous to the funding announcement will be incentivized on the CoC Scorecard. Agencies desiring to submit a new application for funding are referred to the Continuum of Care Committee Coordinator for guidance.

- B. Decision Making Process for Funding:** The Coalition maintains three (3) levels of review and approval for all requests made by any agency for homeless services program funding:
1. The Program Monitoring Committee reviews all project applications to ensure they meet the adopted Standards of Care, performance standards and Coalition priorities, and makes funding and program recommendations to the Ranking Committee. Applicants that disagree with the recommendations of the Program Monitoring Committee will be afforded time on the agenda where the Ranking Committee will consider the funding and project recommendations of the Program Monitoring Committee.
 2. The Ranking Committee reviews all recommendations made by the Program Monitoring Committee and ensures the applicant is in good standing, the services proposed respond to the overall community needs, and there are no conflicts of interest (Article V, Section K). The Ranking Committee will make funding and program recommendations to the Coalition members.
 3. The Coalition membership makes all final decisions to accept or reject requests for homeless services program funding.

ARTICLE IX – GENERAL PROVISIONS

- A. Fiscal Year:** The fiscal year of the Coalition and all committees shall be from July 1 through June 30.
- B. Parliamentary Authority:** The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters of procedures not specifically covered by these Bylaws.
- C. Dissolution of the Coalition:** In the event the Coalition is dissolved, and the Coalition owns any assets in excess of those needed to discharge fully its obligations, such assets shall be distributed exclusively to other non-profit human service agencies devoted to the health, welfare and well-being of citizens of South Hampton Roads by majority vote of the Coalition.

ARTICLE VII – ADOPTION AND AMENDMENT OF BYLAWS

These Bylaws may be amended at a regular or special meeting of the Coalition by a two-thirds (2/3) affirmative vote of the members present and voting. Amendments must be in written form and distributed to the members of the Coalition at least two (2) weeks prior to presentation and vote.

Chair

Vice-Chair