LINCOLN CONTINUUM OF CARE

GOVERNANCE CHARTER

Amendments adopted by the Continuum of Care on July 20, 2021

ARTICLE I.
Name

Section 1 - The name of the organization shall be the Lincoln Continuum of Care and will operate according to these by-laws and operational procedures and consistent with the U.S. Department of Housing and Urban Development requirements found at 24 CFR part 578. The name of the governing board of the Lincoln Continuum of Care (Lincoln CoC) is the Lincoln Continuum of Care Governing Board.

ARTICLE II.
Mission

Section 1 – The Mission of the Lincoln Continuum of Care is first and foremost to act as a standing committee of the Lincoln Homeless Coalition by following in their mission to heighten awareness, develop a community wide commitment to the needs and issues surrounding individuals and families who are near or experiencing homelessness. Further, the Lincoln Continuum of care will work to coordinate the efforts to prevent homelessness when possible, or to make homelessness rare, brief and a non-recurring experience for individuals and families within the metropolitan area of Lincoln, NE. The work of the Lincoln CoC includes gathering and analyzing information to determine the needs of Nebraskans experiencing homelessness, plan and implement strategic responses, and endeavor to improve the quality and effectiveness of strategies to prevent and end homelessness.

ARTICLE III.
Responsibilities

The Lincoln CoC is responsible for coordinating efforts to prevent and end homelessness among HUD and Emergency Solutions Grant (ESG) funded programs within the Lincoln, NE Metropolitan area. It provides leadership, a common homeless management information system (HMIS), the All Doors Lead Home Coordinated Entry System, and integrated planning to address the needs of homeless and at-risk families and individuals in our community. This Governance Charter was created and updated in consultation with the Lincoln CoC Governing Board, the Collaborative Applicant, and the HMIS Lead and with the overall guidance of the Lincoln Homeless Coalition.

To accomplish this effort, the Lincoln CoC will:

Section 1 – Operate an Urban Continuum of Care

• Develop, implement, and annually review this governance charter. The charter will address all updates to HUD requirements for Continuums of Care and for the administration and operation of Homeless Management and Information Systems (HMIS). The charter also includes a code of conduct and recusal processes to assure equity and transparency among all those acting on behalf of the Lincoln CoC.
The Lincoln CoC has developed and requires CoC and ESG recipients to follow written standards in the provision of CoC and ESG assistance.

The Lincoln CoC has developed and approved the All Doors Lead Home (ALDH) Coordinated Entry System and the ALDH Manual which outlines coordinated entry policies and procedures that shall be used by all CoC and ESG recipients.

In consultation with the State of Nebraska, as the recipient of the Homeless Shelter Assistance Trust Fund and the City of Lincoln as the ESG recipient, CoC grantees and ESG/HSATF grantees, the Lincoln CoC has developed and will continue to refine and develop performance measures appropriate for each program type (shelter, transitional housing, permanent supportive housing, rapid rehousing, etc.) and for program populations served. These standards will be reviewed on an annual basis and updated as appropriate.

Based on the approved performance measures, the Lincoln CoC, through the HMIS lead agency, will monitor the performance of ESG and CoC funded grantees, evaluate the outcomes achieved by these projects and take actions to improve the performance of grantees that fail to achieve outcomes through technical support, peer assistance, and, when needed, reallocation of funding.

The Lincoln CoC will also continually evaluate and monitor CoC system needs and performance and make strategic reallocation of funding to meet identified needs in the CoC.

Report to HUD on an annual basis regarding the outcomes of ESG and CoC funded programs.

Section 2 – CoC Planning

Annually plan and conduct a point-in-time count of homeless people and housing inventory of dedicated homeless beds and units in Lincoln, NE, following HUD requirements. Minimally this will include: an inventory and utilization analysis of emergency, transitional and permanent housing for homeless people, a thorough count of sheltered and unsheltered homeless persons, and an enumeration of special populations including the chronically homeless, U.S. Military Veterans, and youth.

Based on the data collected through the point-in-time count, develop a gaps analysis of housing and services needs compared to the actual available inventory of services and prioritize the use of homeless assistance resources based on these unmet needs.

Collaborate with the City of Lincoln to provide information necessary to complete the Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance Evaluation Report.

Consult with the State of Nebraska and the City of Lincoln on the plan for allocating ESG funding and evaluating and reporting on the performance of ESG grantees.

Section 3 – Designating and Operating an HMIS

Per the HEARTH Act, the Continuum of Care is responsible for selecting an HMIS software solution; designating an eligible applicant to serve as the HMIS lead and manage the system,
providing oversight for key HMIS policies, working with the HMIS lead to ensure consistent provider participation and ensuring the quality of HMIS data. The Lincoln CoC has selected Center for Children and the Law (CCFL) as the HMIS lead entity for this region. The Lincoln CoC has designated the University of Nebraska – Lincoln, Center for Children, Families and the Law as the HMIS lead entity and the only entity eligible to apply for HUD HMIS funding in the Continuum of Care.

- The HMIS lead entity on an annual basis will review and revise a CoC HMIS data privacy plan, data security and data quality plan and will submit these to the Lincoln CoC for review and approval. These documents will be available for review by the public on the HMIS Leads website.

- The Lincoln CoC Governing Board will oversee the operation of the HMIS and ensure that it meets all applicable HUD requirements.

- The Lincoln CoC will make all efforts to ensure consistent and accurate participation in HMIS data efforts by all CoC and ESG grantees and provide support as needed to non-funded homeless service providers in the BoS region to participate in HMIS.

Section 4 – Applying for CoC Funds

- The Lincoln CoC will plan, develop, and operate a collaborative process for preparing the CoC application to HUD in the format designated by HUD.

- Identify priorities based on gaps analysis and other information for projects to be funded with HUD CoC assistance.

- Designate an entity to serve as the ‘collaborative applicant’ to HUD.

- Establish Renewal and Ranking Policy and Procedures, as well as approve and authorize the submission of an application to HUD in response to the CoC Notice of Funding Availability.

Section 5 – Operate a System of Coordinated Entry

- The Lincoln CoC will continue efforts to maintain and expand the established All Doors Lead Home Coordinated Entry System that uses a standardized assessment process to prioritize placement in homeless assistance. Households will be prioritized for assistance based on the severity of their need and the length of time that they have been homeless.

- The CoC has designated the University of Nebraska-Lincoln, Center on Children, Families, and the Law as the Coordinated Entry Lead and the only entity eligible to apply for SSO-Coordinated Entry Funding through the CoC program.

- All providers receiving CoC or ESG funding to provide the service may only provide housing and services to those households that have been referred through coordinated entry. Providers may not place anyone into housing who has not come through the coordinated entry process.
ARTICLE IV.
Members

Section 1 - Membership of the Lincoln Continuum of Care

Membership to the Lincoln Continuum of Care is open to any agency that serves the homeless or at risk of homeless population in Lincoln, Nebraska, including but not limited to; government, nonprofit, faith based, education, public housing agencies, affordable housing developers, law enforcement, victim services, youth service providers, veterans' services, health, and behavioral health organizations.

Section 2 – Member Responsibilities

Members are expected to attend the regular monthly meetings of the Lincoln Continuum of Care to provide appropriate feedback and receive updates on Continuum of Care or ESG related topics.

Section 3 – Collaborative Applicant Responsibilities

The City of Lincoln has been approved as the Collaborative Applicant of the Lincoln Continuum of Care. As the Collaborative Applicant, the City of Lincoln will be responsible for coordinating homeless activities as the primary CoC Planning Applicant in the metropolitan area. They are responsible for collecting and submitting the required CoC Application information for homeless assistance funding from the HUD on behalf of the Lincoln CoC. They are also the entity responsible for applying for CoC planning funds on behalf of the Lincoln CoC.

ARTICLE V.
Governing Board

Section 1 – The collaborative applicant, Nebraska homeless assistance trust fund representative, HMIS lead, one ESG funded agency representative, one CoC funded agency representative, and one Youth Action Board representative will be identified as officers of the Lincoln Continuum of Care.

Section 2- The Chair of the Lincoln CoC steering committee shall be appointed by the Lincoln Homeless Coalition.

Section 3- Agency Representation: One ESG and one CoC representative shall be a voting member of the Lincoln CoC Governing Board. The ESG and CoC shall rotate on an annual basis alphabetically from the member list.

ARTICLE VIII.
Committees or Task Forces

The Lincoln Continuum of Care is a standing committee of the Lincoln Homeless Coalition. Lincoln CoC Governing Board Members are seated on the Homeless Coalition's Executive Committee. All further committees and/or tasks forces shall be assigned through the Executive Committee of the Homeless Coalition.
ARTICLE IX.
Meetings

Section 1 - Meetings of the Lincoln Continuum of Care

1. Regular meetings of the Lincoln Continuum of Care shall be called at least monthly. Additional meetings may be scheduled as deemed necessary.

2. A Special Meeting may be called by a Governing Board member of the Lincoln Continuum of Care provided that reasonable notice is given to all members of time, place, and purpose of such meeting.

3. Meetings will be held in areas that are geographically accessible to members, or arrangements will be made to use technology to make meetings geographically accessible.

ARTICLE X.
Parliamentary Authority & Voting

Section 1 - Formal actions of the Lincoln Continuum of Care shall be conducted according to the most recent version of Robert's Rules of Order.

Section 2 - Each member agency of the Lincoln Continuum of Care, except for the Chairperson, is entitled to one (1) vote on each matter submitted to a vote. In the event of a tie vote, the Chairperson shall cast the deciding vote.

Section 3 - A vote of the quorum is necessary to approve any action submitted to a vote.

Section 4 – The Lincoln CoC Governing Board shall convene for voting when a conflict of interest is identified.

ARTICLE XI
Conflicts of Interest

Section 1 – Conflicts of Interest. No member shall vote on or participate in the discussion of any matters that directly affect the financial interests of that member, his/her immediate family, or his/her employer. Members may not vote on or participate in the discussion of any funding or reallocation of funding to the organization in which they or a family member are employed or have a financial interest.

Section 2 – Disclosure. Disclosure of the conflict of interest should occur at the earliest possible time and, if possible, prior to any discussion on any issue related to the conflict. An individual with a conflict who is serving as chair of the meeting shall relinquish the chair to another member during the discussion of the issue and abstain from voting.
ARTICLE XII.
Amendments to the Bylaws and Operational Procedures

These by-laws and operational procedures may be altered, amended, or repealed and new by-laws may be adopted by formal action of the Lincoln Continuum of Care at regular or special meetings. Proposed changes shall be submitted in writing in advance of the scheduled meeting at which the action is to be taken. In order for the amendment to go into full effect, a motion must be proposed, and voted upon by a majority vote of the quorum.

The Lincoln Continuum of Care will review, update, and approve this governance charter at least bi-annually.

ARTICLE XIII.
Miscellaneous

These by-laws will be printed and submitted to members prior to formal adoption. Each member will be provided a copy of the by-laws and operational procedures.

The undersigned, being the Lincoln Continuum of Care Governing Board, do hereby certify that the forgoing are the By-Laws adopted by the members on July 20, 2021.

Bradd Schmeichel
Bradd Schmeichel
Collaborative Applicant; City of Lincoln, Urban Development

Jeff Chambers
HMIS Lead; University of Nebraska-Lincoln, Center on Children, Families and the Law

Andrea Curtis
Nebraska Homeless Assistance Trust Fund

Friendship Home
CoC Agency

Family Service Lincoln
ESG Agency

Dennis Hoffman