

LINCOLN CONTINUUM OF CARE

GOVERNANCE CHARTER

Adopted by the Continuum of Care on July 21st, 2023

ARTICLE I

Name

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

ARTICLE II

Purpose and Mission

Section 1 – The purpose of the City of Lincoln Continuum of Care is to make homelessness rare, brief, and non-recurring, thereby ending homelessness for all Lincoln residents.

The mission of the City of Lincoln Continuum of Care is to promote community-wide commitment to end homelessness, quickly re-house individuals and families experiencing homelessness, improve access to and use of mainstream programs by persons experiencing homelessness, and optimize self-sufficiency among individuals and families experiencing 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 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 will annually review the requirements of CoC and ESG program recipients to follow in the provision of CoC and ESG assistance.
- The Lincoln CoC has developed and approved the All Doors Lead Home (ADLH) Coordinated Entry System and the ADLH 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

- 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 designated the University of Nebraska-Lincoln, Center on 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 Lead’s 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 Lincoln CoC 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 Opportunity (NOFO).

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 550-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
Lincoln Continuum of Care Membership

Section 1 – CoC Membership Eligibility

Lincoln Continuum of Care members are local community agencies, organizations, projects, or individuals serving unhoused populations. Membership is open to any agency, organization, or individual in the local community that would like to participate in the CoC, is able to complete membership responsibilities, and supports the mission and purpose of the Continuum.

Member organizations are agencies and organizations represented by individuals as part of the Lincoln CoC. The types of agencies and organizations that membership is open to include but are not limited to 1) government; 2) nonprofit; 3) faith-based; 4) education; 5) public housing; 6) affordable housing developers; 7) law enforcement; 8) victim services; 9) youth service providers; 10) veterans' services; 11) health; and 12) behavioral health. Individuals are also encouraged to join the CoC, including persons with lived experience of homelessness. Membership in the CoC is defined as affiliated, unaffiliated, or lived experience membership:

- **Affiliated Members.** Individuals with a connection to or who are representing a member organization. Eligible individuals looking to join the Lincoln CoC as affiliated members should complete [this form](#) or contact the current CoC Planning Manager with their first and last name, email address, and agency/organization name.
- **Unaffiliated Members.** Individuals within the community who do not have a connection to or who are not representing a member organization. Eligible individuals looking to join the Lincoln CoC as unaffiliated members should complete [this form](#) or contact the CoC Planning Manager with their first and last name and email address and indicate that they would like to join as an unaffiliated member.
- **Lived Experience Members.** Individuals within the community with current or past experience being unhoused. Eligible individuals looking to join the Lincoln CoC as lived experience members should complete [this form](#) or contact the CoC Planning Manager with their first and last name and email address and indicate that they would like to join the CoC as a lived experience member.

Section 2 – Member Responsibilities

Each member organization must complete the following responsibilities annually to be considered active within the CoC:

- Identify an affiliated member within the member organization to be the voting representative. The voting representative will be responsible for casting one (1) vote on behalf of the member organization.
- Identify an affiliated member within the member organization to be the alternate voting representative. The alternate voting representative will be responsible for carrying out the responsibilities of the voting representative should they be unable to attend the vote or unable to carry out their responsibilities as the voting representative.
- Have at least one active affiliated member representing the member organization.

- Be represented in at least 75% of the Lincoln CoC meetings by at least one affiliated member associated with the member organization.

Each affiliated member must complete the following responsibilities annually to be considered active within the CoC:

- Renew CoC membership annually through [this form](#) or by contacting the current CoC Planning Manager.
- Attend most regular monthly meetings of the City of Lincoln Continuum of Care.
- Engage with and provide input to the CoC.
- Follow the guidance from, support, and promote the CoC efforts to end homelessness.
- Coordinate with other affiliated members of the member organization to identify one voting representative and one alternate voting representative. Once the voting representative and alternate voting representative are identified, the current CoC Planning Manager should be notified of the affiliated members who are fulfilling these roles.

Each unaffiliated member or lived experience member must complete the following responsibilities annually to be considered active within the CoC:

- Renew CoC membership annually through [this form](#) or by contacting the current CoC Planning Manager.
- Attend monthly meetings of the City of Lincoln Continuum of Care to the best of their ability.
- Engage with and provide input to the CoC.
- Follow the guidance from, support, and promote the CoC efforts to end homelessness.

All unaffiliated members and lived experience members are voting representatives by default. As such, unaffiliated members and lived experience members do not need to elect a voting representative or alternate voting representative to maintain active status within the CoC.

Section 3 – Removal of Active Member Status

Members (affiliated or unaffiliated) may have their active membership suspended by the Continuum of Care upon direction by the CoC Executive Board.

Reasons for suspension of CoC membership are limited to failure to meet membership responsibilities and failure to support the CoC purpose and mission.

Active CoC membership status may be regained through remediation of identified CoC Executive Board steps to address the cause for suspension. Submission to the CoC Executive Board of steps taken to remediate the cause for the suspension will be reviewed and a decision on reactivation provided within 30 days. Request to reactivate membership in CoC may be requested annually.

Section 4 – Collaborative Applicant Responsibilities

The City of Lincoln Urban Development Department has been approved as the Collaborative Applicant of the City of Lincoln Continuum of Care. As the Collaborative Applicant, the City of Lincoln UDD will be responsible for coordinating homeless activities as the primary CoC Planning Applicant in the metropolitan area. UDD is responsible for collecting and submitting the required CoC Application

information for homeless assistance funding from HUD on behalf of the City of Lincoln CoC. They are also the sole entity eligible to and responsible for applying for CoC planning funds on behalf of the Lincoln CoC.

ARTICLE V
Governing Board

Section 1 – Governing Board members must be members in good standing per Article IV Membership. The collaborative applicant, Nebraska Homeless Assistance Trust Fund recipient, and the HMIS and Coordinated Entry lead are ex-officio members. One ESG – HSATF (NHAP) funded agency representative, one CoC-funded agency representative, a CoC member agency at large (not CoC/NHAP funded), a member at large with lived experience, and one youth action board representative serve as the Lincoln Continuum of Care Governing Board. The agency representatives, members at large, and youth action board member are appointed annually, see Article V, Section 3.

Section 2 – The Co-Chairs of the Lincoln CoC Governing Board shall be the Collaborative Applicant and the HMIS-Coordinated Entry Lead.

Section 3 – The ESG and CoC funded and CoC member at large members shall rotate on an annual basis alphabetically from the CoC member list. The CoC and CoC Grantee member list will be maintained by the collaborative applicant or their designee. The lived experience member at large and the youth action board member shall be appointed annually. There are no limitations to the number of terms either the member at large or youth action board members may serve.

ARTICLE VI
Committees or Task Forces

The City of Lincoln Continuum of Care is a standing committee of the Lincoln Homeless Coalition. The City of Lincoln CoC Governing Board Co-chairs are seated on the Homeless Coalition’s Executive Committee and serve as co-chairs of the Lincoln Homeless Coalition’s CoC Committee.

The City of Lincoln Continuum of Care shall designate additional committees and task forces as required through the CoC Governing Board.

ARTICLE VII
Meetings

Section 1- Meetings of the Lincoln Continuum of Care

- Regular meetings of the Lincoln Continuum of Care shall be called monthly.
- Additional meetings may be scheduled as deemed necessary by the Chairs and Governing Board. 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 the time, place, and purpose of such meeting.
- Meetings will be held in areas that are geographically accessible to members, or arrangements will be made to use technology to make meetings accessible.

ARTICLE VIII
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 Governing Board co-chairs, is entitled to one (1) vote on each matter submitted to a vote. In the event of a tie vote, the Collaborative Applicant co-chair of the Governing Board shall cast the deciding vote.

Section 3 – A vote of the quorum is necessary to approve any action submitted to a vote. A quorum is defined as a simple majority of voting representatives. In the absence of a quorum, the meeting may be adjourned to another time and/or place.

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

ARTICLE IX
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, their immediate family, or their 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 X
Amendments to the Bylaws and Operational Procedures

These bylaws and operational procedures may be altered, amended, or repealed and new bylaws may be adopted by formal action of the City of 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 approved by a simple majority of CoC members present. The Lincoln Continuum of Care will review, update, and approve this governance charter annually.

ARTICLE XI
Miscellaneous

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

The undersigned, being the Lincoln Continuum of Care Governing Board, do hereby certify that the foregoing are the bylaws adopted by the members on July 21st, 2023.

Bradd Schmeichel
Collaborative Applicant
City of Lincoln, Urban Development

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

Niki Tuzicka
Nebraska Homeless Assistance Trust Fund (NHAP)

Friendship Home - NHAP Funded Agency

Matt Talbot Kitchen & Outreach - CoC Funded
Agency

Fresh Start -Agency Member at Large

Lived Experience Member at Large

Youth Action Board Representative