



**Tri-County Homeless Interagency Council (Tri-HIC) Continuum of Care  
BYLAWS**

<b>Revision Number</b>	<b>Revision Date</b>	<b>Summary of Revisions</b>
1	3/25/2021	<ul style="list-style-type: none"> <li>• Added in Executive Committee language (PG7)</li> <li>• Monitoring Committee as a permanent committee (PG11)</li> </ul>
2	7/16/2021	<ul style="list-style-type: none"> <li>• Defines “High Performing” (pg. 4)</li> <li>• Revises Active Membership Meeting Attendance (pg. 5)</li> <li>• Defines “Good Standing” (pg. 6)</li> <li>• Revised Board Terms &amp; Elections (pg. 7)</li> <li>• Revises terms for Officers (pg. 8)</li> <li>• Clarifies Duties of Officers (pg. 8)</li> <li>• Revises Board vacancy &amp; renewal terms (pg. 8)</li> <li>• Establishes Ex Officio Board Member as Nonvoting (pg. 9)</li> <li>• Revises Code of Conduct/Conflict of Interest policy (pg. 10)</li> <li>• Revises language for Ranking &amp; Monitoring Committees (pg. 11)</li> </ul>

## **ARTICLE I: ORGANIZATION**

### **Section 1. Name**

The name of the US Department of Housing and Urban Development (HUD)-designated Wilmington/Brunswick, New Hanover, Pender Counties Continuum of Care (NC-506) is the Tri-County Homeless Interagency Council (Tri-HIC).

### **Section 2. Geographic Area**

The geographic area served by the Tri-HIC is Brunswick, New Hanover, and Pender counties.

### **Section 3. Administration**

Tri-HIC shall have an administrative staff, operating at an agency voted on by the Continuum of Care (CoC) Board, who shall fulfill the following responsibilities:

#### **A. Continuum of Care Program Administrator**

- Provide the necessary support to ensure the ongoing functioning of the Tri-HIC and all active subcommittees and to maintain CoC compliance with all applicable HUD rules and regulations.
- Support the work of the CoC Board and committees.
- Maintain a copy of all meeting minutes and notes.
- Provide notification of meetings and agendas to membership and other community members.
- Maintain an attendance roster.
- Prepare the list of eligible voters for Tri-HIC meetings as needed.
- Facilitate regular Coordinated Entry meetings/staffing.
- Provide technical assistance on the Coordinated Entry process, including data quality, gap analysis and written standard updates.

#### **B. Tri-HIC local HMIS System Administrator**

- Provide technical assistance to all HMIS participating agencies within the CoC and outreach to all agencies whose mission aligns with that of the Tri-HIC and whose participation would add value to our local data collection and reporting.
- Ensure that Tri-HIC HMIS participating agencies are following all policies and procedures as issued by the NCHMIS Governance Committee, including facilitation of any meetings related to data quality and reporting.
- Serve as the Tri-HICs primary representative to the NCHMIS Governance Committee and ensure that the Tri-HIC adheres to participation requirements as outlined in the GC by-laws.
- Coordinate the annual Point In Time Count and Housing Inventory Chart, submit data and required reports to HUD via the HUD Data Exchange System (Longitudinal System Analysis, System Performance Measures, PIT/HIC).

#### **C. Coordinated Entry Lead**

- Hold regular Coordinated Entry meetings/staffing.
- Provide technical assistance on the Coordinated Entry process, including data quality, gap analysis and written standard updates.

- D. Continuum of Care Competition Collaborative Applicant
  - Coordinate all CoC Grant Committee activities necessary to support the continuation of HUD-funded programs and application for any additional CoC grant-funded activities approved by vote of the Tri-HIC ranking committee.
  
- E. Continuum of Care Lead
  - Provide the necessary support to ensure the ongoing functioning of the Tri-HIC and all active subcommittees and to maintain CoC compliance with all applicable HUD rules and regulations.
  - Support the work of the Board and committees and serve as the chair except in a conflict of interest (ie: Ranking Committee).
  
- F. Emergency Solutions Grant Fiscal Agent
  - Provide programmatic and fiscal monitoring of ESG grant recipients.
  - Provide general fiscal and accounting services for the ESG program.

**Section 4. Address**

The principal address of the CoC shall be the office of the administrative staff.

**ARTICLE II: MISSION AND PURPOSE**

**Section 1. Mission**

The Tri-HIC will serve as the Continuum of Care (CoC) for its geographic area. The mission of the Tri-HIC’s is to assemble stakeholders to address homelessness and surrounding issues through, system development and coordination, development of data driven strategies and policies, insurance of the implementation of standards of care, education and empowerment of the membership and community advocacy.

**Section 2. Purpose**

Implement a coordinated, strategic, and evidence-based approach to the issues that surround homelessness and provide solutions for ending homelessness through being at the forefront on advocacy and education and collaborating with a broad range of resources and organizations in the area.

The primary purpose of the Tri-HIC is to carry out the responsibilities of a Continuum of Care as defined by Housing and Urban Development (HUD), which includes but are not limited to the following duties:

- A. To establish and operate a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services;
  
- B. To establish and consistently follow fair, equitable written standards for screening, evaluating eligibility, and administering assistance for homeless or at-risk individuals and families across the geographic area;

- C. To coordinate and implement a system to meet the needs of the homeless population and subpopulations within the geographic area, including:
- planning for and conducting Point-in-Time Counts of homeless persons within the geographic area;
  - conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
  - consulting with state and local government Emergency Solutions Grants (ESG) program recipients within the Tri-HIC on the plan for allocating ESG program funds; and
  - reporting on and evaluating the performance of ESG and CoC funding program recipients and sub-recipients;
- D. To prepare and oversee an application for federal funds targeted to homelessness, which includes establishing priorities for funding projects within the geographic area; determining which applications can be received for consideration; and selecting the applications being submitted for funding;
- To prepare, review, and/ or coordinate CoC funds with ESG and other federal funds as well as state and local funding dedicated to homelessness or to benefit the homeless services system;
  - To ensure homeless resources are invested efficiently and effectively in programs that meet the needs of the community and are high-performing. High-performing is defined as having no active monitoring from Federal, State or local agencies (including the ESG Fiscal Agent); meeting obligations under the terms of grant agreements; having no audit qualifications or financial concerns as evidenced by unaudited and audited financial statements; and having no outstanding or delinquent reimbursements due to any Federal, State or local grantor.
  - To monitor program and system performance-on-performance measures established by HUD; and,
  - To select a Collaborative Applicant or eligible agent to submit an application (enter into a legal agreement with HUD) on behalf of the Tri-HIC.
  - To designate a Homeless Management Information System (HMIS) and an eligible applicant to manage the HMIS;

## **ARTICLE III: MEMBERSHIP**

### **Section 1. Membership Composition**

Membership of the Tri-HIC will be composed of individuals and organizations concerned with the development and coordination of homeless assistance programs. Membership is open and will endeavor to include, but not be limited to:

- |                                |   |
|--------------------------------|---|
| • Nonprofit homeless providers | • Affordable housing developers             |
| • Victim services providers    | • Law enforcement and/or local jail         |
| • Faith-based organizations    | • Organizations serving homeless veterans   |
| • Governments                  | • Homeless or formerly homeless individuals |
| • Businesses                   | • Advocates                                 |
| • Mental health agencies       | • Public housing agencies                   |

- Hospitals
- Universities
- EMS/Crisis response teams
- Youth advocates
- School districts
- Social service providers
- Disability service organizations and advocates
- LGBTQ service organizations and advocates

## Section 2. Membership Categories

There are two types of membership within the Tri-HIC, Organizational and Individual:

- A. **Organizational:** human service agencies, departments of local government, businesses, faith organizations, businesses, education organizations, and other agencies. The Chief Administrative Official of an organizational member shall annually designate one or more organizational representatives who shall be authorized to represent and vote on behalf of the organization. Where multiple designated representatives of an organizational member are in attendance at a general meeting, the organizational representatives present shall designate one representative to be the organizational representative for the purposes of the meeting and such representative shall be the only representative of the organizational member who shall count toward quorum or who shall be entitled to vote.
- B. **Individual:** Any single person, not related to or employed by either of the aforementioned member organizations. Those who are homeless or formerly homeless and who are not associated with an organizational member are encouraged to join as individual members.

## Section 3. Active Membership

Membership in the Tri-HIC will be available through an open registration process by completing a member registration form on <https://capefearcog.org/continuum-of-care> or by contacting the Collaborative Applicant and expressing desire to become a member of the Tri-HIC. The membership is comprised of all active members. A member will be considered an active member if they have attended the Tri-HIC Annual Meeting, three (3) general meetings within the past twelve (12) months and have a current registration form on file. Active members are entitled to vote as defined in Article IV and qualify to receive membership and participation verification letters for grants. The Collaborative Applicant will determine the number of active members prior to any Tri-HIC meeting.

## Section 4. Dues

There will be no dues for membership in the Tri-HIC.

# ARTICLE IV: GOVERNANCE

## Section 1. Purpose

The purpose of the Tri-HIC governance structure is to ensure the orderly operations of the CoC. To accomplish its mission as a Continuum of Care, the CoC will elect a CoC Board to serve as its governing body. The CoC Board shall have the power to act on behalf of and in the best interest of the Tri-HIC.

## Section 2. CoC Board Composition

The CoC Board will be made up of not less than fifteen and not more than twenty-one persons elected by the membership at its annual meeting. In accordance with the HEARTH Act, federal, state, and local priorities as outlined in planning documents, the Tri-HIC shall strive to ensure broad geographic coverage on the CoC Board and on committees and to represent the subpopulations of people experiencing homelessness in the geographic area. The CoC Board should include, but not be limited to, representatives from the following:

- local government agencies or regional entities in the Continuum of Care
- the philanthropic sector
- an agency funded with Emergency Solutions Grant funding and/or Continuum of Care Program Competition
- Veteran Affairs or other organization serving homeless veterans
- homeless service providers, including emergency shelters and outreach services
- an agency serving survivors of sexual and domestic violence
- substance abuse and/or mental health services
- faith-based organizations
- employment services or workforce development
- medical or hospital sectors
- Homeless or formerly homeless individual(s)

No more than one-third of CoC Board members shall be current recipients of funding from coordinated funding processes as described in Article III. Other CoC Board members will represent constituent groups and individuals supporting the systems-level coordination of federal, state, and other funds and resources targeted to ending homelessness.

Each CoC Board members' Agency must be in good standing with federal, State, and local CoC. **The following conditions will result in a determination that an Agency is not in good standing:**

- Failure to resolve findings from HUD or ESG monitoring,
- Failure to address exceptions or qualifications to annual audits or financial statements,
- Failure to resolve local findings either from local monitoring or grievances/complaints.

If an agency fails to resolve HUD or State Grant (ESG) findings, outstanding/unresolved grievances, unresolved issues of recapture of funds, and/or unrectified audit findings or material deficiencies as described in audited financials is not in good standing. Upon notification or determinations that such a condition exists, the COC Director will issue written notification to the COC Board Chair and the affected COC Board member. This situation renders that Board member ineligible to continue serving and requires immediate removal from the CoC Board. The Board member may voluntarily set down or may be removed by a vote of the Board in accordance with Section 7 of Article IV.

Good standing is reestablished when:

- When HUD issues a letter stating that findings are resolved, and that the agency is no longer subject to sanctions/recapture of grant funds/ or some similar language and the COC Board has been provided with said HUD communication.
- When local Findings are adjudicated, and the Board acts to reinstate agency to “good standing.” Local Grievances are reviewed by the Monitoring Committee and then recommendations are made to the COC Board for final determination.
- When reimbursement payments owed to HUD or the State are paid in full.

### **Section 3. CoC Board Terms and Elections**

With four exceptions, the CoC Board members serve 2-year terms and may serve up to two (2) consecutive terms. Terms are staggered such that approximately 51% of seats expire in odd years and 49% expire in even years. Elections are held at the Annual Meeting to fill expiring seats and any vacancies not filled by the CoC Board. Any active individual member or organizational member may nominate any other active individual member or designated representative of an active organizational member for an expired or vacant seat on the CoC Board, provided that the composition of the CoC Board remains consistent with Section 2 above and the nominee is in good standing CoC Board members serve until their replacement has been elected.

Four seats are designated permanent seats for Board members representing the City of Wilmington, Brunswick County, New Hanover County, and Pender County. The Board members representing these entities are appointed by the City/County Manager for each entity and serve at the pleasure of the appointing authority.

### **Section 4. Duties of The CoC Board**

Responsibilities of the CoC Board include, but are not limited to:

- report their proceedings at the next regularly-scheduled membership meeting;
- approve the Continuum of Care Lead, HMIS Lead, Collaborative Applicant and Coordinated Entry Lead;
- attend Tri-HIC Annual Meeting, two (2) of twelve (12) Tri-HIC general meetings and the five (5) of six (6) CoC bi-monthly board meetings.. Additional or unexpected absences will be evaluated by the Executive Committee of the CoC Board, as necessary;
- ensure applications for federal and state funds are on time and of good quality;
- ensure all new and renewal projects are reviewed annually for compliance with the submitted application and address non-compliance when necessary;
- ensure the CoC and projects funded are in compliance with HUD, HEARTH Act, and other relevant regulations;
- ensure that all CoC-based funding is aligned with local needs;
- monitor the implementation of programs to make homelessness rare, brief and one-time experience; and
- ensure CoC funds are being efficiently and effectively used to address homelessness.

## **Section 5. Officers**

The officers of the CoC Board will be a Chair, Vice Chair and Secretary. Officers are elected to one-year terms by the CoC Board at the first CoC Board following the Tri-HIC Annual Meeting. Officers may not exceed two (2) consecutive one-year terms. The Executive Committee steers the strategic direction of the CoC Board, establish key goals and priority focus for the year, guide the focus of its committees, and consider any business requiring attention during the intervals between full meetings of the CoC Board. In an emergency, the Executive committee may make formal recommendations on behalf of the CoC Board. Examples include but not limited to: (1). an employment concern requiring disciplinary action that should be kept confidential (2) a disaster response that would require a short turn around or include financial decisions.

## **Section 6. Duties of Officers**

### **A. Chair**

- Preside at all the Tri-HIC general meetings and the CoC Board meetings.
- Provide direction and leadership, along with the CoC Board, to ensure that all functions of the Tri-HIC are carried out.
- Provide reports and timely updates to Tri-HIC.
- Is a de facto member of all committees and will appoint a Chair to lead each committee.
- Publicly represent the Tri-HIC.
- Call meetings.
- Set meeting agendas.

### **B. Vice Chair:**

- Support Chair to carry out duties.
- Preside at meetings in absence of Chair.
- Perform duties of Chair in absence of Chair.

### **C. Secretary:**

- Support the Chair and Vice-Chair to carry out duties.
- Prepare and distribute minutes of meetings of the membership and the CoC Board.

## **Section 7. Vacancies and Removals**

A vacancy on the CoC Board may be filled for the unexpired portion of the term by a majority vote of the membership.

CoC Board members may be removed from the CoC Board for violations of the conflict-of-interest policy or for other violations of the policies including for failure to remain in good standing (as previously defined in Article IV, Section 2), misrepresentation of agency operations in grant applications, or for other violations of the policies and procedures of the Tri-HIC. Removal of a CoC Board member requires a two-thirds majority vote of the CoC Board.

## **Section 8. Non-voting ex-Officio Member: CoC Administrator/Director**

The CoC Director, employed by the Collaborative Applicant/CoC Lead, is an advisor, councilor, and staff member for the Board. He/She is considered a CoC Board member but does not have voting privileges in order to avoid conflicts of interest created by the Director's unique position. Former CoC Directors may be prohibited from being voting members of the CoC Board for a



period of one-year from the date his/her employment terminates unless otherwise granted voting rights as a Board member by a two-thirds majority vote of eligible voting CoC Board members.

## **ARTICLE V: MEETINGS**

### **Section 1. General Meetings**

A meeting of the Tri-HIC membership is a general meeting. The Tri-HIC membership will meet at least four times per year. The membership shall adopt an annual general meeting schedule at the Annual Meeting. Agendas and notices of general meetings will be distributed by email and will be posted at <https://capefearcog.org/continuum-of-care/>. General meetings are open to the public.

### **Section 2. CoC Board Meetings**

The CoC Board will meet at minimum quarterly and will adopt an annual meeting schedule at the first CoC Board meeting following a CoC Board election. Conference calls or the use of other telecommunications equipment are acceptable methods to conduct CoC Board business.

### **Section 3. Special Meetings**

Special Meetings of the Tri-HIC or the CoC Board may be called by the Chair or by written request of two CoC Board members or three active members to address state or federal deadlines or imperatives or other business. Special meetings that will require a vote or the handling of official business requires at least two (2) business day's prior notice via email by the Collaborative Applicant. Special meetings may consider only those items so specified in the notice.

### **Section 3. Annual Meeting**

The Tri-HIC will hold an annual meeting each year to present community needs using data and strategic planning documents in anticipation of the federal and state grant application season. All applicants that have registered to apply for federal and state funding (i.e.: Continuum of Care Program Competition, Emergency Solution Grant) are required to attend the Tri-HIC Annual Meeting. CoC Board elections will be conducted at the annual meeting.

### **Section 4. Minutes**

Minutes of each general meeting and CoC Board meeting shall be prepared by the Secretary. Minutes of committee meetings shall be prepared by the committee's chair or their designee. Minutes shall be filed with and maintained indefinitely by the Collaborative Applicant. Minutes shall be approved at the next meeting of the membership or CoC Board, as applicable. Minutes will include, at a minimum, the date, time, and place of the meeting; the topics discussed and actions taken; reports made; and any other information deemed necessary by the Chair. Minutes and other meeting materials will be available at <https://capefearcog.org/continuum-of-care/>.

### **Section 5. Quorum**

A simple majority of active members, CoC Board members, or committee members entitled to vote at the meeting will constitute a quorum.

## **Section 6. Parliamentary Procedure**

In the absence of consensus, 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 unless otherwise specified.

## **ARTICLE VI: VOTING**

### **Section 1. Voting**

Decisions subject to a vote may be approved by simple majority, except as otherwise provided.

### **Section 2. Membership Voting Representation**

Prior to each general meeting, the Collaborative Applicant shall compile a list of Active Members who are eligible to vote. Questions or disputes about Active Membership will be resolved by The CoC Board. Voting will occur in person unless otherwise determined. Members, including organizational members, are entitled to only one vote.

### **Section 3. Required Documents**

Each active member, representative, officer, employee, agent, or consultant is expected to uphold certain standards of performance and good conduct and to avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, a member, representative, officer, employee, agent, or consultant may not:

- participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that the member, representative, officer, employee, officer, agent, or consultant has a financial or other interest in or represents, including immediate family ties, except for the TRI-HIC itself;
- solicit and/or accept gifts or gratuities on behalf of the Tri-HIC by anyone for personal benefit in excess of nominal value;
- engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict; or
- engage in violations of the law or unethical business practices.

**Code of Conduct & Conflict of Interest and Required Documentation:** Each member, representative, officer, employee, agent or consultant must sign a **Code of Conduct and Conflict of Interest Policy Agreement and a Confidentiality Agreement** upon the annual review of the policy during a Tri-HIC general membership meeting, and before the following Tri-HIC general membership meeting to demonstrate that the individual is aware of and agrees to abide by these policies. Signature by an organizational representative binds all representatives of that member organization. Any failure to adhere to the policy may result in disciplinary action. Disciplinary action may include, but is not limited to a written warning and may result in removal from the Tri-HIC. This policy applies to all Tri-HIC members, including CoC Board members. In addition to disciplinary action, civil and/or criminal penalties may be sought.

Individuals with a conflict of interest will inform the Chair of the conflict and recuse themselves from the meeting or deliberations during such discussions. The Chair or its administrative designee

shall track which members have conflicts of interest and help to ensure such members do not participate in discussions or decisions in which the members have a conflict.

The TRI-HIC must keep records showing compliance with code of conduct and conflict of interest requirements, including documentation of a signed policy acknowledgment by all members. The TRI-HIC will maintain any records supporting exceptions to the conflicts of interest policy as required by 24 CFR part 578.95.

**Release of Information (ROI) Form:** This form is required from potential grant applicants and allows the CoC Board, or its designee, to obtain information necessary for the conduct of business including evaluating Agency compliance with grant agreements and conduct Agency monitoring/grievance reviews. The ROI form must be signed by an Agency Official.

**Audited Financial Statements:** Audited financials are required from potential grant applicants and must include the agency's response to auditor's findings of material weakness(es) and/or qualified opinions.

## ARTICLE VII: COMMITTEES

### Section 1. Committees and Duties

The CoC Board may establish standing and/or special committees and/or workgroups as the need arises through a simple majority vote at a CoC Board meeting. All committees and workgroups shall consist of sufficient numbers to provide broad representation of the Tri-HIC as appropriate. The CoC Board may designate any member, designated representative of an organizational member, or non-member to serve on a committee. The Collaborative Applicant will maintain a list of all active committees and workgroups and their membership.

Committees make recommendations to the CoC Board for a vote on actionable items.

Workgroups study issues, discuss potential solutions and prepare subjects for committee work. Membership in workgroups is determined based on the responsibilities outlined in individual workgroup topics and in consultation with the Collaborative Applicant and relevant Committees. Membership in workgroups is open unless confidentiality protocols necessitate otherwise.

A special committee, or task force, 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 it is specifically conferred by the CoC Board. Upon completion of the task for which appointed, a special committee shall stand discharged.

The following standing committees are established by the CoC Board:

- A. Coordinated Entry & HMIS Committee. This committee is responsible for overseeing the development and implementation of an effective Coordinated Entry System and Homeless Management Information System (HMIS) as described in US Department of Housing and Urban Development, Notice: CPD-17-01 and any subsequent CPD Notices related to Coordinated Entry. The committee will be responsible for creation and revision of

Coordinated Entry and HMIS Policies and Procedures, developing and recommending appropriate assessments to ensure standardized process of entry into crisis response services and prioritization for referrals for housing resources available through the Continuum of Care. The committee will monitor adherence to policies and procedures and report to the Tri-HIC any issues around meeting federal requirements for Coordinated Entry. Members of the Committee attend a weekly meeting that oversees the prioritization of individuals from the By Name List and disseminates referrals to programs. This meeting is led by the CoC Director.

- B. Brunswick Homeless Task Force. Meets monthly and more often as needed to coordinate sheltering and other services that help individuals experiencing homeless in Brunswick County. Committee members include but not limited to Brunswick Family Assistance, Southport Oak Island Interchurch Fellowship, Street Reach Brunswick County Coalition and Brunswick Department of Social Services. Committee informs members of funding and training opportunities, reports service numbers and population trends, develops opportunities to advocate for additional services and/or support in Brunswick County.
- C. Homeless Veterans Strategy Team. Meets monthly and more often as needed to coordinate efforts to re-house homeless veterans, manage a Veterans By Name List for case conferencing of Veteran housing and service plans, and oversee the process of meeting the United States Interagency Council on Homelessness Benchmarks to End Veteran Homelessness. The Veterans Strategy Team shall be responsible for developing and recommending written standards and policies related to ending veteran homelessness. Committee members include any organization that serves or is interested in serving Veterans.
- D. Continuum of Care Program Grant Committee. Meets at least twice monthly once the HUD NOFA is released until submission, and as needed throughout the remainder of the year. Committee members are made up of the HUD NOFA applications. All renewal applicants for the HUD Homeless Continuum of Care grant must abide by the Rating, Ranking and Reallocation policy set forth for the CoC Program Competition. This committee contributes to the HUD Homeless Continuum of Care Collaborative Application, which is prepared by the Collaborative Applicant.
- E. Emergency Solutions Grant Committee. Meets at least monthly and more often as needed. Committee members include ESG funded recipients. This committee is responsible for overseeing the annual ESG application. The fiscal sponsor is responsible for the disbursement and utilization of Emergency Solutions Grant funds through the NC State Department of Health and Human Services. The committee will review sub-recipient spending, program outcomes, compliance with federal and state grant regulations, and coordinate monitoring visits as needed. This committee is responsible for developing and recommending written standards related to Emergency Shelter, Street Outreach, and Rapid Re-Housing program implementation.
- F. Ranking Committee. The Ranking Committee shall be responsible for the ranking of all HUD CoC Program Competition and Emergency Solution Grant applications. The Ranking Committee advises the CoC Board of any recommended changes to the respective Ranking Form as they relate to: Tri-HIC goals, community needs and funding priorities, HUD identified special populations, or alignment with federal guidelines and best practices. The committee shall consist of Tri-HIC members who have attended at least 50% of meetings during the 12 months and who do not represent an agency applying for funds. Members must decline if they have a conflict of interest. The Ranking Committee will follow federal or state guidelines for ranking.

The Ranking Committee shall use the ranking form approved by the CoC Board to rank project applications based on application scoring. Other criteria may be established by the Ranking Committee with CoC Board approval provided the criteria is in the best interest of the community, promotes competition, and is established clearly at the beginning of the application process. The Ranking Committee shall request from Project Applicants any HUD and Tri-HIC approved documents including, but not limited to: Tri-HIC attendance records, HMIS Data Quality Reports, APR Reports, Project Renewal Applications, Agency Financial Information, Monitoring letters, and project leveraging documents. The Ranking Committee presents recommendations to the CoC Board for approval.

- G. Structure Committee. The Structure Committee will meet on an as-needed basis to oversee the by-laws and relevant rules of the Tri-HIC. The Structure Committee provides recommendations to the CoC Board and CoC membership on the bylaws and related governance issues.
- H. Monitoring Committee: The Monitoring Committee is a minimum three (3) person committee that permanently exists to assist in monitoring the Continuum of Care Program Competition subrecipients for compliance with all written standards, grant adherence, and to address grievances. The Monitoring Committee will review findings from Federal, State, and/or CoC Fiscal Agent monitoring and will review grievances. The Committee will make recommendations to the CoC Board for disciplinary or follow-up action as appropriate based on the finding or grievance. The Monitoring Committee is responsible for assisting in creating, revising, and editing monitoring policy documents. Continuum of Care Program Competition sub-recipients are not allowed to serve on this committee.

#### **ARTICLE VIII: AMENDMENTS**

These bylaws may be amended at a regular or special meeting by a two-thirds (2/3) majority affirmative vote of the members present at a meeting called for that purpose. Proposed amendments must be distributed to all CoC Board members and active members at least two weeks prior to adoption.

#### **ARTICLE IX: APPLICABILITY**

If there is any conflict between applicable Federal and/or State statutes, rules, or regulations and these bylaws, such statute, rule, or regulation will prevail. If any provision of these bylaws is held invalid, the remainder of the bylaws will not be affected thereby.

#### **ARTICLE X: HOLD HARMLESS**

Members of the Tri-HIC agree to indemnify, defend and hold harmless the CoC Board, committees, workgroups, and administrative agency staff against all losses, expenses, damages and costs arising out of participation in the Tri-HIC, excluding incidents of negligence and willful malfeasance.

Adopted the 16<sup>th</sup> day of July, 2021.