

New River Valley Housing Partnership

(Continuum of Care Local Planning Group)

Bylaws

1. Purpose of Bylaws

These Bylaws set out the composition, roles, responsibilities and committee structure of the New River Valley Housing Partnership (hereafter referred to as the Housing Partnership)

2. Purpose of the Housing Partnership

The purpose is to assist in the coordination, development, and evaluation of services and housing for homeless and at-risk of homeless persons with housing needs through planning, education and advocacy. It is a collaborative and inclusive community-based organization for planning and managing homeless assistance resources and services effectively and efficiently to end homelessness in the New River Valley of Virginia. In order to achieve this purpose the Housing Partnership will seek to:

- a. Operate as a Local Planning Group of the Virginia Balance of State Continuum of Care (BoS COC) and all that it requires,
- b. Collaborate on a local level to provide effective services to those who are homeless or at-risk of homelessness,
- c. Increase access to permanent housing through rapid re-housing and permanent supportive housing,
- d. Identify housing needs of those at risk of facing homelessness,
- e. Evaluate performance of services within the New River Valley through data collection and analysis, and
- f. Increase access to other mainstream sources to promote housing stability.

3. Organization of the Housing Partnership

The Housing Partnership is comprised of representatives of New River Valley organizations, businesses and local governments and individuals interested in homelessness in the New River Valley of Virginia. Membership shall be open to anyone in the New River Valley. The Housing Partnership shall meet monthly. All decisions not noted otherwise, will be made using a majority vote of those present. The responsibilities of the Housing Partnership shall be:

- a. Make all organizational decisions.
- b. Complete strategic planning and goal setting.
- c. Align and coordinate homeless assistance and mainstream resources.
- d. Establish priorities for and making decisions about the allocation of resources.

- e. Monitor and evaluate both system wide and individual program performance on established goals as needed.
- f. Receive reports and recommendations from sub-committees and ad hoc work groups.
- g. Ensure that all necessary activities (eg. Point-in-Time count) are being implemented.
- h. Guide the annual Department of Housing and Community Development (DHCD) CoC Exhibit 1 Application as needed.
- i. Disseminate information from DHCD to all its members.

4. Officers

The officers of the Housing Partnership shall be President, Vice President and Secretary. Officers shall be elected by the Housing Partnership at the January meeting and shall serve a two year term. Officers shall serve on the Executive Committee. The duties of the officers shall be:

- a. **President.** The President shall preside at all meetings, appoint needed committee chairs and represent the Housing Partnership on the DCHD BoS CoC Steering Committee.
- b. **Vice President.** The Vice President shall perform the duties of the President in the absence of the President and shall represent the Housing Partnership on the DHCD BoS CoC Steering Committee in the absence of the President.
- c. **Secretary.** The Secretary shall take minutes of all meetings and distribute them to the membership and prepare the meeting agenda.

5. Housing Partnership Committees

- a. ***Executive Committee.*** The President, Vice President and Secretary shall be on the Executive Committee. The duties shall be:
 - i. Plan the agenda for Housing Partnership meetings.
 - ii. Coordinate the work of the Housing Partnership.
- b. ***Membership Committee***
 - i. Identify community organizations and institutions that work with those at risk of homelessness in the New River Valley.
 - ii. Invite representatives of identified organizations to the Housing Partnership.
 - iii. Assess current gaps in services and report to the Housing Partnership.

6. Local Planning Group of the Virginia Balance of State Continuum of Care Committees

The Housing Partnership will have parallel committees to the Virginia Balance of State Continuum of Care as required by the Virginia Department of Housing and Community Development (DHCD). All committees will comply with DHCD requirements.

a. Steering Committee

The Housing Partnership will have a representative on the BOS CoC committee.

b. HMIS, Data, and Performance Committee

- i. Provide overall management and training of the HMIS system, including the reviewing and assessment of HMIS policies and procedures
- ii. Develop, assess, and monitor performance measures by different program type and CoC as a system as needed.
- iii. Organize the annual Point-in-Time count and ensure data is collected and submitted accurately.

c. Uniformed/Coordinated Assessment System Committee

Develop and assess the uniformed/coordinated assessment form and a system to track information collected for the assessment of needs in the community

d. Services Coordinating Committee

Develop and assess standards of service coordination in the community.

e. Monitoring and Selection Committee (Ranking Committee)

- i. Maintain a process for assessing, monitoring and evaluating ESG and Virginia funded Balance of State projects.
- ii. Evaluate annually, the renewal projects for HUD projects going to the Virginia Balance of State CoC.
- iii. Review, score, and rank new projects that will be submitted during the annual Virginia Balance of State CoC competition
- iv. The assessment, monitoring, and evaluating of compliance and performance of ESG and state funded balance of state projects

f. Ad hoc Work Groups

These committees will be formed on an ad-hoc basis as needed and decided by the organization.

7. Reporting

- a. Proceedings of all Housing Partnership meetings will be documented in minutes.
- b. Minutes of all meeting will be circulated and approved at the subsequent meeting.

8. Review of Bylaws

The Housing Partnership shall review these bylaws annually to ensure it remains consistent with the New River Valley Housing Partnership objectives and responsibilities. The Bylaws may be amended or repealed by the Housing Partnership, provided that a written notice of intention to amend the Bylaws shall be sent to all Housing Partnership members at least ten (ten) days prior to the meeting. An amendment of the Bylaws shall require a two-thirds (2/3) vote of Housing Partnership members.

These Bylaws were amended by the New River Valley Housing Partnership
on _____

(Date)

Attested by the Secretary of the New River Valley Housing Partnership

Ann Angert, Secretary