



MEMBERSHIP AGREEMENT
 NORTH DAKOTA CONTINUUM OF CARE
 SFN 61826 (01/24)

A Continuum of Care (CoC) member is any individual or organization with an interest in understanding and addressing the issues related to homelessness and a desire to participate in North Dakota’s coordinated planning to end homelessness.

CoC Mission

- To make homelessness rare, brief and one-time.

CoC Values

- Transparent and logical decision making.
- Open and collaborative CoC planning and system structure that is inclusive and respectful of all stakeholders and allies needed to achieve the goal of ending homelessness.
- Compliant with the HEARTH Act, Fair Housing and Equal Opportunity, and the U.S. Department of Housing and Urban Development’s (HUD) Equal Access Rule.
- Open and respective communication between members, governance, and staff that make up the CoC.
- System planning includes and is responsive to current data and known best practices.

CoC Member Responsibilities

- Support the mission, values, and goals of the CoC.
- Attend CoC membership and committee meetings. For each member organization, this means appointing at least one representative to be listed on the CoC roster.
- Follow CoC policies and procedures.
- Stay informed and share input on key CoC topics and initiatives including coming to meetings prepared to contribute to discussion and decision making.
- Participate in the annual Point-in-Time and Housing Inventory Counts.
- Comply with CoC data collection and reporting standards (if applicable).
- Notify CoC coordinator of changes in programs, representatives, or contact information.
- Abide by the CoC Code of Conduct and Conflict of Interest policy.

CoC Member Benefits

- Invitation to CoC meetings.
- Free Homeless Management Information System (HMIS) training.
- Free core CoC trainings – live and online.
- Voting rights at CoC meetings related to regional planning to prevent and end homelessness. Note that agencies without consistent representation, those that miss more than 50 percent of meetings held, forfeit their voting privileges for the calendar year.
- CoC orientation.
- Access to basic technical assistance on HUD and HMIS policies and procedures.
- Opportunities to network with people doing similar work.
- Access to information and opportunities via the CoC website and CoC emails.

MEMBER INFORMATION

For voting purposes at CoC meetings, one vote is recognized per organization. That means that while multiple individuals from an organization are welcome to attend meetings, only one vote per organization counts towards decision making.

VOTING MEMBER

Name	
Organization	County/Region
Telephone Number	Email Address
Preferred Committee* <input type="checkbox"/> Data <input type="checkbox"/> System Performance <input type="checkbox"/> CARES <input type="checkbox"/> Rating and Ranking <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Youth Action Board (members MUST be under age 25 with lived experience) Youth Homelessness Demonstration Workgroups <input type="checkbox"/> Overall Health and Well Being <input type="checkbox"/> Systems Navigation (e.g., juvenile justice, foster care) <input type="checkbox"/> Education	

ALTERNATE/NON-VOTING MEMBERS

Name		<input type="checkbox"/> Alternate	<input type="checkbox"/> Non-voting Member
Organization	County/Region		
Telephone Number	Email Address		
Preferred Committee*			
<input type="checkbox"/> Data		<input type="checkbox"/> System Performance	<input type="checkbox"/> CARES
<input type="checkbox"/> Youth Action Board (members MUST be under age 25 with lived experience)		<input type="checkbox"/> Rating and Ranking	
Youth Homelessness Demonstration Workgroups			
<input type="checkbox"/> Overall Health and Well Being		<input type="checkbox"/> Systems Navigation (e.g., juvenile justice, foster care)	<input type="checkbox"/> Education

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Organization	County/Region		
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Youth Homelessness Demonstration Workgroups			
<input type="checkbox"/> Overall Health and Well Being		<input type="checkbox"/> Systems Navigation (e.g., juvenile justice, foster care)	<input type="checkbox"/> Education

COMMITTEES*

- **System Performance** – a standing committee under the oversight of the board. The committee is responsible for:
 - Taking the lead in establishing performance measures for ESG and CoC Programs.
 - Reviewing outcomes for ESG and CoC Programs.
 - Regularly monitoring system-wide performance targets and leading discussion on updating/adjusting measures.
 - Providing input to data committee on desired data input.

- **Data** – a standing committee under the oversight of the board. The committee is responsible for:
 - Conducting an annual count of both sheltered and unsheltered homeless persons.
 - Monitoring the Homeless Management Information System (HMIS) in coordination with the Collaborative Applicant and HMIS Lead Agency
 - Reviewing and making recommendations for improved data quality and completeness.
 - Annually review program’s HMIS privacy, security, and data quality.
 - Assure HMIS is administered in compliance with HUD.
 - Collect and provide data needed for regional and statewide planning.

- **CARES** – a shared committee under the oversight of the CoC board with joint leadership from the West Central Minnesota (WC MN) CoC. Members are elected by the CoC Membership. The committee is responsible for supporting the CoC Membership. The committee is responsible for:

- Supporting the ND and WC MN CoCs in assuring a Coordinated Entry (CE) system that is compliant with HUD and state policies/regulations. This includes:
- Conducting annual reviews of system design, policies, and outcomes, and making recommendations for improvements.
 - Supporting ND and WC MN CoC leadership in establishing communication, structure, policies, and training materials that support compliance with HUD regulations.
 - Promoting CARES compliance and implementation across the state
 - **Rating and Ranking** - a standing committee under the oversight of the board. The committee is responsible for:
 - Updating CoC policies for the annual HUD Coc Competition and presenting them to the CoC Board and CoC Membership for vote.
 - Conducting an annual review of all projects applying for the HUD Continuum of Care Competition using established criteria.
 - Ranking projects according to criteria and placing them in a recommended funding order by tier and presenting ranking recommendations to the CoC Board and membership for vote.
 - **Youth Action Board (YAB)** - a standing committee under the oversight of the CoC Board. The YAB is responsible for:
 - Using their lived experiences of homelessness as a tool to bridge the gaps between homelessness and quality of care for all youth under the age of 24 living in North Dakota.
 - Informing policy and creating systematic change to combat youth homelessness.
 - Advising the ND CoC regarding their ongoing commitment to meet the needs of youth experiencing homelessness in ND and ensure that ND CoC policies and practices are informed by the voices of young people with lived experience.

Check the box(es) that best represent you or your organization.

Affordable housing developer
 Agency serving survivors of human trafficking
 CDBG/HOME/ESG entitlement jurisdiction
 Disability advocate
 Disability service organization
 Education entity (including early education, public schools, and post-secondary)
 Type of educational entity
 EMS/Crisis response team
 Homeless or formerly homeless persons (Are YOU homeless or formerly homeless? This does not apply to your clients)
 Homeless assistance provider (including CoC, ESG and NDHG recipients)
 CoC-funded ESG-funded NDHG-funded Other:
 Hospital
 Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal organizations)
 Law enforcement
 Lesbian, Gay, Bisexual, Transgender (LGBTQ+) advocate
 LGBTQ+ service organization
 Local government staff/officials (state, county, city)
 Local jail
 Mental health service organization
 Mental illness advocate
 Organization led by and serving Black, Brown, Indigenous, and other People of Color
 Organization led by and serving LGBTQ+ persons
 Organization led by and serving people with disabilities
 Other homeless subpopulation advocate
 Other victim service organization
 Public Housing Authority
 School administrator/homeless liaison
 State domestic violence coalition
 State sexual assault coalition
 Street outreach team
 Substance abuse advocate
 Substance abuse service organization
 Victim service provider
 Veteran service organization
 Youth advocate

- Youth homeless organization
- Youth service provider
- Other

CODE OF CONDUCT AND CONFLICT OF INTEREST STATEMENT

Commitment and professionalism are vital to creating and maintaining an effective and efficient CoC process that will benefit each member of the CoC, as well as the persons they represent. Both are integral to creating and sustaining a strong and collaborative planning process. Conduct and conflict of interest obligations include:

- Members should represent their clients, their agencies, and the CoC in a fair, honest, ethical, and respectful manner.
- Members should be informed on the purpose of the CoC and its role in the regional planning to end homelessness.
- Members should strive to stay up to date on CoC strategies and planning.
- Members should strive to keep their promises and to avoid unwise or unclear commitments that they are unable to fulfill.
- Members are expected to uphold professional standards of conduct, exhibiting respectfulness, fairness, and honesty.
- When conflicts occur among members, they should attempt to resolve these conflicts in a responsible fashion.
- Leaders have the extra responsibility of setting an example by their personal performance and attitude.
- Members should consult with, refer to, or cooperate with other professionals and institutions to the extent needed to serve the best interests of those they represent.
- Members should clarify their professional roles and obligations, exercise reasonable judgment, and take precautions to ensure that any potential biases or conflicts of interest do not unjustly affect the CoC process or other members of the CoC. In order to prevent a conflict of interest, all CoC voting and alternative voting members may not:
 - Participate in or influence discussions or decisions concerning the selection or award of grants or other financial benefit to an organization that the member has a financial or other interest in or represents, except for the CoC itself.
 - Solicit and/or accept gifts or gratuities from anyone for their personal benefit in excess of \$25 value.
 - Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.
- Individuals with a conflict of interest will inform the ND CoC coordinator of the conflict and excuse themselves from the vote. The CoC coordinator will track which members have conflicts of interest and assist to ensure that such members do not participate in decisions in which those members have a conflict.
- Each CoC member (voting, alternate, and non-voting) must sign this conflict of interest and code of conduct policy annually to demonstrate that they are aware of this policy and agree to abide by it.

DISCLOSURE

Please state here if you have a financial or other interest in any of the grants administered by the CoC to organizations in which you have a financial or other interest.

Name
Conflict

Name
Conflict

ACKNOWLEDGEMENT

I have read and understand the ND CoC Membership Agreement, including the Code of Conduct and Conflict of Interest Statement. I agree to uphold these standards of good conduct and to avoid real or apparent conflicts of interest.

Signature of Voting Member	Date
Signature of Alternate Voting Member	Date
Signature of Alternate Voting Member	Date
Signature of Alternate Voting Member	Date

If you want staff to receive CoC updates, please provide their name and email address below.

Name	Email Address
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