NORTH DAKOTA CONTINUUM OF CARE

MEMBERSHIP AGREEMENT

NORTH DAKOTA CONTINUUM OF CARE

SFN 61826 (04/26)

A Continuum of Care (CoC) member is any individual or organization with an interest in understanding and addressing issues related to homelessness and a desire to participate in North Dakota's coordinated plan 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 as a CoC voting member.
- 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 the 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 training – 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.

COC COMMITTEES*

Data, Performance, and HMIS. Provides oversight and guidance on HMIS participation, data quality, and system-level performance to support HUD compliance and continuous system improvement. The committee is responsible for:

- Reviewing the System Performance Measures and identifying trends, risks, and improvement opportunities.
- Monitoring HMIS data quality standards and participation requirements.
- Supporting Annual Performance Report and Longitudinal System Analysis readiness through periodic data reviews.
- Identifying under performing projects or system concerns and elevating findings to the CoC staff or Board.
- Recommending data-informed policy or process changes, as appropriate.

Rating and Ranking. Conducts objective evaluation, scoring, and prioritization of projects applying for HUD Continuum of Care funding. The committee is responsible for:

- Developing, reviewing, and recommending project evaluation and scoring criteria in accordance with HUD guidance and local priorities.
- Scoring and rank renewal and new project applications during the annual CoC competition.
- Making funding prioritization and reallocation recommendations to the CoC Board and Membership.
- Reviewing competition outcomes and recommending improvements to the process for future cycles.

Coordinated Access, Referral, Entry, and Stabilization System (CARES). This is a collaboration with the West Central MN Continuum of Care. Members of this governance board are elected by the ND Continuum of Care membership.

Education and Training. Develops and coordinates an annual CoC training calendar to strengthen system capacity, promote HUD compliance, and support consistent implementation of CoC policies and processes. The committee is responsible for:

- Identifying annual training priorities in coordination with CoC staff and committees.
- Developing and maintaining a CoC-wide training calendar.
- Coordinating training topics relevant to the annual HUD CoC competition and local CoC priorities.
- Reviewing training participation and identifying gaps or future training needs.

Health and Well-Being. Advises the CoC on system-level health, behavioral health, and well-being barriers that impact housing access, stability, and outcomes across all populations. The committee is responsible for:

- Identifying cross-system gaps related to physical health, mental health, substance use, and other well-being factors affecting housing stability.
- Providing recommendations to improve coordination with healthcare, behavioral health, and community partners.
- Advising other CoC committees on health- and well-being-related considerations in policy and system design.
- Supporting identification of training needs related to health and well-being for inclusion in the annual training calendar.
- Elevating systemic barriers and opportunities to CoC leadership for consideration.

Domestic Violence. Ensures that survivor safety, confidentiality, and best practices related to domestic violence are incorporated into CoC policies, processes, and training. The committee is responsible for:

- Reviewing CoC policies and procedures to identify potential impacts on survivors of domestic violence
- Advising on Coordinated Entry policies and safety protocols related to domestic violence
- Supporting survivor-centered, trauma-informed practices across the homeless response system
- Providing or coordinating annual domestic violence–related training for CoC members and partners
- Advising on participation of victim service providers and compliance with confidentiality requirements

Youth Action Board (YAB). Provides youth-led input and recommendations to ensure that CoC policies, programs, and systems effectively meet the needs of youth experiencing homelessness. Members of the YAB must be under the age or 25 with lived experience of housing instability.

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

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 toward decision-making.

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
☐ Domestic violence advocate
☐ EMS/Crisis response team
☐ Homeless or formerly homeless persons (Are YOU homeless or formerly homeless? This does not apply to clients the agency serves.)
☐ 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
☐ Public Housing Authority
☐ School administrator/homeless liaison/Other educational entity (including early education and post-secondary)
☐ State domestic violence/sexual assault coalition
☐ Street outreach team
☐ Substance abuse advocate
☐ Substance abuse service organization
☐ Victim service provider
☐ Youth advocate
☐ Youth homeless organization
☐ Youth service provider
☐ Other:

VOTING MEMBER

Name	
Organization	County/Region
Telephone Number	Email Address

Preferred Committee*

☐ Data, Performance and HMIS ☐ CARES ☐ Domestic Violence ☐ Health and Well-Being
☐ Rating and Ranking ☐ Education and Training
☐ Youth Action Board (members MUST be under age 25)

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

ALTERNATE VOTING MEMBER

☐ Alternate

Name	
Telephone Number	Email Address

Preferred Committee*

☐ Data, Performance and HMIS ☐ CARES ☐ Domestic Violence ☐ Health and Well-Being
☐ Rating and Ranking ☐ Education and Training
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Signature of Alternate Voting Member	Date

ALTERNATE VOTING MEMBER

☐ Alternate

Name	
Telephone Number	Email Address

Preferred Committee*

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☐ Rating and Ranking ☐ Education and Training
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Signature of Alternate Voting Member	Date

NON-VOTING MEMBER

☐ Alternate

Name	
Telephone Number	Email Address

Preferred Committee*

☐ Data, Performance and HMIS ☐ CARES ☐ Domestic Violence ☐ Health and Well-Being
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If you want additional staff to receive CoC updates for informational or training purposes, please provide their name and email address below.