



## Membership Agreement

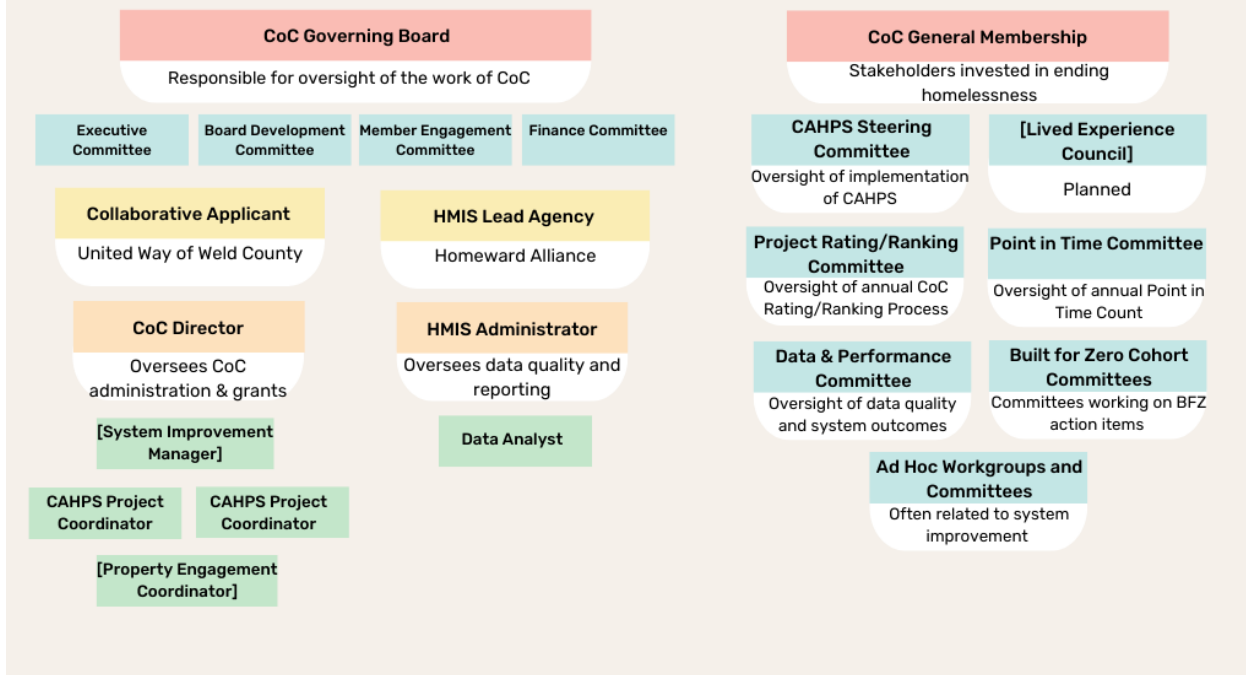
We, the Membership of the Northern Colorado Continuum of Care (NoCO CoC), agree to operate as a voluntary, regional coalition to prevent and end homelessness in Larimer and Weld Counties. The NoCO CoC will provide the infrastructure to create community-level change through evidence-informed strategies that focus on swiftly and permanently resolving homelessness for all.

**Vision:** The vision of the NoCO CoC is to ensure homelessness in Northern Colorado will be rare, short-lived, and non-recurring using best practices.

**Participation:** As much as possible, the Northern Colorado Continuum of Care will have participation from the following entities:

- Nonprofit homeless service providers
- People with Lived Experience of Homelessness
- Domestic violence victim service providers
- Faith-based organizations
- State government
- County government
- City government
- Community Leaders
- Public housing authorities
- Affordable housing developers
- Organizations that serve homeless and formerly homeless veterans
- BIPOC and People from Marginalized Communities
- ESG recipient agencies
- CoC recipient agencies
- Funders
- Law Enforcement
- Landlord (associations)
- Hospitals or Healthcare Providers
- Universities
- Mental Health Agencies
- School Districts (McKinney Vento Programming/Homeless Education Liaisons)
- Youth service providers

## NORTHERN COLORADO CONTINUUM OF CARE



### General Membership

*CoC Partners:* Participation in the CoC is open to any individual or agency choosing to be regularly involved in the NoCO CoC's work. CoC Partners are expected to be those entities or individuals who have an interest in or affiliation with Northern Colorado communities and/or organizations, and who are dedicated to addressing homelessness in the region. Individuals and Agencies become formal CoC Partners by signing a CoC Membership Agreement. CoC Partners may join the NoCO CoC at any time, and will be required to renew their membership every two years. CoC Partners must designate one person to serve as the CoC Voting Member, but are encouraged to identify multiple individuals to participate as Non-Voting Members in the work of the CoC. There is no minimum or maximum number of Members for the NoCO CoC. There are no term limits for Voting Members.

At a minimum, Voting Members commit to regularly participating in general membership meetings, as scheduled, and/or committee meetings. To ensure diversity and broad representation, Non-Voting Members are also encouraged to attend general membership meetings and participate in committee work.

*Stakeholders:* Stakeholders are those individuals and agencies wanting to be informed of the work of the NoCO CoC, but have not signed a CoC Membership Agreement or designated a Voting Member. All individuals and agencies requesting to be on the NoCO CoC email list comprise the stakeholder group. Stakeholders are invited to all general

membership meetings of the NoCO CoC but are not permitted to vote, if a vote is requested of the membership (e.g. annual voting for Governing Board members).

### **Governing Board**

The Northern Colorado CoC Governing Board acts on behalf of the membership of the NoCO CoC. The Governing Board will formally approve any decisions recommended by the membership (voting members and stakeholders) or committees as well as be responsible for ensuring the CoC is compliant with requirements of HUD and the CoC process. All CoC Partners or Stakeholders will be eligible to participate on the NoCO CoC Governing Board and a call for interested candidates to serve on the Governing Board will be made at the General Membership meetings and/or through the NoCO CoC list-serve and website at least once annually. Governing Board members are voted on by the full membership.

### **Committees and Workgroups**

Much of the work of the NoCO CoC will occur in committee and workgroup meetings. Specific committees will be established as needed to fulfill the expectations and requirements of the CoC process, as well as make progress towards locally established goals. Decisions or recommendations made by committees will be confirmed and finalized by the Governing Board. All CoC members or stakeholders will be eligible to participate on NoCO CoC committees and a call for interested CoC members to serve on committees will be made at general membership meetings and/or through the NoCO CoC list-serve and website. Descriptions of the responsibilities and duties of permanent committees of the NoCO CoC will be included in the "Committee" section of this Governance Charter.

### **CoC Partner "General Membership" Meetings**

CoC Partner or "General Member" meetings will occur at least four times per year, but ideally every other month. These meetings are intended to provide relevant information, training, and education related to CoC activities and priorities, funding opportunities, best practices, etc. CoC Partner meetings are open to any person interested in participating, but should be attended at minimum by CoC Partner Voting Members. Notification of meetings will be shared in advance to the CoC notification list, as well as information on how to participate in partner meetings will be posted on the CoC website. Voting Members are strongly encouraged to attend at least 75% of all General Member meetings. If the Voting Member is unable to attend, they should ensure another agency representative is attending in proxy whenever possible; the proxy representative should indicate this in the meeting chat (virtual) or sign in sheet (in person).

### **Membership Contributions**

In order to ensure sustainability for the NoCO CoC, membership contributions will be requested and accepted annually by any agency (stakeholder, voting member, etc.) that is financially able to do so, with suggested annual contributions recommended by the Governing Board. Membership Contributions are an essential part of funding the work of the CoC, including but not limited to implementing a regional Homeless Management

Information System (HMIS), Coordinated Assessment Housing Placement System (CAHPS), as well as CoC planning, advocacy and administrative activities. Allocation and use of funds will be determined annually via a vote from the NoCO CoC Governing Board, unless an agency designates their funds for a particular use, in which case the funds will be utilized for those designated activities.

### **CoC Decision-Making Processes**

Decision-making authority for the NoCO CoC rests with the Governing Board, with three exceptions.

First, the Voting Membership is responsible for appointing Board Members. When electing Board members, 51% of voting members must be present to constitute a quorum. For a motion to pass, 2/3 majority of the quorum must vote in favor. The vote may be sent via e-mail correspondence to all Voting Members of the General Membership. Second, with a recommendation from the Governing Board, the Voting Membership is responsible for voting on and confirming a Collaborative Applicant. Third, with a recommendation from the Governing Board, the Voting Membership is responsible for voting on and confirming an HMIS Lead.

Outside of the above stated exceptions, the Governing Board is ultimately responsible for approving or finalizing any decisions of the NoCO CoC outlined in the CoC Interim Rule ([24 CFR 578](#)). Major decisions may be taken to the general membership or to a specific committee, at the discretion of the Governing Board, for recommendations. Committees or the general membership will engage in a thorough discussion regarding the issue at hand with the intention of building consensus for or commitment to the proposed decision. Chairs of committee meetings may request a vote of the Voting Membership or committee on any identified issues.

The Governing Board may defer certain board decision-making responsibility to the CoC Director, HMIS Administrator, and/or CoC Committees as appropriate and reasonable for the effective functioning of the CoC.

Note: More details regarding the membership, participation, and decision making processes are outlined in the Northern Colorado Continuum of Care Governance Charter.



## Northern Colorado Continuum of Care Membership Agreement for:

\_\_\_\_\_ (Organization/Individual Name)

As a Member Agency of the Northern Colorado Continuum of Care (NoCO CoC), \_\_\_\_\_ (name of organization) agrees to designate a representative to regularly participate in partner meetings, and/or committee meetings. CoC Member Agency representatives are chosen to serve the work of the Continuum of Care on behalf of the agency they work for (if applicable), knowing that each agency's board of directors and/or city council is the legal decision making entity for their organization.

Please mark the sector(s) that best represents your Agency/Organization:

- |   |  |
|---|--|
| <input type="checkbox"/> Nonprofit homeless service providers                             | <input type="checkbox"/> BIPOC and People from Marginalized Communities                            |
| <input type="checkbox"/> People with Lived Experience of Homelessness                     | <input type="checkbox"/> ESG recipient agencies  |
| <input type="checkbox"/> Domestic violence victim service providers                       | <input type="checkbox"/> CoC recipient agencies  |
| <input type="checkbox"/> Faith-based organizations  | <input type="checkbox"/> Funders   |
| <input type="checkbox"/> State government   | <input type="checkbox"/> Law Enforcement   |
| <input type="checkbox"/> County government  | <input type="checkbox"/> Landlord (associations)   |
| <input type="checkbox"/> City government  | <input type="checkbox"/> Hospitals or Healthcare Providers   |
| <input type="checkbox"/> Community Leaders  | <input type="checkbox"/> Universities  |
| <input type="checkbox"/> Public housing authorities                                       | <input type="checkbox"/> Mental Health Agencies  |
| <input type="checkbox"/> Affordable housing developers                                    | <input type="checkbox"/> School Districts (McKinney Vento Programming/Homeless Education Liaisons) |
| <input type="checkbox"/> Organizations that serve homeless and formerly homeless veterans | <input type="checkbox"/> Youth service providers   |

Representative to serve as **CoC Voting Member** responsible for attending General Member meetings and voting on behalf of the agency or sending a proxy:

\_\_\_\_\_ (Name/Email)

### CoC Committees and Workgroups

Much of the work of the NoCO CoC will occur in committee and workgroups made up of CoC Member Agency representatives. Specific committees are established as needed to fulfill the expectations and requirements of the CoC process, as well as make progress towards locally established goals.

Member Agency representative(s) to participate in CoC committees/workgroups:

\_\_\_\_\_ (Name/Email)  
\_\_\_\_\_ (Name/Email)  
\_\_\_\_\_ (Name/Email)

Please mark which committee(s) your agency is/will participate:

- CAHPS Steering Committee** – Guides the implementation and functioning of CAHPS to reach functional zero
- Built for Zero Committees** – Various workgroups dedicated to learning and implementing BFZ strategies inside CAHPS
- Project Rating/Ranking Committee** – Develop and conduct the yearly CoC Project Rating/Ranking process, assist in project performance evaluation
- Point in Time Count Committee** – Plan and execute the Point in Time and Housing Inventory counts
- Data & Performance Committee** – Analyze system level data to identify and make recommendations for areas of improvement
- Lived Experience Council** – Council of people with current or recent experience of homelessness that provides insight and recommendations informing the work of the CoC
- As needed Working Groups/Committees**

We cannot commit to participate in committee work

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By signing this membership agreement, I/we agree to participate in the Northern Colorado Continuum of Care in the ways specified on this form.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Agency Name

*Together we can end homelessness!*

Questions regarding this membership agreement and your participation in the Northern Colorado Continuum of Care can be directed to the CoC Director, Kelli Pryor ([kpryor@unitedway-weld.org](mailto:kpryor@unitedway-weld.org)).