

**BY-LAWS OF
Northern Illinois Homeless Coalition**

Article 1. Name

The name of this organization is the Northern Illinois Homeless Coalition.

This Not-for-Profit Organization is the Northern Illinois Homeless Coalition; referred to as NIHC thereafter.

Article 2. Mission, Vision and Purpose

The mission of the NIHC is to develop, sustain and coordinate a comprehensive Continuum of Care in order to move the homeless population toward self-sufficiency and ultimately to eliminate homelessness.

The vision of the NIHC is that individuals and families facing homelessness should have access to safe, decent, affordable housing and the resources and supports needed to sustain it.

The purpose and scope of the NIHC is to break the cycle of homelessness by assisting homeless individuals and families to move into permanent housing and become self-sufficient.

To achieve this purpose the NIHC will seek to:

- A. Provide knowledge to and engage the general population to understand the at-risk population facing homelessness and to promote community-wide commitment to the goal of ending homelessness.
- B. End homelessness and optimize self-sufficiency among individuals and families experiencing homelessness.
- C. Enhance the knowledge of the service providers to address the housing needs.
- D. Identify housing needs of homeless and low-income persons on an ongoing basis.
- E. Support planning and development of services to meet prioritized needs within the Northern Illinois Homeless Coalition and promote access to and effective use of mainstream programs by homeless individuals and families.
- F. Obtain and sustain permanent housing solutions.
- G. Be a united coalition of community systems and individuals representing a wide array of community constituents, including, but not limited to, current/formerly homeless individuals.
- H. Assist the homeless and those who are at risk of homelessness to obtain housing, economic stability, and an enhanced quality of life through comprehensive and collaborative services.
- I. Provide substantive input into the Annual Action Plan for the Northern Illinois Homeless Coalition.
- J. To participate in a Homeless Management Information System to effectively identify needs and outcomes, streamline services, and avoid duplication of efforts.
- K. Secure funding for efforts by nonprofit providers, State, and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to individuals, families, and communities as a consequence of homelessness.

The NIHC coordinates a broad array of services and include but is not limited to:

- | | |
|------------------------------|----------------------|
| • Prevention of Homelessness | Transitional Housing |
| • Emergency Shelter/Services | Support Services |
| • Day Services | Permanent Housing |
| • Point In Time Count | Outreach |
| • Coordinated Entry | Gaps Analysis |

Article 3. Membership

Section 1.

Membership must be comprised of individuals and agencies concerned with the development and coordination of homeless assistance programs.

Membership is open and will not be limited to, but must include persons representing the following populations:

- Chronically homeless
- Families with children
- HIV/AIDS
- Mental illness
- Person(s) who is/are homeless or formerly homeless
- Substance use disorders
- Unaccompanied youth
- Veterans
- Victims of domestic violence, dating violence, sexual assault, and stalking

Persons representing the following categories will enrich the work of the NIHC. Therefore, their membership is encouraged:

- Housing developers and landlord organizations
- Neighborhood groups
- Migrant worker groups
- Non-profit organizations representing individuals with disabilities
- Business and financial institutions
- Organized labor
- Private foundations and funding organizations
- Social service providers
- State and local government agencies
- Faith-based organizations
- Volunteer Individuals
- Current or former clients of program services of member agencies

Section 2.

Primary voting members or alternate members are entitled to:

- Have voting rights (One vote per agency unless individual member) at the general membership meeting
- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Non-voting members are entitled to:

- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Section 3.

Membership shall be updated monthly. Memorandums of Understanding shall be signed and updated annually. The Secretary will record attendance of voting and alternate voting members. The secretary will note a member as "present" when a non-voting member is sent in place of the voting member and alternate voting member. An "Inactive member" shall be defined as an individual or organization where the voting member, alternate voting member and non-voting member have attended fewer than 75% of the regular meetings that occurred within the last 12 months. Inactive members will not be allowed to vote. Inactive members may be removed from the membership through a simple majority vote at any time after the member has been determined to be an inactive member. The members may opt through a simple majority vote to waive these provisions and to reinstate membership and voting privileges for inactive members who have missed meetings due to illness, crisis situations, or other compelling and unavoidable circumstances.

Funded agencies will also be held to the standard in Article 13, Section 5.

Section 4.

Upon ratification of these bylaws, the existing membership shall be "grandfathered" into existence under the terms of these bylaws. New membership and retention of membership shall occur as follows:

Memorandum of Understanding for Northern Illinois Homeless Coalition Membership

Guidelines:

Prospective members shall complete an application for membership. This application shall be called a Memorandum of Understanding. The Memorandum of Understanding is effective for a period of the time of application to the following January, when it can be renewed. Entities or individuals that wish to renew membership may do so annually at the December meeting. Applications shall be submitted to the Vice-Chair of the NIHC.

The Memorandum of Understanding for Membership will identify requirements of admission standard for NIHC membership. When submitting the Memorandum of Understanding, applicants are required to complete all the portions of the application pages for processing to occur.

Article 4 Dues

Any corporation, organization or individual who is interested in membership and meets the requirements defined in Article 3 shall pay membership dues by January 31st of each calendar year. Persons designated as the Lived Experience Representatives to the board will have any membership dues waived in perpetuity. Scholarships will be made available for corporations, organizations, or individuals who lack the financial resources to pay the dues with scholarship awards being determined by the NIHC Board/Executive Committee. Failure to pay annual dues will result in suspension. Membership dues and renewals will be set by the Board in July each year for the following year.

Article 5 Voting

Section 1.

Each member shall have **one** vote upon any motion. A member is defined as follows:

1. Member agency, faith-based group or organization: Each agency, faith-based group or organization shall have one designated individual as a member and one designated individual as an alternate member as defined in the application for membership mentioned in Article 3, Section 2. The “member” is the individual who is entitled to vote; the alternate member will vote in the alternate when the designated member is not present. Voting member must be identified at the time of the vote.
2. Each individual member who is not representative of a designated organization shall be considered a voting member.
3. An organization or individual may have up to one voting member and one alternate voting member with voting privileges. Additional individuals will be non-voting members who shall be counted as “present” during a vote occurring when the voting member or alternate voting member is not available.

Section 2.

No member shall vote on any issue where there could be a conflict of interest. (Refer to Article 10 for definition of “conflict of interest.”)

Article 6 Officers

Section 1.

The Officers of the NIHC (defined as the Executive Committee Members) shall be the following:

- Chairperson of the Board
- Vice-Chair
- Secretary
- Treasurer

The Executive Committee Members shall meet at least once monthly with the NIHC Board and at least quarterly with the full NIHC membership.

These individuals shall perform the duties that usually pertain to their respective offices including:

- A. **Chairperson of the Board:** The Chair shall call, preside over all meetings, and set agendas for all NIHC meetings. The chair can call special meetings of the NIHC. The chair may appoint a Nominating Committee of no fewer than three members.
- B. **Vice-Chair:** The Vice-Chair shall assume all duties of the Chair in the event of his/her absence. The Vice Chair (s) will be responsible for membership and such other duties as assigned by the Chair.

Secretary: The Secretary shall be responsible for all correspondence and prepare reports as required. The Secretary shall be responsible for the minutes of the meetings of the NIHC and for their mailing or e-mailing distribution. The secretary is responsible for tracking NIHC meeting attendance through sign-in sheets.

- C. **Treasurer:** The Treasurer shall be responsible for all monies received and disbursed. Any financial transaction shall require the authorization of any two officers of the NIHC. The Treasurer shall also review the budget for the yearly HUD Application.

Section 2.

The officers shall be nominated by the Nominations Committee or Membership at the August Meeting and elected to a two-year term in the following manner beginning with the 2019 election:

- a. In EVEN-numbered years, they will elect the positions of Chair and Treasurer.
- b. In ODD-numbered years, they will elect the positions of Secretary and Vice-Chair.

Section 3.

Officers may serve two consecutive terms in their respective offices and may be subject to removal at any time by a two-thirds affirmative vote of the total membership.

Section 4.

Any vacancy of officers occurring during the year shall be filled upon the recommendation of the Executive Committee and shall be ratified by 60% of the members present at the NIHC meeting.

Section 5.

Of the Chair and Vice-Chair positions, only one can be represented by an organization which solicits approval of the NIHC for funding beginning with the August 2019 vote.

Article 7 **NIHC Board**

Section 1.

The NIHC Board will be nominated by the Nominations Committee or Membership and elected to a two-year term by the full NIHC at the July meeting.

The NIHC Board shall include up to 18 elected members representing the following categories:

- 1) Individuals with lived experience.
- 2) Representation of the relevant organizations and projects serving or advocating for the homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; persons with mental illness; and victims of domestic violence, dating violence, sexual assault, and stalking.
- 3) Community members exhibiting interest and advocacy in ending homelessness.
- 4) A representative from the collaborative applicant, the lead HMIS agency, and any NIHC direct grantee are deemed members of the NIHC Board. They do not need to be nominated or elected; their position fulfills a HUD requirement.

One board member may represent the interests of more than one homeless subpopulation, and the board must represent all subpopulations within the NIHC to the extent that someone is available and willing to represent that subpopulation on the board.

Section 2.

The terms of the NIHC Board member will be two years with ½ of the board elected each year.

Section 3.

NIHC Board member responsibilities include, but are not limited to, attendance to at least four NIHC Board meetings per calendar year and participation in a minimum of one NIHC committee. Member responsibilities include, but are not limited to:

Executive Committee

- Leadership team responsible for overseeing the NIHC's Operations
- Planning, Designating & Operating an HMIS
- Assist in Preparing an Application for NIHC funds for the NIHC's Continuum of Care with the collaborative applicant

NIHC Board

- Required to monitor performance of the NIHC and ESG recipients
- Quarterly evaluate outcomes of projects funded under ESG and NIHC programs
- Take action against NIHC projects that perform poorly
- Work with the Collaborate Applicant to report the outcomes of ESG and NIHC projects to HUD annually
- Establish written standards
- Establish performance targets

NIHC Members

- Participate and attend all NIHC Meetings
- Active participation in a minimum of one committee

Section 4.

A) The NIHC Board may propose the removal of a NIHC Board member whenever a member has failed to attend more than four of the regularly scheduled meetings in any calendar year. The NIHC Board will notify the member of that fact via mail/email service; removal shall occur only at a properly called meeting of the NIHC Board, after at least thirty days' notice to the member to be removed, and a vote by the NIHC Board.

Section 5.

A NIHC member in good standing nominated by the Chair and approved by the NIHC Board, will fill any vacancies created by resignation or removal from the NIHC Board.

Section 6.

A) The NIHC Board and Executive Committee shall meet as defined in Article 6. The dates of the regular meetings shall be determined at the beginning of each fiscal year and a written schedule shall be provided to each NIHC Board member. The Chair may call for a special meeting of the NIHC Board by providing an agenda to all the members of the NIHC Board prior to any such meeting via mail/email service at least five working days prior to the meeting.

B) A quorum of the NIHC Board shall exist if two thirds or more of the total number of members are present; unless two (2) are from the same agency. However, a quorum shall be assumed to be present provided no member objects. A present member may request a quorum call at which time the presiding officer must determine if quorum is present.

- C) Members shall each have one vote on any issue brought to the Board for decision. Only elected/appointed members are eligible to cast a vote when they are present at the board meeting.
- D) Meetings of the NIHC Board shall be governed by these bylaws and where not in conflict with the same the NIHC Board shall be bound by the provisions of Robert's Rules of Order, 12th edition, newly revised (2022).
- E) All meetings of the NIHC Board are subject to the Open Meetings Act and all provisions thereof.
- F) Public Comment and Documents require advance submission/notice of five (5) days to the NIHC Secretary, along with Public Participation Request Form.

Section 7.

Rules of Decorum

A. Decorum: Meetings of the NIHC shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the meeting is retained at all times. The presiding Chair of the NIHC, or pro tempore or, in their absence, other member so designated by the Executive Committee, shall be responsible for maintaining the order and decorum of meetings.

B. Rules Of Decorum: While any meeting of the NIHC is in session, the following rules of order and decorum shall be observed:

1. Executive Committee: The committee members shall preserve order and decorum, and a member shall not by conversation or other means delay or interrupt the proceedings or disturb any other member while speaking.
2. NIHC Members: The full membership shall observe the same rules of order and decorum as those which apply to the Executive Committee.
3. Persons Addressing The NIHC: Each person who addresses the board/full membership meeting shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any members, or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any meeting shall, at the discretion of the presiding member or a majority of the board/committee/membership, be barred from further audience.
4. Members of The Audience: No person in the audience at a board/membership meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any meeting. Any person who conducts himself in the aforementioned manner shall, at the discretion of the presiding member or a majority, be barred from further audience.

C. Addressing The NIHC: At the discretion of the Chair, a person wishing to address the board/membership regarding an item which is on the meeting agenda shall submit a request on the form provided, or he or she may seek recognition by the presiding member of the council during discussion of any such item. Persons wishing to discuss a non agenda item may seek recognition by the presiding member during the oral communications portion of the meeting. No person shall address the meeting without first being recognized by the presiding member. The following procedures shall be observed by persons addressing the meeting:

1. Each person shall state his or her name and address; the organization, if any, which he or she represents; and, if during the oral communications portion of the meeting, the subject he or she wishes to discuss.
2. During the oral communications portion, any subject which is not deemed relevant by the meeting shall be concluded.
3. Each person shall confine his or her remarks to the board/membership agenda item or approved oral communications subject being discussed.
4. Each person shall limit his or her remarks to three (3) minutes, unless further time is granted by the board/membership.
5. All remarks shall be addressed to the board/membership as a whole and not to any single member thereof, unless in response to a question from such member.
6. No question may be asked of a member of the board/membership without permission of the presiding member.

7. At the conclusion of an open call to the public, individual members may respond up to three (3) minutes (unless further time is granted by the presiding member) to criticism made by those who have addressed the board/membership as a whole, may ask to review a matter or may ask that a matter be put on a future agenda. However, individual members of the board/membership shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

D. Enforcement Of Decorum: The rules of decorum set forth above shall be enforced in the following manner:

1. Warning: The presiding member shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the presiding member, a person persists in disturbing the meeting, the presiding member shall order him or her, to leave the meeting.

5. Motion to Enforce: If the presiding member of the meeting fails to enforce the rules set forth above, any member of the council may move to require him or her to do so, and an affirmative vote of a majority of the meeting shall require him or her to do so. If the presiding member of the meeting fails to carry out the will of a majority of the meeting, the majority may designate another member of the board/membership to act as presiding member for the limited purpose of enforcing any rule of this section which it wishes to enforce.

6. Adjournment: If a meeting is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the meeting may be adjourned or continued by the presiding member or a majority of the board/membership, and any remaining meeting business may be considered at the next meeting.

Article 8 Nominating Committee

Section 1.

A Nominating Committee of at least three members of the NIHC shall be appointed by the Board Chairperson.

Section 2.

The Nominating Committee shall present nominations for the Board members as needed during the **July meeting of the full NIHC for discussion**, or at any other time necessary. Once the nominating committee presents their slate, nominations from the floor will be accepted followed by a vote of the NIHC members present. Those nominated from the floor must be eligible and agree to serve if elected.

After the July Board elections, the nominating committee will accept nominations for officers from the floor, provided the person nominated is an elected Board member of the NIHC and has agreed to serve if elected. The Nominating Committee will also solicit nominations through a process made public. From those duly elected to the Board, the Nominating Committee shall present nominations for the Officers as needed during the August meeting of the full NIHC for discussion and vote, or at any other time necessary. The board and officers shall assume their duties and responsibilities at the conclusion of the August meeting.

Article 9 Committees

Section 1.

An Executive Committee comprised of the officers of the NIHC and shall be established to serve as the administrative arm of the NIHC. The Committee provides planning for the NIHC, ensures the cooperation of members, preparation of reports, evaluation of systems and the development of necessary procedures to implement policies ratified by the NIHC. The Executive Committee evaluates and updates the Plan to End Homelessness and coordinates efforts to ensure that the Plan to End Homelessness action steps are implemented. The Executive Committee shall meet monthly, quarterly, by phone or electronically and minimally semi-annually in person. The Executive Committee may appoint members of committees as needed.

Section 2.

Prior to the release of the NOFO, the NOFO Review Team and the Evaluation and Project Ranking Committee will meet with the collaborative applicant.

The Evaluation and Project Ranking Committee shall be responsible for creation of a template to be utilized for annual project ranking. This committee will evaluate HUD guidelines and foster an appropriate ranking tool that is timely and consistent with planning and development of the Continuum. The responsibilities of the Evaluation and Project Ranking Committee shall be to review proposals and organizations, as appropriate, and prioritize proposals according to funding and other guidelines and/or plans of the NIHC; as well as evaluate existing programs endorsed by the NIHC. The Evaluation and Project Ranking Committee will also determine the procedure for any appeals of its decisions. The Evaluation and Project Ranking Committee shall arrange for impartial volunteers to review projects and create final ranking scores for each funded program.

The Evaluation and Project Ranking Committee shall remain aware of “Emergency Solutions Grant” (ESG) funding, if available, which is directed by the Illinois Department of Human Services. The Ranking Committee will apply a procedure to manage the competition process for ESG as it relates to funding for community shelters.

The Evaluation and Project Ranking Committee shall remain aware of additional resources that require a decision and implement strategies to review projects according to funding guidelines set forth.

The Evaluation and Project Ranking Committee shall review each project and evaluate it following current funding criteria and local needs.

The NOFO Review Team shall plan for and review the application information. The team will review final recommendations for funding (based on feedback from the Evaluation and Project Ranking Committee). Any additional assignments, such as interpretation of ESG funding guidelines that may be presented to the NIHC for decision-making purposes.

The Evaluation and Project Ranking Committee shall receive quarterly reports, as practical, in preparation of annual funding reviews.

Section 3.

The HMIS Users Sub-Committee and the Data Analysis Sub-Committee provide input (provider, community stakeholders, and homeless consumer) on an ongoing basis and guides the planning and implementation of the HMIS. The HMIS Governance Committee provides policy, technical, and organizational assistance to the HMIS and oversees implementation and ongoing operations by addressing the key issues that follow. The HMIS Governance Committee meets at the direction of ICA for ROI changes, etc.; or at a minimum, once per year.

The responsibilities of the HMIS Governance Committee shall include, but not be limited to, conducting surveys, needs assessments, the gathering of facts, participating in the Point-In-Time Count in January (or as designated) and such other activities as to identify needed new services or the expansion of existing services and for implementation of the HMIS Project. The committee reports to the Executive Committee and the full NIHC membership and may, from time to time, propose policies and other actions to the NIHC for its consideration.

A Member of each funded agency will serve on the HMIS Governance Committee, in addition to any other volunteers, with 75% attendance requirement.

Section 4.

The Membership, Education and Public Relations Committee

- Education
 - Survey NIHC membership for training needs
 - Plan, hold and evaluate training
 - Coordinate with relevant statewide training opportunities
- Public Relations and Communications
 - Create unified PR and communication plan
 - Maintain relationships and share communication with area legislators and elected officials
 - Establish media contacts
 - Organize and host events to promote NIHC in the community, as needed
- Membership
 - Publicize recruitment of NIHC members in accordance with HUD guidelines;
 - Target HUD-identified sub-populations

Section 5.

The Coordinated Entry Committee meets on a monthly basis to develop and operationalize a coordinated entry system (CES) for the service area. This committee annually completes the HUD checklist to evaluate the operation of the CES, reviews and makes policies for the CES to pass on to the full membership, ensures that the CES meets all requirements of HUD, looks at ways to create new housing or “moving-on” options, reviews the inflow/vacancies of the shelters and housing programs, and completes all other duties as needed.

Section 6.

Other Ad Hoc Committees as needed

Article 10. Conflicts of Interest

Section 1.

Board Members and Officers have fiduciary duties of loyalty and care to the NIHC.

- Duty of loyalty. Board members and Officers will put the interests of the membership and its stakeholders over personal interests, or the interest in any affiliated agency, funded or not, in making decisions for the NIHC and evaluating opportunities. This includes not taking opportunities that arise before offering them to the NIHC, and not divulging or using confidential information for personal gain.
- Duty of care. Board Members and Officers will exercise care in making decisions as a Board Member or Officer, based on adequate information and a good faith belief that your decisions are in the best interest of the and stakeholders.

Section 2.

All individuals and representatives of organizations who have, are seeking, or considering to seek funds under the endorsement of the NIHC shall adhere to the following:

A. Disclose to the NIHC any conflict or appearance of conflict of interest which may or could be reasonably known to exist.

- B. Shall not vote on any item that would create a conflict of interest or appearance of conflict of interest.
- C. Shall not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
- D. Shall not lobby or seek information from any other member of the NIHC if such action would create a conflict of interest or the appearance of a conflict of interest.

Section 3.

Misconduct by a member of the NIHC

Procedure

The Board shall have the authority to censure or sanction a Member who is found to have violated fiduciary or ethical duties.

- Review of Allegations
- Investigation
- Response to Findings
- Determination
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An appointed three-member panel from the County, City and Township will initiate a formal investigation. They will be responsible for determination and recommendation for Board consideration and vote.

Article 11. Appeals Process

Section 1.

Unresolved differences, such as attendance, removal from the NIHC, concerns or matters arising from Ranking, or other matters requiring resolution should be addressed through the appeals process. A member (or former member after having been removed), may appeal the decision or offending matter within seven calendar days of occurrence, in writing, to the Executive Committee of the NIHC. Within seven calendar days from the date of the written request, the Executive Committee will devise a written response, with its decision being final.

Article 12. Quorum

Section 1.

For general business, a quorum of the NIHC shall constitute those members who are present at each meeting where at least one week's notice has been given. For matters concerning projects, funding recommendations, government or other grants, a quorum shall constitute at least seven voting members. A motion shall carry with a vote of the majority of the voting members present at a meeting.

Article 13. Meetings and Attendance

Section 1.

The full NIHC Membership shall meet, at a minimum, quarterly, and in compliance with the Open Meetings Act.

Section 2.

Any materials or articles for review by the full NIHC, especially those that may be brought to the attention of the full membership for a vote, shall be provided no later than 48 hours prior to the scheduled meeting time.

Section 3.

Each member is privileged to invite guests to all meetings except for closed meetings, and consistent with the Open Meetings Act.

Section 4.

A majority of Officers may call a special meeting at any time. A minimum of 48 hours of notice to the community shall be provided.

Section 5.

Attendance will be recorded by the Secretary at all NIHC meetings. Funded agencies are expected to have at least a 75% attendance rate at all meetings, determined on an annual basis at the July meeting and measuring attendance from preceding July to preceding June. Each member of the HMIS Committee must meet the 75% attendance requirement.

Section 6.

Upon a request, in writing, by at least five members of the NIHC, a special meeting can be called by the Chair at any time. A minimum of 48 hours of notice to the community shall be provided.

Section 7.

The NIHC Board may conduct electronic meetings when needed to facilitate action. The acceptable method of electronic meetings for the NIHC Board shall be held by telephonic or electronic means and through that means vote, be deemed present at that meeting, and further be recorded and filed by the Secretary of the Continuum.

Article 14. Amendments to Bylaws

Section 1.

These Bylaws may be amended by a majority vote at a meeting of the NIHC provided that the proposed amendment(s) shall have been submitted in writing to each member at least 14 calendar days before action is taken by the NIHC.

Article 15. Non-Discrimination

Section 1.

The members, officers, and persons served by the NIHC shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, ethnicity, religion, sexual orientation, disability, and national origin in accordance with all state and federal regulations.

Section 2.

The Northern Illinois Homeless Coalition is a community-wide initiative, comprised of organizations and persons that work to provide a range of housing and services for persons experiencing or at risk of homelessness. The coalition and its members work to achieve this by having an unbiased process for individuals and families to access these services.

National and community level data shows that members of BIPOC groups and the LGBTQ community experience homelessness and housing instability at higher rates than the community at large. This is a direct result of systemic and economic inequality and discrimination faced by these groups.

The NIHC commits to acknowledging these disparities and will work to address them in the course of service delivery and to measure progress at the organizational and community level. The NIHC will work to ensure equal opportunities and access to the proper resources to promote inclusiveness for our diverse community and equitable outcomes exists for everyone

Article 16. Homeless Management Information System

Section 1.

Recognizing that a Homeless Management Information System (HMIS) is the information system designated by the to comply with the requirements of the Program interim rule at 24 CFR 578, other requirements established by HUD, including the most current HMIS Data Standards, and any local requirements, the Northern Illinois Homeless Coalition will designate an eligible applicant, to be known as the HMIS Lead, to manage its HMIS. The HMIS Lead, in consultation with the , Collaborative Applicant and HMIS Advisory Committee, will also be responsible for developing all the policies and procedures necessary for compliance with the Program interim rule, the 2014 HMIS Data Standards, and any local requirements. The NIHC will follow all HUD subsequent revisions to the data standards. These policies and procedures will be incorporated into the Northern Illinois Homeless Coalition governance charter by reference, will be available upon request, and will include the following provisions:

- is updated annually;
- includes all policies and procedures necessary to comply with the HMIS requirements in the Program interim rule, the 2014 HMIS Data Standards, and any local HMIS requirements;
- clearly outlines the roles and responsibilities of the and HMIS Lead, and;
- includes the following plans:

✓Privacy Plan: A plan that at the minimum includes data collection limitations; purpose and use limitations; allowable uses and disclosures; access and correction standards; and protections for victims of domestic violence, dating violence, sexual assault, and stalking

✓Security Plan: A plan that ensures the confidentiality, integrity, and availability of all HMIS information; protects against any reasonably anticipated threats or hazards to security, and ensure compliance by end users.

✓Data Quality Plan: A plan that ensures completeness, accuracy, and consistency of the data in the HMIS.

Article 17. Coordinated Entry Plan

Section 1.

Recognizing that the development of written standards of prioritizing services to homeless individuals and families is paramount, the NIHC shall develop and follow a system of care that defines:

- * Program access points;
- * Prioritization of services to the client(s) who need them;

- * The use of best practices and standards of service and steps to implement them;
- * The means by which stakeholders in the NIHC can work to codify and effectively coordinate services.

Section 2.

The Coordinated Entry Plan shall be reviewed annually to determine:

- * What community populations should be targeted for upcoming funding opportunities;
- * Which practices are working and which could be reviewed for greater efficiency;
- * If there are any new standards that needed to be implemented in the Coordinated Entry Plan.

Article 18. Organizational Responsibility for Receipt of Oriented Funding

Section 1.

Each agency receiving funding from -oriented programs, including but not limited to:

HUD NIHC Funding
The Emergency Solutions Grant Program
The Illinois Department of Human Services-Prevention Program Funding,

Shall have on file written standards and guidelines for providing assistance to clients pursuant to the current directives and guidance of the funding originator (i.e., but not limited to HUD or DHS).

Section 2.

From time to time, such opportunities shall change names, funding schemes or initiatives and that said organizations shall comply with documented guidelines in effect at the time of granting or contracting of services with said incumbent.

Article 19. Record Retention

Section 1.

The NIHC will retain records for a minimum of five (5) years with the respective membership committee chairs, collaborative applicant, and board secretary following best record retention practice guidelines for non-profit organizations.

Committee Chairs are responsible for saving, sharing and submitting to the NIHC Secretary for cloud storage, minutes, approved documents, and reports.

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Date Revised January 2024 (see NIHC Bylaws Revised January 2024 highlighted)
Date Approved April 20, 2023
Date Revised April 2023 (see NIHC Bylaws Revised April 2023.doc highlighted)
Date Revised February 2022 (Added Equity and Diversity Statement)
Date Approved March 18, 2021
Date Revised March 2021 (Removed COC)
Date Revised February 2021 (Removed 501-Corporation/Added Record Retention)
Date Revised November 2020 (NIHC)
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