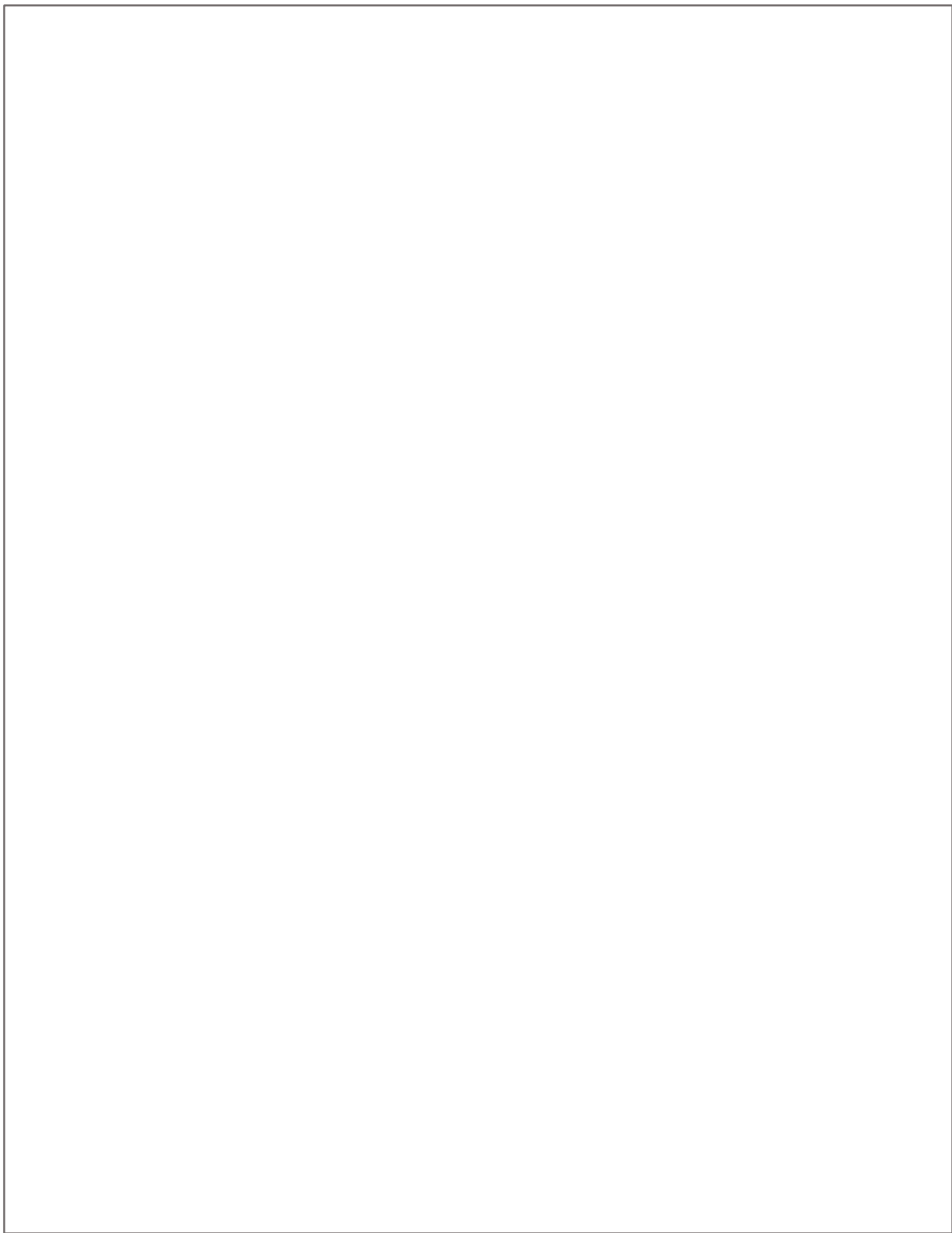


OR-505 BOS CoC / Rural Oregon Continuum of Care (ROCC)
By-Laws

Revised 02/2023



CONTACT INFORMATION

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ROCC training: <https://www.youtube.com/channel/UCV5WArVKPobgS5E0QdWXB-w>

Portland Housing Bureau HMIS: [PHB HMIS Webpage](#)

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Board Approved 2/2023

Article I – Name, Purpose

Section 1.1 Name of the Organization

Oregon 505 Balance of State Continuum of Care (OR-505 BOS CoC), otherwise known as the Rural Oregon Continuum of Care (ROCC).

Section 1.2 Purpose

Homelessness is unacceptable. All individuals and families have the right to safe, affordable housing in healthy communities with access to a network of supportive services. These By-Laws identify the mission, purpose, composition, roles, responsibilities, and committee structure of Oregon Balance of State Continuum of Care (OR-505 BOS CoC), also known as Rural Oregon Continuum of Care (ROCC). ROCC is built upon collaborative and inclusive community-based processes and is responsible for planning and managing homeless assistance resources and services effectively and efficiently throughout ROCC's 26-county rural geography, including outreach; Coordinated Entry; engagement and assessment; emergency shelter; rapid rehousing; transitional housing; permanent housing; and prevention strategies to address the various needs of persons who are homeless or at risk of homelessness.

Additionally, ROCC member agencies and HUD-funded agencies assist in the coordination, development, and evaluation of housing and services for homeless and at-risk of homeless persons with housing needs through planning, education, and advocacy. ROCC also provides planning and operational support to the continuum of care process including the designation of a Homeless Management Information System (HMIS) and an HMIS administrator (Oregon Housing and Community Services (OHCS)). Per these By-Laws, the Collaborative Applicant (Community Action Partnership of Oregon (CAPO)) shall have the authority to submit the Continuum application and to apply for planning funds [578.9].

Section 1.3 Mission

To utilize services and housing in the local communities to move people without housing from the streets to appropriate shelter, services, and housing programs on a path to achieve self-sufficiency and permanent housing. From Rural Oregon Continuum of Care's Vision Statement – 2008.

Section 1.4 Guiding Principles

- Support local community efforts that respectfully empower individuals and families.
- Prevent and reduce homelessness.

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- Work with local community partners to provide choice and quality in affordable housing.
- Heighten awareness and understanding of homelessness issues.
- Deliver outcome-based services through use of best practices.
- Continue to work with local communities to enhance local homeless services delivery systems.
- Work with recipients of other State and Federal homeless funds to determine viability of on-going projects, suggest new projects/collaborations, and recommend changes, where necessary, to improve the ROCC’s funding competitiveness at the national level.
- Ensure that opportunity to participate in the on-going work of the ROCC is offered to all local and regional community members, providers, and others.
- Ensure that work of the ROCC is compliant with HUD requirements and incorporates best practices and encourages innovation.

Article II – Membership

Section 2.1 Memberships

Individual membership is open to anyone who serves and/or advocates and cares for the homeless and anyone who is currently homeless, or has been homeless, within the areas of Oregon that are represented by the ROCC (see Section 2.3). Everyone will renew their membership annually per Article III, Section 2.4.

Organizational membership is open to any organization which serves the homeless including, but not limited to, government agencies, non-profits, faith-based organizations, and associations within the geography of Oregon represented by the ROCC. All ROCC grantees are required to be members. Organizations shall declare and renew their membership annually, per Article III, Section 2.5 and shall designate an individual authorized to represent and vote on behalf of the organization (non-Board-members will be limited to voting per Article III, Section 2.6).

Section 2.2 ROCC’s Geography

The Rural Oregon Continuum of Care currently comprises 26 rural counties of Oregon including:

Baker	Lincoln	Union
Benton	Linn	Wallowa
Clatsop	Malheur	Wasco
Columbia	Morrow	Wheeler
Coos	Sherman	Yamhill
Curry	Tillamook	
Douglas	Umatilla	

*As the ROCC is designated as the Balance of State Continuum for Oregon, any county not covered by the other continuums of care is eligible to apply for membership to the ROCC.

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Section 2.3 In-Person meetings

There will be at least one in-person meeting held each year, preferably in the second quarter of the year (April to June). The purpose of the annual meeting could be to elect officers, board members, approve By-Laws changes and conduct any other business deemed necessary for the governance of the ROCC. All ROCC grantees are required to have a representative attend the in-person meeting. Other in-person meetings may be held at the discretion of the Board.

Section 2.4 Membership Registration

New and renewing members must register using the Rural Oregon Continuum of Care General Membership Application (Exhibit A). New members must submit their forms to the designated Board member two (2) weeks prior to the annual in-person meeting or as otherwise instructed. Renewing members must submit their forms prior to the start of the annual in-person meeting and/or prior to any membership action.

Section 2.5 Voting Rights of General Membership and Elected Board

General members will have the right to approve By-Laws, By-Laws changes, and vote in the election of Board Members. Elected Board Members will elect the five Executive Committee Members (see Section 3.4.1).

Quorum will be a simple majority of the voting members present, if at least 50% of the Board Members are present. If there are fewer than 50% of Board Members present and a vote is requested, the vote may be tabled to another meeting or completed by a unanimous vote of all Board members present.

Section 2.6 Emergency Clause

In the event emergency arises such that ROCC's governing documents must be immediately amended, the ROCC Membership will be notified accordingly, and By-Laws may be amended by an electronic polling of the Board of Directors and passed by a simple majority. The amendment will then be confirmed at the next annual in-person meeting.

Article III – Board of Directors Membership and Key Tasks

Section 3.1 Board of Directors Responsibilities

As defined in the 2012 HUD guiding document, "Establishing and Operating a Continuum of Care," compliance with the following four primary directives is the responsibility of Continuums of Care, either through Board direction or in partnership with its established collaborative applicant and/or HMIS administrator:

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1. Operating the Continuum
 - a. Regular meetings – at least semi-annually
 - b. Invitation for new members – public invitation at least annually
 - c. Board selection – process review every five years; see Section 3.2 for composition
 - d. Additional committees – see Article III, Section 3.4.
 - e. Governance By-Laws- complete in consultation with Collaborative Applicant and HMIS Administrator. Includes policies and procedures, code of conduct, conflict of interest (recusal process).
 - f. Monitoring – grantees and sub-grantees; performance and outcomes; address poor performance (in conjunction with regular evaluation process to be drafted by the Rating and Ranking/Evaluation sub-committee).
 - g. Evaluation
 - h. Centralized or coordinated assessment – in consultation with ESG funding recipients
 - i. Written standards – in consultation with ESG funding recipients
2. Continuum Planning
 - a. System coordination – determination that similar aspects of systems-wide coordination are operating in all ROCC's regions
 - b. Point-in-Time count – development of process, criteria, and post-evaluation
 - c. Annual gaps analysis – conducted annually and to include housing inventory
 - d. Consolidated plan information – must provide information on ROCC performance, needs, etc. to Oregon Housing and Community Services for its annual Consolidated Plan performance report
 - e. ESG consultation – work with ESG recipients which are also members of the ROCC on planning for, reporting on, and evaluating performance of ESG grantees and sub-grantees
3. Designating and Operating an HMIS – ensure that appropriate and required performance data is collected throughout the ROCC following policies, procedures, and compliance
4. Preparing the Application for CoC Program Funds
 - a. Establish funding priorities – ROCC must determine funding priorities prior to funding competition (to be included in the formal Rating and Ranking process)
 - b. Design, operate, and follow a collaborative process – this is the Rating and Ranking Criteria which will be reviewed and updated on an annual basis prior to formal competition opening
 - c. Designate the Collaborative Applicant

Section 3.2 Board of Directors Composition

The Board of Directors will be comprised of Organizations representing the groups identified below (elected from the Membership) and include one (1) representative each from the identified Regions who are selected from within their regions in whatever manner they choose. In the

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absence of a regional Board member organization, the Board of Directors may recruit a volunteer organization from the region to fill the vacancy.

To ensure equitable representation as possible across all CoC regions, it is recommended that Board composition be comprised of at least one but not more than four representatives from each of the seven regions.

Board of Directors will be voted into office once a year at the spring all member, in-person meeting.

Note: Within the HUD recommended Board composition, the positions of victim service provider, hospital, university (education), and law enforcement are more likely to be participants of local systems of care and so are not included in the primary Board list.

Board Position	Number of Members
<input type="checkbox"/> Regional Representatives	6
<input type="checkbox"/> Non-Profit Homeless Assistance Providers	2
<input type="checkbox"/> Social Service Providers	2
<input type="checkbox"/> Advocates	2
<input type="checkbox"/> Faith-Based Organizations	1
<input type="checkbox"/> Government	2
<input type="checkbox"/> Affordable Housing Developer	1
<input type="checkbox"/> Business	1
<input type="checkbox"/> Veteran Services	1
<input type="checkbox"/> Public Housing Authority	1
<input type="checkbox"/> Homeless, Formerly Homeless	2
TOTAL MEMBERS	22

-
- Region #1 Coos/Curry/Josephine/Douglas
 - Region #2 Klamath/Lake/Harney/Malheur
 - Region #3 Baker/Union/Wallowa/Grant
 - Region #4 Hood River/Wasco/Sherman/Gilliam/Wheeler/Morrow/Umatilla
 - Region #5 Columbia/Clatsop/Tillamook/Yamhill
 - Region #6 Lincoln/Benton/Linn

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Section 3.3 Board of Directors Officers

ROCC's Board of Directors will elect individuals from its member organizations to the Board Executive Committee (Officers) consisting of a Chair and a Vice-Chair, Secretary, and two Executive members. Board terms shall be for one-year with no limit on the number of terms served.

Section 3.4 Board of Directors Committees and Workgroups

The following committees and workgroups incorporate the on-going work and compliance expected of Continuums of Care as defined in the HEARTH Act's CoC Rule that the CoC have CoC-wide planning committees, subcommittees, or workgroups to address the needs of persons experiencing homelessness in the CoC's geographic area that recommend and set policy priorities for the CoC. Committees may be 'standing' or 'ad hoc' and may change in number and commitment of need depending upon ROCC priorities and needs.

Section 3.4.1 Executive

The Executive Committee will consist of the three (3) Board officers and two (2) members elected from the Board of Directors. The Executive Committee works with the ROCC Coordinator to set agendas for regular monthly Board of Directors meetings and in developing narrative responses to the annual HUD Consolidated Funding Application, among other on-going and special CoC work products. Additionally, as needs arise, the Executive Committee will provide decision-making and guidance to the ROCC membership ahead of or between regular monthly meetings.

Section 3.4.2 Additional Workgroups

Additional workgroups can include HMIS, Coordinated Entry, Governance, Domestic Violence, Runaway and Homeless Youth, and Lived Experience. These workgroups will have designated Chairs selected from active Board members and will work towards specific goals and objectives as set by each workgroup.

Section 3.5 Board Commitment

Each elected Board member will be required to actively participate on one (or more) committees or workgroups of the ROCC Board.

Section 3.6 Board Member Position Description

Specific Board Member responsibilities include:

- Serving as advisors to the ROCC Board Chair and ROCC staff as they develop and implement ROCC's strategic plan
- Reviewing outcomes and metrics created for evaluating ROCC impact and regularly measuring its performance and effectiveness using those metrics

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- Assisting the ROCC Board chair and ROCC staff in identifying and recruiting other Board Members
- Serving on committees or task forces and taking on special assignments
- Representing ROCC to local communities, partners, and other stakeholders; acting as an ambassador for the organization
- Ensuring ROCC's commitment to a diverse board that reflects the communities ROCC services

Section 3.7 Board of Director Meetings

Board of Directors normally meet once a month and include general members but may choose to meet separately at various times to complete specific work and to ensure the Continuum is operating effectively.

Article IV – Annual Funding Competition

Section 4.1 Annual Review and Ranking of Project Applications

The Review and Ranking committee will be comprised of ROCC members and/or interested community members within ROCC's geography (who will not review, score, or rank applications within their regions), and will also complete the annual review of all funding applications against established criteria and completing the development of the CoC's priority list and funding tiers as defined in the NOFA. The Board of Directors will have opportunity to review the review and ranking process and scoring results but will not be able to alter the decision making unless an egregious error has been identified.

Deadlines for applications will be based each competition on the NOFA. All project sponsors shall submit the appropriate application materials along with the required documents in a single electronic submission to the ROCC Consultant/Coordinator. Funded applicants will be required to join the ROCC.

Article V – By-Laws

Section 5.1 Changes to By-Laws

The ROCC By-Laws will be reviewed throughout each year for completeness and accuracy. Should changes be necessary, a draft of the recommended adjustments will be completed by the Executive Committee and submitted to the ROCC Board for discussion and vote.

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Section 5.2 Ratification of By-Laws

Quorum will be a simple majority of the voting members present, if at least 50% of the Board Members are present.

Article VI – Governance

Section 6.1 Collaborative Applicant

Community Action Partnership of Oregon (CAPO) currently serves as CoC's Collaborative Applicant (CA). The CA is the legal entity that applies for planning funds and submits the annual consolidated funding application on behalf of the ROCC. Additionally, the CA, in partnership with the ROCC EC, hires, develops the scope of work for, and provides oversight of, the ROCC staff. CAPO is paid a fee to act as ROCC's fiscal agent for purposes of financial payments for CoC-related expenses.

In collaboration with the ROCC Board and EC, the specific responsibilities of the CA are to:

1. Hire, in collaboration with ROCC, appropriate staff.
2. Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD
3. Establish priorities for funding projects in the geographic area
4. Collect and combine the required application information from all projects within the geographic area that have been appropriately rated and ranked for funding
5. Apply for the CoC planning grant and any other relevant funding opportunities
6. Manage ROCC operational funds; provide regular monthly, quarterly, and year-end financial status reports and any other financial reports that may be necessary in preparation for funding applications; strategic planning, etc.
7. Provide regular performance and scope of work updates to the ROCC EC.
8. Provide oversight of the ROCC staff activities which are as follows:
 - a. Provide contract management support services including but not limited to the following:
 - b. Manage and support the ROCC and associated project work including meeting preparation and facilitation
 - c. Oversee process and completion of HUD annual funding competition
 - d. Provide support services for the ROCC Board and Committees
 - e. Ensure ROCC compliance with HEARTH Act and CoC Rules
 - f. Ensure that the CAPO Executive Director and Board of Directors approve any legally binding documents.

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- g. In guidance from the Board, coordinate the strategic direction of the ROCC, with the authority to sign MOUs for the purpose of improving and expanding partnerships. Any contracts that are legally binding must be signed by the CAPO executive director.

Section 6.2 CoC

The ROCC is governed by a Board, which is led by a five-member Executive Committee (EC). Pursuant to the HEARTH Act and CoC Rule, the Board ensures the successful pathway to completing three of four primary Continuum of Care responsibilities: 1) operating the CoC, including meetings, governance, setting performance measures, fiduciary oversight, and monitoring; 2) designating Homeless Management Information System (HMIS) protocols and lead organization; and 3) CoC planning, including PIT, gaps analysis, consultation with and monitoring of ESG recipients and projects.

The ROCC Board and EC retain all regular and on-going responsibilities including oversight of ROCC funds, final approval of the annual consolidated funding application and in collaboration with the CA provide oversight of the ROCC Coordinator activities as follows:

1. Associated projects work including but not limited to meeting preparation and facilitation
2. Grant writing on behalf of ROCC and its membership
3. Organizing and managing Board and Committee structure/work
4. Ensuring ROCC compliance with HEARTH Act and CoC Rule
5. Completing additional duties as assigned by the ROCC Executive Committee and/or CA

Section 6.3 HMIS

The HMIS Policy and Procedure Manual is attached in Appendix xx

Article VII – Other

Section 7.1 Conflict of Interest

Under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) and its implementing regulations, collaborative applicants, and Continuum of Care (CoC) boards are subject to HUD conflict of interest requirements.¹

HUD prohibits CoC board members and collaborative applicant board members from “participating in or influencing discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.”²

As it relates specifically to ROCC’s process for the annual funding competition and determining composition of the Rating and Ranking Review committee, membership will be comprised of

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local community members as individuals and/or organizations that have no financial interest in any current grantee applying for renewal, as well as current board and executive committee members. No board member shall vote directly on any project that is in a region that they work, represent, or may represent a potential conflict. This requirement will also apply in the event there is opportunity for bonus (new) projects.

Section 7.2: Code of Conduct

Section 7.2.1 Impartiality

The ROCC promotes impartiality in performing official duties and prohibits any activity representing a conflict of interest. No member of the ROCC, its Board and/or Officers should act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question someone's fairness. Likewise, no member of the ROCC, its Board and/or Officers should use his or her position within the ROCC for personal gain or for the benefit of family or friends.

Section 7.2.2 Honest Effort

Officers and employees shall put forth honest effort in the performance of their duties.

Section 7.2.3 Making Authorized Commitments

Officers and employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the ROCC without previous Executive Board approval.

Section 7.2.4 Fraud Disclosure

Officers and employees shall immediately disclose waste, fraud, abuse, and corruption to Executive Board.

Section 7.2.5 Equal Opportunity

Officers and employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

Violation of this any portion of this code will be subject to disciplinary action which could include funding loss and/or immediate termination (in cases of paid ROCC staff).

Section 7.3 1% Grantee Fee

The ROCC Planning and HMIS Lead grants require a 25% yearly match. ROCC members, including CAPO, will be assessed a 1-3% fee of individual HUD program grants as an annual fee. This exact amount will be reviewed each year to ensure a 25% yearly match and each member will be notified of the new total. The grants along with the match ensure that costs associated

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with ROCC management and operating expenses will be covered. The required match is based on the current planning and HMIS Lead grants.

The funds generated will be used to support the Lead (as needed), technology needs to operate the ROCC (Go-to-Meeting, web presence, meetings), and funding match, among other eligible uses. ROCC’s Executive Committee will work with the ROCC Program Manager to develop an annual budget (inclusive of all funding available to the CoC).

If an organization is unable to submit the full 1.875% fee, contact with the ROCC and Collaborative Applicant who will review waiver request materials before presenting to the full ROCC board for vote and potential determination of an extended deadline and/or application of a Fee Waiver. Applying for a Fee Waiver will require demonstration of the organization’s inability to pay the fee (financial need via release of organizational and specific grant budgets).

7.4 Program Delivery

As collaborative developed with ESG partners, program delivery standards, i.e. Rapid Rehousing, Permanent Supportive Housing, Prioritization will be incorporated into CoC’ Governance Appendices Volume II, Appendices F – Rapid-Rehousing and Appendix G – Permanent Supportive Housing.

Authorization and Signature

This revision to these By-Laws has been submitted and discussed by the Rural Oregon Continuum of Care membership and is hereby adopted this _____ day of _____, 2023.

Chairperson

Date

Vice Chairperson

Date

Secretary

Date

ROCC Program Manager

Date

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2023 Membership Registration Form**

Membership Type: Individual _____ Non-Grantee Organization _____ Grantee Organization _____

Name of Individual or Organization: _____

Address: _____

Phone: _____ **Email:** _____

Contact person (if organization): _____

Social Media Site(s): _____

Region: (please select one)

- Region 1: Coos, Curry, Josephine, and Douglas Counties
- Region 2: Klamath, Lake, Harney, and Malheur Counties
- Region 3: Baker, Union, Wallowa, and Grant Counties
- Region 4: Hood River, Wasco, Sherman, Gilliam, Wheeler, Morrow, and Umatilla Counties
- Region 5: Columbia, Clatsop, and Tillamook Counties
- Region 6: Lincoln, Benton, and Linn Counties

Please check one of the following:

- Homeless or formerly homeless
- Community member or provider: *(select one of the following)*
- Direct Service, i.e. housing, supportive services
- Advocacy, i.e. political, peer-to-peer
- Funder, i.e. small donor, business member, foundation
- Landlord/potential landlord

Are you interested in serving on the Board of Directors or a Workgroup?

- Board of Directors
- Coordinated Entry Workgroup: oversight of CE implementation; policy recommendations
- HMIS Data Workgroup: data analysis/performance/evaluation/strategic planning
- Runaway and Homeless Youth (RHY) Workgroup: supporting RHY work; engaging partners
- Lived Experience Workgroup: advisory; information-sharing/gathering for strategic planning

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Please select all service areas that apply to your organization:

- Affordable Housing Developer
- Agencies serving survivors of human trafficking
- Disability Advocates
- Disability Service Organizations
- EMS / Crisis response Team
- Homeless or Formerly Homeless Person
- Hospital
- Tribal and tribally Designated Housing Entities
- Law Enforcement
- LGBTQ+ Advocates
- LGBTQ+ Service Organization
- Local Government
- Law enforcement
- Mental Health Advocates
- Mental Health Service Organizations
- Organizations led by and serving Black, Brown, Indigenous and other people of color
- Organizations led by and serving LGBTQ+ persons
- Organizations led by and serving people with disabilities
- Other homeless subpopulation advocates
- Public Housing Authorities
- School Administrators / Homeless Liaisons
- State Domestic Violence Coalition
- State Sexual Assault Coalition
- Street Outreach Teams
- Substance Abuse Advocates
- Substance Abuse Service Organizations
- Victim Service Providers
- Domestic Violence Advocates
- Other Victim Service Organizations
- Youth Advocates
- Youth Homeless Organizations
- Youth Service Providers

If you intend to apply for CoC funding, please attach:

- Board Roster with Homeless or Formerly Homeless Person Designation
- Current Strategic Plan
- Equity Statement

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I understand that, as a Direct Service provider I am required to follow the Continuum of Care guidelines for Coordinated Entry, Rapid Rehousing, Permanent Supportive Housing and HMIS.

Signature

Date