

LAKES & PINES FHPAP

2018

*Advisory
Charter &
Bylaws*

Table of Contents

Lakes & Pines FHPAP Advisory Committee Governance Charter	2
Purpose of the Charter	2
Lakes & Pines FHPAP Advisory Committee’s Core Statements and Guiding Principles	2
Mission Statement	2
Vision Statement	2
Purpose Statement.....	2
Guiding Principles.....	2
Family Homeless Prevention and Assistance Program (FHPAP) Overview	3
FHPAP Goals	3
Lakes & Pines FHPAP Grantee Overview.....	3
FHPAP Grantee Responsibilities	4
Lakes & Pines Advisory Committee’s Membership, Roles & Responsibilities.....	4
Lakes & Pines FHPAP Advisory Committee Membership	4
Lakes & Pines FHPAP Roles & Responsibilities	5
FHPAP Planning Process.....	7
Lakes & Pines FHPAP Continuous Improvement Process.....	7
Lakes and Pines FHPAP Advisory Committee Schedule	8
Lakes & Pines FHPAP Biennial Calendar	8
Lakes & Pines FHPAP Advisory Committee Bylaws	10
Agency/Organization Printed Name.....	14
LAKES & PINES FHPAP ADVISORY COMMITTEE Job Descriptions	i
FHPAP Advisory Committee	i
ADVISORY COMMITTEE Advisory Chair/Officers.....	iv
Grantee.....	vii
Sub-Grantee	ix
462A.204 FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM STATUTE.....	xi
Subdivision 1. Establishment.	xi
Subd. 2. Selection criteria.	xi
Subd. 3. Set aside.	xi
Subd. 4. Project requirements.	xi
Subd. 5. Authorized uses of grant.	xi
Subd. 6. Advisory committee.	xii
Subd. 7. Reporting requirements.	xii
Subd. 8. School stability.	xii
History:	xiii
Roberts Rules of Order – Simplified	xiv



Lakes & Pines FHPAP Advisory Committee Governance Charter

Purpose of the Charter

This Charter defines the roles, responsibilities, leadership, and committee structure of Lakes & Pines FHPAP Advisory Committee (the ADVISORY). The ADVISORY serves as the Family Homeless Prevention and Assistance Program (FHPAP) Advisory Committee for Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties as required by statute.

Lakes & Pines FHPAP Advisory Committee's Core Statements and Guiding Principles

Mission Statement

Ensure that all who live in Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties have a safe, decent and stable place to call home.

Vision Statement

An informed and engaged advisory will grow partnerships through community engagement while developing and sharing best practices in order to prevent and end homelessness for all who live in Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties.

Purpose Statement

Lakes & Pines FHPAP Advisory is an action-oriented group serving Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties whose purpose is to:

- Sustain, increase, and leverage funding to prevent and end homelessness
- Study and understand the needs and trends impacting housing stability
- Create innovative solutions to ensure that homelessness in our community is rare, brief, and non-recurring
- Evaluate and communicate progress to community stakeholders and funders

Guiding Principles

- Everyone deserves a safe, decent, and stable place to live
- Partnerships and collaboration are necessary to meet the needs of people facing homelessness and housing stability
- Diversity of perspectives and program approaches strengthens our work of preventing and ending homelessness
- We expect accountability, timely action, and responsible use of resources
- Resources must be targeted to those who need it most
- Strategies must match the unique needs of our rural community
- Data and evaluation are needed to pursue continuous improvement and to tell our story well
- Those seeking help will be served with dignity and without judgment
- We must be accessible to all, person-centered, and able to adapt each person's unique barriers to housing stability
- We will follow a Housing 1st approach and will not create eligibility barriers to those seeking housing/assistance

Family Homeless Prevention and Assistance Program (FHPAP) Overview

Family Homelessness Prevention and Assistance Program (FHPAP), as established by the 1993 Minnesota Legislature, assists families with children, single adults, and youth who are homeless or are at imminent risk of homelessness. The purpose of the program is to support continuing innovation and development of a comprehensive system to prevent homelessness and to assist people experiencing homelessness.

FHPAP Goals ¹

With the primary emphasis on prevention, the goals of the program are to:

1. Prevent homelessness.
2. Minimize the number of days homeless.
3. Eliminate repeated episodes of homelessness.

This program is designed to be both a prevention program, and also an early-intervention homelessness assistance program. These goals are measured through the Homeless Management Information System (HMIS) and are distinguished by the participant's housing status at program entry.

Prevention = precariously housed

Homeless = doubled-up, on the streets or in emergency housing.

Each FHPAP grantee is asked to examine their homeless response system and proposed ways in which the system can be improved. The intent of the *systemic goal* is to move the local homeless response system toward a pro-active, preventive response to homelessness issues and to ensure that the 'system' isn't unduly prolonging the time an individual or family spends homeless.

As a temporary and short-term support program, FHPAP is not an entitlement program or meant to resolve all crises. This is a program that should target people who are currently homeless or at-risk of homelessness but could find and maintain their housing with a little help. FHPAP assistance is a part of a community's continuum of services. The flexibility of FHPAP funds should complement and leverage other area services and fill gaps in the homeless response system.

The 2016 Minnesota State Legislature amended FHPAP statute to include tribal governments as eligible FHPAP grantees. Funds are awarded in the form of a grant for the state biennium period. Distribution of grant funds is at the discretion of Minnesota Housing. Grant funds are contingent upon approval by the Minnesota Legislature.

Lakes & Pines FHPAP Grantee Overview

LAKES AND PINES COMMUNITY ACTION COUNCIL –“Partnering to End Poverty”

Lakes and Pines Community Action Council, Inc. (LP-CAC) serves as the FHPAP grantee for the seven-county area of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine. LP-CAC currently provides all FHPAP services and assistance directly to households. As grantee, LP-CAC may choose to sub-grant some or all of the FHPAP funding to nonprofit agencies or Tribes to provide the direct services and assistance to households in the region. Subgranting is very common in FHPAP regions across the state and has been implemented in Lakes & Pines in past biennia.



¹ You can find out more about FHPAP at www.mnhousing.gov.

LP-CAC collaborates with several agencies in the service area such as county social and financial workers, veterans' service providers, mental health providers, domestic violence prevention agencies, etc., to provide services to clients in order to reduce the length of time someone is homeless.

LP-CAC, within its agency, offers a range of services including energy assistance, weatherization, Head Start, housing rehabilitation, tax preparation, and homelessness prevention. The Community Services Department administers the FHPAP grant and offers services designed to prevent homelessness and sustain housing. These services include rental deposits, rental and mortgage assistance, financial literacy, budget counseling, transportation (car repair) assistance, case management and building public awareness.

FHPAP is also used in tandem with other programs such as Emergency Services Program (ESP), the Salvation Army and Emergency Food and Shelter National Committee Program (EFSNBP) to provide hotel stays while clients are transitioning between hotels and transitional or permanent housing. Through the Community Services Department at LP-CAC funding is provided for housing, transportation repairs and utility deposits through several sources.

FHPAP Grantee Responsibilities

Each FHPAP grantee/region designs its own service delivery system to achieve FHPAP goals, using approaches that make sense at the local community level. Each FHPAP grantee must include plans for the following:

1. An assessment of the homelessness response system.
2. Coordination with other public and private providers of rental assistance, emergency shelter, transitional housing, and permanent affordable housing.
3. The use of direct financial assistance and supportive services for program participants.
4. Efforts to address the supportive services needs of specific homeless populations such as victims of domestic violence, persons with mental disabilities or chemical dependency.
5. Leverage and coordination of other private and public funds to maximize the project impact.
6. Coordination with the Continuum of Care and related planning groups in the service area.
7. Identification of measurable outcomes expected from the grant award.
8. The establishment of an advisory committee.

Lakes & Pines Advisory Committee's Membership, Roles & Responsibilities

Minnesota Housing provides funding to regions across the state by entering into contract with *Grantees*. Statute indicates that grantee must form and "consult on a regular basis with (an) *Advisory Committee* in preparing the project proposal and in the design, implementation, and evaluation of the project²." Lakes & Pines FHPAP Advisory Committee members are to be a vital, active part of the decision-making process and must have a goal to have the best possible program that will assist clients in achieving their goals and becoming successful members of the community.

Lakes & Pines FHPAP Advisory Committee Membership

Any person interested in improving the response to homelessness who either lives or works in the Lakes & Pines region may participate in Lakes & Pines FHPAP Advisory Committee. Membership is defined in Article III of the Bylaws.

The Advisory Committee shall consist of a homelessness advocate, a homeless person or formerly homeless person, a member of the Minnesota Interagency Council on Homelessness (MICH) who is assigned by the MICH, local representatives, public and private providers of emergency shelter, rent assistance, transitional housing, and permanent affordable housing, and other members of the public. The Advisory Committee should also strive to include county economic assistance and human service staff, tribal representatives, local work force center representatives, local

² 2015 Minnesota Statute 462A.204 <https://www.revisor.mn.gov/statutes/?id=462a.204>

landlords, members of the faith community, legal aid staff, county veterans' service officers, youth service providers, school homelessness liaisons, and other community members as deemed appropriate by the committee.

Lakes & Pines FHPAP Advisory Committee seeks membership and active involvement from the following stakeholder groups:

Experiences		
<i>Persons who have experienced homelessness</i>	<i>Veterans</i>	<i>Individuals representing underserved populations</i>
<i>Seniors</i>	<i>Tribal members</i>	<i>Parents</i>
<i>Young adults</i>	<i>Direct service staff</i>	<i>Program management staff</i>
Positions		
<i>Agencies representing Seniors</i>	<i>Agencies representing Veterans</i>	<i>Agencies representing underserved populations</i>
<i>Food assistance providers</i>	<i>Legal Aid</i>	<i>Tribal service programs</i>
<i>Law Enforcement</i>	<i>Landlords</i>	<i>Advocates</i>
<i>Businesses</i>	<i>Public housing agencies</i>	<i>Affordable housing developers</i>
<i>Housing/Service providers</i>	<i>Faith communities</i>	<i>Shelter providers</i>
<i>Governments</i> <ul style="list-style-type: none"> • <i>County financial workers</i> • <i>County outreach workers</i> 	<i>Victim Service Providers</i> <ul style="list-style-type: none"> • <i>Domestic Violence</i> • <i>Trafficking</i> 	<i>Employment</i> <ul style="list-style-type: none"> • <i>Workforce Centers</i> • <i>Goodwill/Easter Seals</i>
<i>Healthcare (non-MH), hospitals and clinics</i>	<i>Schools</i> <ul style="list-style-type: none"> • <i>School districts</i> • <i>Head Start</i> • <i>Universities/Colleges</i> 	<i>Mental health services</i> <ul style="list-style-type: none"> • <i>Hospitalization</i> • <i>Intensive Residential Treatment Services (IRTS)</i>
<i>Transportation Assistance Programs</i>	<i>Agencies serving youth/young adults</i>	
Skills		
<i>Facilitation</i>	<i>Community engagement</i>	<i>Grantwriting</i>
<i>Public speaking</i>	<i>Volunteer recruitment</i>	<i>Fundraising</i>
<i>Training</i>	<i>Financial management</i>	<i>Service delivery/design</i>
<i>Data/evaluation</i>		

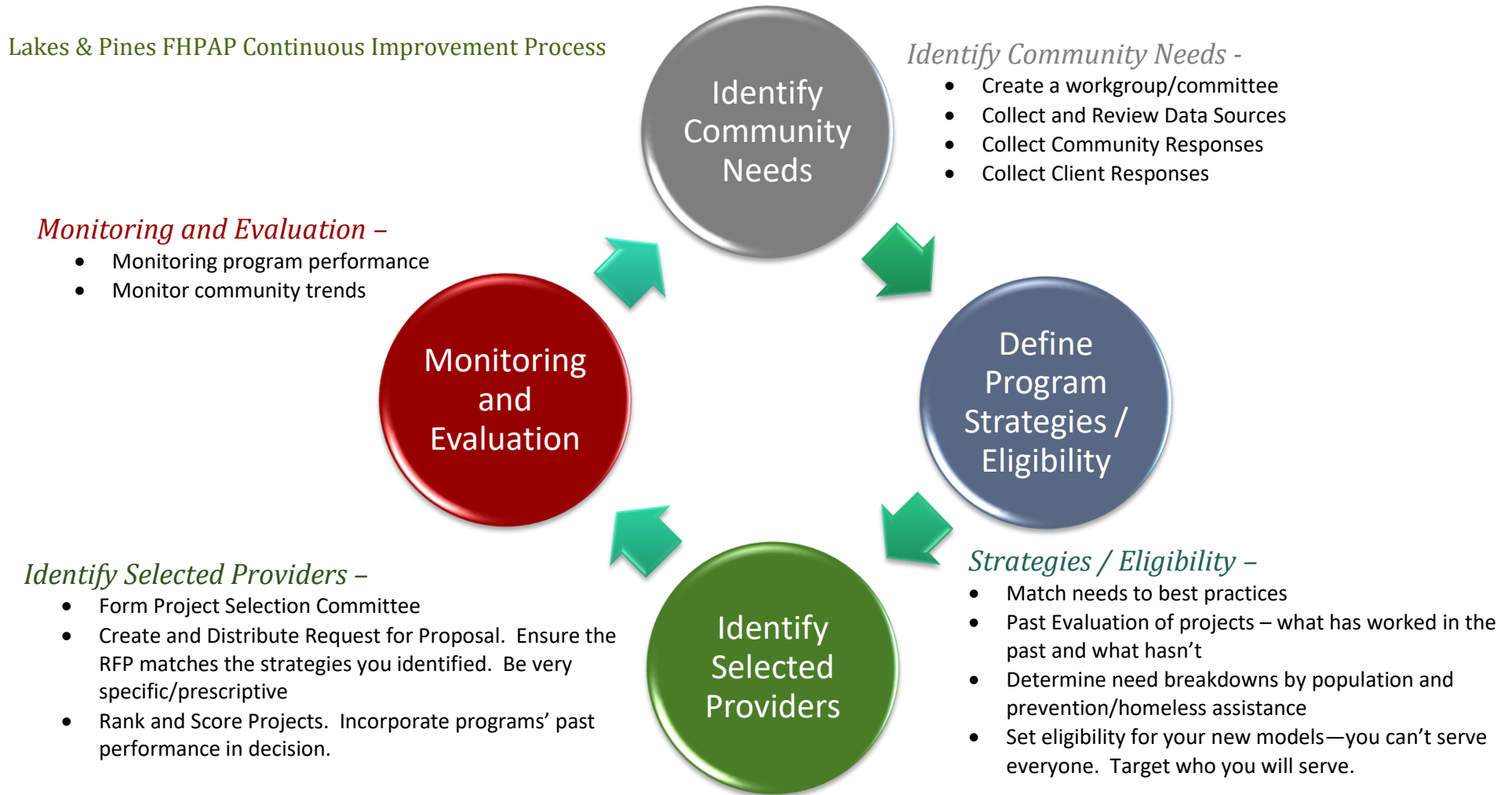
Lakes & Pines FHPAP Roles & Responsibilities

Lakes & Pines Advisory Committee has adopted the job descriptions (See appendix i-ix) for: Advisory Committee, Advisory Officers, Grantee, and Sub-grantees in order to clarify the roles and responsibilities for each entity

FHPAP Planning Process

The Advisory Committee will follow a continuous improvement process³ which requires planning, action, evaluation, and reflection.

Lakes & Pines FHPAP Continuous Improvement Process



Minnesota Housing wants to see a clear connection

Identified Needs → Strategies and Funding Eligibility → Who is funded

³ https://en.wikipedia.org/wiki/Continual_improvement_process

Lakes and Pines FHPAP Advisory Committee Schedule

The Advisory Committee meets every month except July, October and December, typically on the third Tuesday from 11:30 am to 1:30 pm. Additional meetings may be scheduled as needed, based on the application process.

Lakes & Pines FHPAP Biennial Calendar

Month	Advisory Committee	Grantee	Subgrantee
Jul—Yr 1	<ul style="list-style-type: none"> Assist grantee in completing workplan for new contract No meeting 	<ul style="list-style-type: none"> Complete workplan and submit to Minnesota Housing Establish contract with Minnesota Housing Establish contracts with subgrantees Quarterly Coordinator's teleconference (7/24 10-11:30) 	<ul style="list-style-type: none"> Work with grantee to establish contracts and complete workplan
Aug—Yr 1	<ul style="list-style-type: none"> Solicit new Advisory Committee Members Election for Officers Review and update Bylaws & Charter FOCUSED LEARNING TOPIC #1—<i>Conduct focused discussion/training on topics identified in previous biennium and emerging issues</i> 	<ul style="list-style-type: none"> Verbal reports to Advisory Previous biennium Q 8 Expenditure/Outputs Report (7/1/15-6/30/17) due Previous Biennial Narrative Report (7/1/15-6/30/17) due Previous Biennial HMIS Report (7/1/15-6/30/17) due 	<ul style="list-style-type: none"> Verbal reports to Advisory
Sep—Yr 1	<ul style="list-style-type: none"> FOCUSED LEARNING TOPIC #1 Annual Grantee Meeting 	<ul style="list-style-type: none"> Verbal reports to Advisory Annual Grantee Meeting 	<ul style="list-style-type: none"> Verbal reports to Advisory Annual Grantee Meeting
Oct—Yr 1	NO MEETING	<ul style="list-style-type: none"> Collect reports and compile into report for Advisory Committee and Minnesota Housing Quarterly Coordinator's teleconference (10/23 10-11:30) 	<ul style="list-style-type: none"> Submit expenditure and outcomes reports Conduct data quality check and reconcile HMIS with expenditures
Nov—Yr 1	<ul style="list-style-type: none"> Review 1st Quarter Financials / Outcomes FOCUSED LEARNING TOPIC #1 	<ul style="list-style-type: none"> Verbal reports to Advisory Quarter 1 Expenditure/Outputs Report due (11/3) 	<ul style="list-style-type: none"> Verbal reports to Advisory
Dec—Yr 1	NO MEETING	<ul style="list-style-type: none"> Verbal reports to Advisory 	<ul style="list-style-type: none"> Verbal reports to Advisory
Jan—Yr 1	<ul style="list-style-type: none"> Review 2nd Quarter Financials/Outcomes 	<ul style="list-style-type: none"> Collect reports and compile into report for Advisory Committee and Minnesota Housing Quarterly Coordinator's teleconference (1/22 10-11:30) 	<ul style="list-style-type: none"> Submit expenditure and outcomes reports Conduct data quality check and reconcile HMIS with expenditures
Feb—Yr 1	<ul style="list-style-type: none"> FOCUSED LEARNING TOPIC #2 	<ul style="list-style-type: none"> Quarter 2 Expenditure/Outputs Report due (2/2) 6 Month HMIS Report due (2/2) 	
Mar—Yr 1	<ul style="list-style-type: none"> FOCUSED LEARNING TOPIC #2 	<ul style="list-style-type: none"> Verbal reports to Advisory 	<ul style="list-style-type: none"> Verbal reports to Advisory
Apr—Yr 1	<ul style="list-style-type: none"> FOCUSED LEARNING TOPIC #2 Review 3rd Quarter Financials / Outcomes 	<ul style="list-style-type: none"> Collect reports and compile into report for Advisory Committee and Minnesota Housing Quarterly Coordinator's teleconference (4/23 10-11:30) 	<ul style="list-style-type: none"> Submit expenditure and outcomes reports Conduct data quality check and reconcile HMIS with expenditures
May—Yr 1	<ul style="list-style-type: none"> FOCUSED LEARNING TOPIC #2 	<ul style="list-style-type: none"> Verbal reports to Advisory Quarter 3 Expenditure/Outputs Report due 	<ul style="list-style-type: none"> Verbal reports to Advisory
Jun—Yr 1		<ul style="list-style-type: none"> Verbal reports to Advisory 	<ul style="list-style-type: none"> Verbal reports to Advisory

Month	Advisory Committee	Grantee	Subgrantee
Jul—Yr 2	<ul style="list-style-type: none"> Draft needs assessment process/survey No Meeting 	<ul style="list-style-type: none"> Collect reports and compile into report for Advisory Committee and Minnesota Housing Quarterly Coordinator's teleconference (7/23 10-11:30) 	<ul style="list-style-type: none"> Submit expenditure and outcomes reports Conduct data quality check and reconcile HMIS with expenditures
Aug—Yr 2	<ul style="list-style-type: none"> Review 4th Quarter Financials/Outcomes Review Annual report to MN Housing Solicit new Advisory Committee Members Review and update Bylaws & Charter Conduct needs assessment Conduct focus groups with results from needs assessment 	<ul style="list-style-type: none"> Verbal reports to Advisory Quarter 4 Expenditure/Outputs Report due (8/3) Annual Narrative Report due (8/3) Annual HMIS Report due (8/3) 	<ul style="list-style-type: none"> Verbal reports to Advisory
Sep—Yr 2	<ul style="list-style-type: none"> Annual Grantee Meeting Identify strategies for meeting needs & draft local RFP 	<ul style="list-style-type: none"> Verbal reports to Advisory Annual Grantee Meeting 	<ul style="list-style-type: none"> Verbal reports to Advisory Annual Grantee Meeting
Oct—Yr 2	<ul style="list-style-type: none"> No Meeting Assist grantee in drafting local RFP 	<ul style="list-style-type: none"> Collect reports and compile into report for Advisory Committee and Minnesota Housing Quarterly Coordinator's teleconference (10/22 10-11:30) Develop and distribute local RFP 	<ul style="list-style-type: none"> Submit expenditure and outcomes reports Conduct data quality check and reconcile HMIS with expenditures
Nov—Yr 2	<ul style="list-style-type: none"> Review 5th Quarter Financials/Outcomes Form Application Committee to draft application to State Form Ranking Committee 	<ul style="list-style-type: none"> Verbal reports to Advisory Quarter 5 Expenditure/Outputs Report due (11/2) 	<ul style="list-style-type: none"> Verbal reports to Advisory
Dec—Yr 2	No Meeting	<ul style="list-style-type: none"> Verbal reports to Advisory Review published RFP from MHFA 	<ul style="list-style-type: none"> Verbal reports to Advisory
Jan—Yr 2	<ul style="list-style-type: none"> Approve Ranking Committee recommendations for sub-grantees Review 6th Quarter Financials/Outcomes 	<ul style="list-style-type: none"> Collect reports and compile into report for Advisory Committee and Minnesota Housing Quarterly Coordinator's teleconference (1/28 10-11:30) 	<ul style="list-style-type: none"> Submit expenditure and outcomes reports Conduct data quality check and reconcile HMIS with expenditures
Feb—Yr 2	<ul style="list-style-type: none"> Submit Application to Minnesota Housing 	<ul style="list-style-type: none"> Verbal reports to Advisory Quarter 6 Expenditure/Outputs Report due (2/1) 18 month HMIS report due (2/1) Submit Application to Minnesota Housing 	<ul style="list-style-type: none"> Verbal reports to Advisory
Mar—Yr 2		<ul style="list-style-type: none"> Verbal reports to Advisory 	<ul style="list-style-type: none"> Verbal reports to Advisory
Apr—Yr 2	<ul style="list-style-type: none"> Review 7th Quarter Financials/Outcomes 	<ul style="list-style-type: none"> Collect reports and compile into report for Advisory Committee and Minnesota Housing Quarterly Coordinator's teleconference (4/22 10-11:30) 	<ul style="list-style-type: none"> Submit expenditure and outcomes reports Conduct data quality check and reconcile HMIS with expenditures
May—Yr 2	<ul style="list-style-type: none"> Identify areas of focus for next biennium 	<ul style="list-style-type: none"> Verbal reports to Advisory Quarter 7 Expenditure/Outputs Report due (5/3) 	<ul style="list-style-type: none"> Verbal reports to Advisory
Jun—Yr 2	<ul style="list-style-type: none"> End of biennium celebration 	<ul style="list-style-type: none"> Verbal reports to Advisory 	<ul style="list-style-type: none"> Verbal reports to Advisory

Lakes & Pines FHPAP Advisory Committee Bylaws

Approved 3/20/18

ARTICLE I—ORGANIZATION

Section 1. Name. The organization will be known as **Lakes & Pines FHPAP Advisory Committee (ADVISORY COMMITTEE)**.

Section 2. Service Area. The **ADVISORY COMMITTEE** serves Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties.

ARTICLE II—MISSION/VISION

Section 1. Mission. The **Mission** of the **ADVISORY COMMITTEE** is: **to ensure that EVERYONE has a safe and affordable place to live through the development of an informed, community-wide, comprehensive response.**

Section 2. Vision. The **Vision** of the **ADVISORY COMMITTEE** to Prevent and End Homelessness is: **An engaged, committed, and informed community that aligns resources to ensure that all people of Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine counties have a place to call home.**

ARTICLE III—MEMBERSHIP

Section 1. Membership to Advisory. Membership of **ADVISORY COMMITTEE** will be open to all individuals, organizations, and Tribal Nations interested in working together to prevent and end homelessness in the Lakes & Pines FHPAP service region (Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties).

- A. **Voting Membership Eligibility.** **ADVISORY COMMITTEE** voting membership is determined by signing the **ADVISORY COMMITTEE** Conflict of Interest Disclosure Statement and maintaining regular attendance (more than 50% of the past 6 meetings). Voting membership is limited to one vote per agency.
- B. **Voting Membership Status / Termination Policy.** The **ADVISORY COMMITTEE** secretary will maintain a roster of members. This roster will be updated annually.
- C. **Non-voting Membership.** Non-voting members will include but not be limited to the State of Minnesota staff and others as determined by the voting members of the **ADVISORY COMMITTEE**.
- D. **Voting Membership Status / Termination Policy.** The Membership Committee will lead an annual membership roster review to target outreach to non-attending members (those missing 50% of meetings in any 12 month period). The Membership Committee will update the membership roster annually.

ARTICLE IV—OFFICERS

Section 1. Officer Positions. Members will nominate and elect a chairperson, vice-chairperson and secretary to serve as **ADVISORY COMMITTEE** officers for the term of the grant biennium. Elections will be held at the final meeting of the biennium and they will take office at the following meeting. If any Officer should exit their position, elections may take place to fill the open position at a time determined by **ADVISORY COMMITTEE**. Such position terms will continue through the end of the current biennium. Officers may serve only two consecutive full biennia in the same position.

Section 2. Chairperson. The Chair will preside over **ADVISORY COMMITTEE** meetings and have responsibility for assembling the agenda for each meeting in conjunction with the Grantee. The Chair will be the principle representative and spokesperson for **ADVISORY COMMITTEE**.

Section 3. Vice-Chairperson. The Vice-Chairperson will act as chair in the event of the absence or recusal of the Chair. When acting, the Vice Chair will have all the powers and authority of the Chair person.

Section 4. Secretary. The Secretary will record meeting minutes and track member attendance.

ARTICLE V—MEETINGS

Section 1. Regular Meetings. The **ADVISORY COMMITTEE** meets monthly on the third Tuesday at the Lakes & Pines CAC offices in Mora, MN. Advisory members and subgrantees are expected to attend remotely or in-person on monthly basis.

Section 2. Special Meetings. Special meetings may be held at the request of the Chairperson or Vice-Chairperson and must have three (3) other FHPAP **ADVISORY COMMITTEE** members present. Announcement of special meetings must be made to the full membership of **ADVISORY COMMITTEE** at least five (5) days in advance. Special meetings can be conducted through the following acts – may be held via phone, e-mail or GoToMeeting/SKYPE. Members are required to document meeting proceedings.

Section 3. Public Meetings and Executive Sessions. Unless otherwise posted, **ADVISORY COMMITTEE** meetings are open to the public. Non-voting members may participate in discussions and may suggest agenda items for the meetings. Executive Sessions may be held at the discretion of the **ADVISORY COMMITTEE** voting membership at which time, only active voting members will be allowed to attend and participate.

Section 4. Minutes. Minutes from all public meetings will be available for public viewing either by posting on a website or through an open membership listserv. Minutes from executive sessions may be made public if a majority of the voting members agree.

ARTICLE VI—DECISION MAKING

Section 1. Decision making within the ADVISORY COMMITTEE.

- A. ***Decision Making.*** Consensus is the desired method for decision making. Consensus is reached when each member in attendance has the opportunity for input, understands the decision and is prepared to support it. Voting will be used for decision making when the membership is unable to reach consensus, when a member requests a vote, or when the **ADVISORY COMMITTEE** is adopting formal measures such as changes in mission, governance, structure or funding. In cases of voting, Simplified Roberts Rule of Order will be used (see appendix xii).
- B. ***Quorum.*** A quorum will consist of no fewer than 7 people or half of the voting members present either in person or by phone. In the absence of a quorum, meetings and discussion can continue but no votes may be taken.
- C. ***Non-funded ADVISORY COMMITTEE Members.*** For all formal decisions, Minnesota Housing Finance Agency requires that no more than 20% of FHPAP funded agencies may cast a vote. To accommodate this requirement, the FHPAP Chair will determine the number of non-funded agencies that are present at the meeting. Funded agencies may conduct a vote via caucus to the amount nearest 20% of total when combined with non-funded members.
- D. ***Proxy Voting.*** Voting members are established based on the agency or department. A proxy vote may be made by an authorized representative of that agency or department.
- E. ***Email Voting.*** On occasion, votes may be required outside of regularly scheduled meetings and may be taken by e-mail or phone as needed. A quorum will be required for motion to pass. The e-mail vote will be ratified at the next meeting.

ARTICLE VII—COMMITTEES

Section 1. Forming Committees. The **ADVISORY COMMITTEE** may form committees and workgroups at its discretion and will assign decision making functions to these committees/workgroups as they are formed. All committees and workgroups will establish charters for their group to clarify the committee/workgroup purpose, activities, meeting schedule, membership, and chair position.

Section 2. Grant Planning Committee.

- A. *Membership.* Based on the FHPAP application schedule, no fewer than five (5) people will be selected by the **ADVISORY COMMITTEE** to serve on the Grant Planning Committee. The Grant Planning Committee can be **ADVISORY COMMITTEE** members or members of the community.
- B. *Purpose.* The role of the Grant Planning Committee is to develop the local Request for Proposals and to help draft that year’s FHPAP application to Minnesota Housing Finance Agency.
- C. *Decision-making process.* Content in the local Request for Proposals and Application to Minnesota Housing Finance Agency will be developed by the Grant Planning Committee, reviewed and approved by **ADVISORY COMMITTEE**, and published or submitted by **LAKES & PINES CAC**). Approval of the Grant Planning Committee recommendations will be based on a simple majority.

Section 3. Project Selection Committee.

- A. *Membership.* Once the local Request for Proposals has been released by **LAKES & PINES CAC**, the **ADVISORY COMMITTEE** will form a Project Selection Committee consisting of no fewer than five (5) people. The Project Selection Committee can be **ADVISORY COMMITTEE** members or members of the community. Any agency pursuing funding or **ADVISORY COMMITTEE** members or community members with a conflict of interest may not serve on the Project Selection Committee.
- B. *Purpose.* The role of the Project Selection Committee is to evaluate all proposals received from the local request for proposals and make project selection and funding allocation recommendations to **LAKES & PINES CAC** for inclusion in that year’s FHPAP application to Minnesota Housing Finance Agency.
- C. *Decision-making process.* Project selection and allocation recommendations will be based upon priorities set forth by **ADVISORY COMMITTEE** in an objective criteria tool and in the local Request for Proposal (developed by the Grant Planning Committee and published by **LAKES & PINES CAC**). The Project Selection Committee will be authorized to make final allocation recommendations on behalf of **ADVISORY COMMITTEE**. These recommendations will not need **ADVISORY COMMITTEE** votes or approval to proceed. **LAKES & PINES CAC** will receive the recommendations for their final funding decisions. Project Selection Committee recommendations will be based upon a simple majority of committee members.

ARTICLE VIII—CONFLICT OF INTEREST

Section 1. Definition. A conflict of interest may occur when a member takes an action, which results or has the appearance or intention of resulting in any financial benefit for such member, his or her family members, spouse or partner. Or any organization in which the member, his or her family members, spouse or partner serves in an official capacity. Service in an official capacity will include service as an employee, owner, stockholder, director, Committee member, consultant or officer that represents any such entity or organization which is seeking or receiving funding through the FHPAP process, but will not include service solely as a volunteer (that do not serve as Committee members or consultants) or recipient of services.

Section 2. Recusal. On issues in which a voting member has a conflict of interest as described above, the member must recuse herself/himself from voting. The member may participate in discussion upon declaring a conflict of interest. The **ADVISORY COMMITTEE** Chair will be responsible for monitoring the disclosure of voting member’s conflict of interest.

Section 3. Disclosure. In the event that a matter, which raises a potential conflict of interest, comes before **ADVISORY COMMITTEE** for consideration, recommendation and decision, the member will disclose the conflict of interest as soon as he or she becomes aware of it and the disclosure will be recorded in the minutes of the meeting. In order to establish a procedure to encourage disclosure, all members will be required to sign the Disclosure Statement (attachment A), as may be subsequently amended by **ADVISORY COMMITTEE** on an annual basis.

ARTICLE IX—ADOPTION AND AMENDMENTS TO BY-LAWS

Section 1. Adoption. Adoption of these By-Laws will be conducted according to procedure set forth in Article VI.

Section 2. Amendments. A two-thirds (2/3) majority vote of those attending the annual **ADVISORY COMMITTEE** meeting is required to adopt a amendments to the By-Laws. Amendments must be submitted in writing and the amendment must be sent to the members at least 14 days prior to the meeting at which it will be considered. Once approved, amendments to the By-Laws become effective immediately unless the motion passed specifies a later date.

ATTACHMENT A

LAKES & PINES FHPAP ADVISORY COMMITTEE

Conflict of Interest Disclosure Statement

I have read and am fully familiar with ADVISORY COMMITTEE’s Conflict of Interest policy as described in the By-Laws. Except for the matters listed below, there is no situation in which I am involved in which my decision on behalf of the ADVISORY COMMITTEE may be influenced by my own gain or advantage, financial or otherwise.

Please describe any existing or potential conflict of interest associated with any particular contract or transaction relating to your role within the ADVISORY COMMITTEE. If “none”, please indicate in space below.

Four horizontal lines for text entry.

I agree to promptly, in accordance with the requirements of the ADVISORY COMMITTEE By-Laws and Conflict of Interest Policy, any additional interests which may arise after the filing of this Statement.

Signature lines with labels: Date, Signature, Agency/Organization, Printed Name.

LAKES & PINES FHPAP ADVISORY COMMITTEE Job Descriptions

FHPAP Advisory Committee			
Who	Committee members & regular attendees		
Objective	Assist the grantee and engage the broader community in designing, implementing, and evaluating homeless prevention and rapid rehousing strategies that will promote housing stability for families and individuals within Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs, and Pine counties.		
Roles & Responsibility #1	Identify & track community needs in order to inform program design and to respond to crisis and immediate needs <ul style="list-style-type: none"> • Assess, define, and clarify needs within the community • Oversee implementation of FHPAP grant and hold grantee accountable for reporting deadlines <ul style="list-style-type: none"> ○ Track spending/outcomes ○ Advise on budget/outcome amendments, reallocations, and other project changes 		
Tasks		Frequency	Tools/Resources
1	Receive and document verbal updates from grantee and sub-grantee on projects, issues and resolutions	Monthly	<ul style="list-style-type: none"> • Case sample questions for subgrantees
2	Provide member reports on local trends and other advisory/planning committees	Monthly	
3	Review written data to recognize emerging trends <ul style="list-style-type: none"> • Expenditures/Outcomes • Denials—rationale • Other 	Quarterly	
4	Identify training/study focus areas and create workplan	Biennially	<ul style="list-style-type: none"> • Biennial calendar • FHPAP Annual meeting (could generate ideas)
5	Conduct a needs assessment process to identify local trends, needs assessment	Biennially	<ul style="list-style-type: none"> • Needs assessment guide
Roles & Responsibility #2	FHPAP Project Design, Implementation, Oversight, & Evaluation <ul style="list-style-type: none"> • Provide direction on program design, eligibility, prioritization, and spending targets • Ensure project activities are conducted according to compliance and application • Develop and monitor policies and procedures for project 		
Tasks		Frequency	Tools/Resources
1	Know and understand FHPAP program	On going	<ul style="list-style-type: none"> • Lakes & Pines Charter/by-laws • FHPAP Guide (MN Housing)
2	Based upon trends that you are documenting, make formal recommendations for changes to: <ul style="list-style-type: none"> • Eligibility, • Spending targets, 	As needed	<ul style="list-style-type: none"> • Existing eligibility criteria • Existing spending targets • Biennial budgets

	<ul style="list-style-type: none"> Line item budget changes (over 10% of grant), or Funding reallocations 		<ul style="list-style-type: none"> Qly Expenditure Reports
3	Monitor Coordinated Entry participation	Quarterly	<ul style="list-style-type: none"> CES reports for FHPAP programs
4	Review and document written expenditures/outcomes reports to ensure reaching targets/trends	Quarterly	<ul style="list-style-type: none"> Report format
5	Develop & Update clear guidelines for FHPAP programs (policies & procedures)	Review at least annually	<ul style="list-style-type: none"> Sample P&P
6	Review site visit feedback from State, MICH Rep	Annually	<ul style="list-style-type: none">
7	Based upon data from biennial needs assessment, develop program design, eligibility, prioritization, and spending targets	Biennially	<ul style="list-style-type: none"> Program model templates
8	Decide on prevention targeting tool	Biennially	<ul style="list-style-type: none">
9	Conduct site visits	Biennially	<ul style="list-style-type: none"> Sample site visit questions
Roles & Responsibility #3		FHPAP Application	
		<ul style="list-style-type: none"> Assist Grantee in drafting and reviewing local RFP and FHPAP Application to Minnesota Housing Assist grantee in selection subgrantees and funding allocations 	
Tasks		Frequency	Tools/Resources
1	Based upon project design, assist Grantee in developing local RFP	Biennially	<ul style="list-style-type: none"> Local RFP templates/examples
2	Support Grantee in drafting application to state	Biennially	<ul style="list-style-type: none"> Previous biennium's application Applications from regions who scored high in the previous biennium
3	Form project selection committee to identify sub-grantees and determine funding allocations <ul style="list-style-type: none"> Develop scoring tool 	Biennially	<ul style="list-style-type: none"> Sample project selection scoring tools
4	Upon award, work with grantee to develop FHPAP workplan	Biennially	
Roles & Responsibility #4		Support committee structure and membership	
		<ul style="list-style-type: none"> Ensure diversity of committee is maintained (include and involve homeless persons) Ensure all members have comprehensive understanding of FHPAP including the history, Minnesota State Statute and current program Ensure advisory committee members all have clear understanding of their purpose 	
Tasks		Frequency	Tools/Resources
1	Form/participate in workgroups or committees	As needed	<ul style="list-style-type: none"> Committee/workgroup roster/charters
2	Identify and recruit potential new members	At least annually	
3	Develop/revise orientation process/packet	Annually	<ul style="list-style-type: none"> Welcome/orientation packet
4	Develop and update a Committee orientation/manual	Annually	<ul style="list-style-type: none"> How is this different from above?
5	Develop and update governance documents (bylaws, etc)	Annually	<ul style="list-style-type: none">
6	Review and update Advisory membership roster	Annually	<ul style="list-style-type: none"> Secretary's attendance tracking
7	Host annual meeting to review accomplishments, collect community questions and issues	Annually	<ul style="list-style-type: none">
8	Develop rotation of Committee officers	Biennially	<ul style="list-style-type: none"> By-laws
9	Conduct evaluation of Advisory, Grantee, and Subgrantee	Biennially	<ul style="list-style-type: none"> Sample evaluation

Roles & Responsibility #5		Communicate, educate, and engage community partners		
		<ul style="list-style-type: none"> • Raise awareness and community engagement • Gain input from broader community (including people who have experienced homelessness) • Serve as a conduit to other Homeless Prevention funding sources • Coordinate with the Continuum of Care and related planning groups 		
		Tasks	Frequency	Tools/Resources
1		Respond to urgent or time-sensitive requests from community, funder, grantee, or Advisory chair	As needed (within timeline given by requestor, as possible)	
2		Conduct outreach to potential new partners	As needed	
2		Receive updates of CoC planning	Monthly	
3		Update legislators of trends, challenges, successes, etc	Annually	
4		Plan and/or support community homelessness awareness events	Annually	



ADVISORY COMMITTEE Advisory Chair/Officers

<i>Who</i>	Non-grantee member selected by advisory council to serve the same two-year term as the biennial grant		
<i>Objective</i>	Serve as bridge in between Advisory Committee and grantee. Facilitate FHPAP advisory meetings from a position of neutrality and engage the broader community in FHPAP.		
<i>Roles & Responsibility #1</i>	Facilitate Productive ADVISORY COMMITTEE meetings <ul style="list-style-type: none"> • Understand and use Roberts Rules of Order • Run efficient meetings, keeping Committee on task and on schedule • Uphold conflict of interest policy and FHPAP bylaws 		
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Develop and review conflict of interest policy with members	As needed, prior to significant votes	<ul style="list-style-type: none"> • Charter/bylaws document
2	Understand Roberts Rules of Order (simplified version)	As needed	<ul style="list-style-type: none"> • Roberts Rule of Order Simplified document
3	Ensure all are equal and active participants	On going	<ul style="list-style-type: none"> •
4	Follow/review bylaws	On going	<ul style="list-style-type: none"> •
5	Conduct pre-meeting planning with grantee/executive committee	Monthly	<ul style="list-style-type: none"> • Can be done via email/call (need not take a lot of time)
6	Communicate with Advisory (meeting announcements, timely distribution of minutes, etc)	Monthly	<ul style="list-style-type: none"> •
<i>Roles & Responsibility #2</i>	Guide and manage ADVISORY COMMITTEE planning <ul style="list-style-type: none"> • Monitor Annual ADVISORY COMMITTEE Calendar • Monitor Sub-Committee and workgroup activities • Monitor timelines for reporting and grant writing cycle • Ensure application team is formed for application to the State 		
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Identify, assign, and monitor sub-committees and workgroups	As needed / on going	<ul style="list-style-type: none"> • Template charter for new workgroups and committees • Template committee report form to Advisory Committee
2	Establish place for all minutes, and important ADVISORY COMMITTEE documents	On-going	<ul style="list-style-type: none"> • Google docs, etc
2	Ensure that Advisory is on task with all items listed under Advisory responsibilities	Monthly	<ul style="list-style-type: none"> • Template for minutes • FHPAP TA
3	Attend MN Housing FHPAP Annual Meeting	Annually (as able)	<ul style="list-style-type: none"> •
4	Ensure annual calendar/workplan is established for ADVISORY COMMITTEE	Annually	<ul style="list-style-type: none"> • Calendar/workplan template
5	Ensure evaluation of ADVISORY COMMITTEE is conducted	Annually	<ul style="list-style-type: none"> • Sample survey

6	Ensure Advisory Committee members are actively assisting grantee in creating local RFP and writing application to Minnesota Housing	Biennially	<ul style="list-style-type: none"> ADVISORY COMMITTEE workplan/calendar
7	Ensure site visits and needs assessments are conducted	Biennially	<ul style="list-style-type: none"> ADVISORY COMMITTEE workplan/calendar
Roles & Responsibility #3		Maintain active communication with all stakeholders <ul style="list-style-type: none"> Maintain communication between advisory and grantee Establish active relationship with MN Housing Be public voice on behalf of (and consistent with) Advisory 	
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Respond to ADVISORY COMMITTEE member or Grantee calls/emails	As needed, within 72 hours	•
2	Be included in all significant communication between MHFA and Grantee	As occurs	•
2	Be included in communication between Grantee and State	As needed	•
3	Ensure meeting notice/agenda/materials are distributed to members on a timely basis (1 week prior to meeting)	Monthly	•
4	Ensure meeting minutes are distributed on timely manner following meetings (within 2 weeks following meeting)	Monthly	•
Roles & Responsibility #4		Manage ADVISORY COMMITTEE membership <ul style="list-style-type: none"> Maintain communication with members Monitor skills/experiences needed on Advisory Recruit new members 	
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Maintain placards for ADVISORY COMMITTEE	On going	•
2	Distribute membership roster to track attendance in meetings	Monthly	• Member roster
3	Review attendance and network of members on the Committee	Quarterly	• Member roster
4	Provide leadership training/FHPAP overview for Advisory in collaboration with the Grantee	Annually	• How to review expenditure/outcome reports
5	Work with Membership Committee to invite new members to be considered by full Committee to join Committee	Annually	•

ADVISORY COMMITTEE Advisory Secretary

<i>Who</i>	Member selected by advisory council to serve the same two-year term as the biennial grant		
<i>Objective</i>	Takes on administrative tasks in addition to attending and recording Advisory Committee meeting minutes.		
<i>Roles & Responsibility #1</i>	<ul style="list-style-type: none"> Record meeting minutes Provide meeting minutes to Emergency Services Program Manager, Chair and Vice Chairperson to review and distribute to full membership and attendees. 		
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Record meeting minutes	Monthly	<ul style="list-style-type: none"> Template for minutes
2	Provide meeting minutes to Emergency Services Program Manager, Chair, and Vice Chairperson to review (within 2 weeks following meeting)	Within two weeks	<ul style="list-style-type: none"> Template for minutes
<i>Roles & Responsibility #2</i>	<ul style="list-style-type: none"> Pass along stored documentation to the next Secretary at the end of their term. 		
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Provide in google shared format meeting minutes from prior meetings.	As needed/after two year term	<ul style="list-style-type: none">

Grantee			
<i>Who</i>	Lakes & Pines CAC		
<i>Objective</i>	Help to ensure LAKES & PINES region makes progress preventing and ending homelessness by supporting ADVISORY COMMITTEE planning activities, applying for available funds, and monitoring sub-grantee activities and performance		
<i>Roles & Responsibility #1</i>	Meet funder compliance and performance expectations		
	<i>Tasks</i>	<i>Frequency</i>	<i>Tools/Resources</i>
1	Monitor new policies and changes from MN Housing and report to subgrantees and ADVISORY COMMITTEE	As Needed	•
2	Conduct data quality reports and share findings with ADVISORY COMMITTEE	Monthly	•
3	Submit accurate and timely reports to MN Housing by deadlines	Quarterly	•
4	Participate in CoC coordinated entry planning to ensure FHPAP project is in alignment with CES policies and protocol	Quarterly, or as scheduled	•
5	Participate in grantee conference call meetings with MN Housing	Quarterly	•
6	Attend state-wide FHPAP meeting	Annually	•
<i>Roles & Responsibility #2</i>	Support ADVISORY COMMITTEE in developing a community-wide response to preventing and ending homelessness <ul style="list-style-type: none"> • Collect & report on data trends, needs, outcomes and expenditures • Work with advisory to develop project design and policies and procedures 		
	<i>Tasks</i>	<i>Frequency</i>	<i>Tools/Resources</i>
1	Provide ADVISORY COMMITTEE with staff/meeting support	As needed	• Meeting space, conference / skype services, minutes
2	Consult with Advisory chair with any substantive issues occurring outside of Advisory meeting schedule	As needed	•
3	Assist ADVISORY COMMITTEE chair in setting monthly meeting agenda	Monthly	•
4	Prepare and present <u>verbal</u> updates to ADVISORY COMMITTEE	Monthly	•
5	Prepare and present <u>written</u> updates on subgrantee and full outcomes and expenditures <ul style="list-style-type: none"> • Interpret Expenditure reports prior to ADVISORY COMMITTEE meetings 	Quarterly	•
6	Seek input and feedback from ADVISORY COMMITTEE on annual report to state	Annually	•
7	Support the ADVISORY COMMITTEE in the needs assessment process	Biennially	•
8	Help prepare subgrantees and ADVISORY COMMITTEE for MN Housing on-site visit	Biennially	• File checklist • Site visit questions
<i>Roles & Responsibility #3</i>	Communicate and engage with key stakeholders <ul style="list-style-type: none"> • Serve as a connection to community for housing issues • Provide communication to Committee, funders and stakeholders 		
	<i>Tasks</i>	<i>Frequency</i>	<i>Tools/Resources</i>

1	Establish back-up contact person in case primary person is out of the office	On-going	
2	Respond to calls/emails from subgrantees, ADVISORY COMMITTEE officers, and MN Housing on a timely manner	As Needed, within 48 hours	
3	Enhance relationships with city and county as well as property managers by offering informational updates and training	As needed	•
4	Check in with Minnesota Housing staff by phone or email (cc chair?)	Monthly	•
5	Schedule and host community training sessions	Annually or as needed	•
Roles & Responsibility #4		Ensure high performance of sub-grantees	
		<ul style="list-style-type: none"> • Monitor sub-grantee outcomes/budgets • Monitor sub-grantee budgets • Provide “required” check in meetings/trainings for sub-grantees • and coordinate on-site visit 	
Tasks		Frequency	Tools/Resources
1	Create corrective action plans for repeatedly underperforming sub-grantees	As needed	<ul style="list-style-type: none"> • sub-grantee performance review tracking document • ADVISORY COMMITTEE policy indicating what will trigger a corrective action plan
2	Check in with subgrantees by phone or email	Monthly	•
3	Receive invoices	Monthly	•
4	Track subgrantee attendance at Advisory Committee meetings	Monthly	•
5	Reconcile subgrantee expenses and outcomes with invoices received and HMIS reports	Quarterly	•
6	Provide support to subgrantees to assist them in being successful <ul style="list-style-type: none"> • Convene subgrantees to provide training/support • Provide technical support • Create corrective action plans for underperforming subgrantees 	Quarterly As needed As needed	•
7	Conduct a site visit and audit of program ledger, client files, and program goals. Report findings to advisory Committee and resolve any issues	Annually	•
8	Provide clients with opportunities to give feedback on services needed and received—present findings to Advisory	Annually	<ul style="list-style-type: none"> • Current satisfaction survey (adding survey #s with each survey sent to each client)
9	Work with ADVISORY COMMITTEE to establish and update policies and procedures, admin forms, and documentation guidelines	Biennially	<ul style="list-style-type: none"> • Other regions have P&P, forms, etc
Roles & Responsibility #5		Write biennial RFP	
Tasks		Frequency	Tools/Resources
1	Work with ADVISORY COMMITTEE and application committee to gain needed input for project design	Biennially	<ul style="list-style-type: none"> • Needs assessment

			<ul style="list-style-type: none"> • Program model template
2	Work with Application committee to publish local RFP, host bidder's conference, and receive applicants	Biennially	<ul style="list-style-type: none"> • Past RFPs and applications
3	Work with application committee to compile program information, budgets and outcomes of all subgrantees as needed for application to MN Housing	Biennially	<ul style="list-style-type: none"> •
4	Provide draft of MN Housing application to ADVISORY COMMITTEE for review and approval	Biennially	<ul style="list-style-type: none"> •
5	Submit final application to MN Housing prior to deadline	Biennially	<ul style="list-style-type: none"> •
6	Work with ADVISORY COMMITTEE to develop MN Housing FHPAP workplan once awards have been made	Biennially	<ul style="list-style-type: none"> •
7	Enter into contracts with MN Housing and subgrantees	Biennially	<ul style="list-style-type: none"> •

Sub-Grantee

<i>Who</i>	Lakes & Pines CAC and any additional subgrantees		
<i>Objective</i>	Provide monetary assistance and support services to individuals and families to prevent or resolve a homeless crisis.		
<i>Roles & Responsibility #1</i>	Provide quality services that prevent or decrease the duration of homelessness that are consistent with ADVISORY COMMITTEE strategies, priorities, and eligibility		
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Advertise program/outreach/ensure community awareness	Ongoing	<ul style="list-style-type: none"> •
2	Utilize and follow FHPAP policy, tools, eligibility, and assessments	Ongoing	<ul style="list-style-type: none"> •
3	Provide consistent follow up and support services	As needed	<ul style="list-style-type: none"> •
4	Track and seek to follow spending and output targets	Annually	<ul style="list-style-type: none"> •
5	Provide staff trainings/support to ensure project consistency with the FHPAP grant (including ADVISORY COMMITTEE strategies, priorities, and eligibility)	Annually	<ul style="list-style-type: none"> •
6	Provide clients with opportunities to give feedback on services received or needed	Annually	<ul style="list-style-type: none"> • Client survey, grievance policy
<i>Roles & Responsibility #2</i>	Data & Reporting <ul style="list-style-type: none"> • Report data to grantee in an accurate & timely manner • Monitor & share outcomes • Review finances & outcomes 		
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Enter and exit all clients served in HMIS	Entry within 1 week of client enrollment	<ul style="list-style-type: none"> • ICA
2	Invoice Grantee for all households served	By 4 th day of month following end of Quarter	<ul style="list-style-type: none"> • Lakes & Pines Invoice form/procedures

3	Provide verbal reports to Advisory Committee and participate in meetings	Monthly	•
3	Reconcile program data with HMIS (conduct data quality report)	Monthly	•
4	Report financial and program outcomes and all documentation necessary to assist grantee in computing quarterly reports for state <u>and</u> advisory Committee	Quarterly	•
5	Conduct an internal audit and review of project	Annually	• Create audit checklist
Roles & Responsibility #3		Support ADVISORY COMMITTEE and other community planning	
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Take leadership role on emerging issues	As Needed	•
2	Gather information and have knowledge about local needs, barriers	Ongoing	•
3	Attend and provide <u>verbal</u> updates to ADVISORY COMMITTEE (including case examples)	Monthly	•
4	Attend and assist grantee in providing <u>verbal AND written</u> updates to ADVISORY COMMITTEE	Quarterly	•
5	Provide overview of program to advisory council (model, populations served, past performance, trends and challenges)	Annually	• Create outline/template for overview
6	Assist Grantee in submitting annual report	Annually	•
Roles & Responsibility #4		Maintain active communication with ADVISORY COMMITTEE and Grantee	
<i>Tasks</i>		<i>Frequency</i>	<i>Tools/Resources</i>
1	Respond to all requests from ADVISORY COMMITTEE chair or Grantee	As Needed, within 48 hours	•
2	Communicate staffing changes, gaps in capacity, and/or program challenges to grantee and Advisory chair	As Needed, immediately for staffing changes	•
3	Take active role in Coordinated Entry planning and provide links to other community services	At least every other month	•
4	Provide education about homelessness to community individuals and organizations	Annually	•

462A.204 FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM STATUTE.

Subdivision 1. Establishment.

The agency may establish a family homeless prevention and assistance program to assist families who are homeless or are at imminent risk of homelessness. The term "family" may include single individuals. The agency may make grants to develop and implement family homeless prevention and assistance projects under the program. For purposes of this section, "families" means families and persons 24 years of age or younger.

Subd. 2. Selection criteria.

The agency shall award grants to counties with a significant number or significant growth in the number of homeless families and that agree to focus their emergency response systems on homeless prevention and the securing of permanent or transitional housing for homeless families. The agency shall take into consideration the extent to which the proposed project activities demonstrate ways in which existing resources in an area may be more effectively coordinated to meet the program objectives specified under this section in awarding grants.

Subd. 3. Set aside.

At least one grant must be awarded in an area located outside of the metropolitan area. A county, a group of contiguous counties jointly acting together, a tribe, a group of tribes, or a community-based nonprofit organization with a sponsoring resolution from each of the county boards of the counties located within its operating jurisdiction may apply for and receive grants for areas located outside the metropolitan area.

Subd. 4. Project requirements.

Each project must be designed to stabilize families in their existing homes, shorten the amount of time that families stay in emergency shelters, and assist families with securing transitional or permanent affordable housing throughout the grantee's area of operation. Each project must include plans for the following:

- (1) use of existing housing stock, including the maintenance of current housing for those at risk;
- (2) leveraging of private and public money to maximize the project impact;
- (3) coordination and use of existing public and private providers of rental assistance, emergency shelters, transitional housing, and affordable permanent housing;
- (4) targeting of direct financial assistance including assistance for rent, utility payments or other housing costs, and support services, where appropriate, to prevent homelessness and repeated episodes of homelessness;
- (5) efforts to address the needs of specific homeless populations;
- (6) identification of outcomes expected from the use of the grant award; and
- (7) description of how the organization will use other resources to address the needs of homeless individuals.

Subd. 5. Authorized uses of grant.

A grant may be used to prevent or decrease the period of homelessness of families and to decrease the time period that families stay in emergency shelters. Grants may not be used to acquire, rehabilitate, or construct emergency shelters or transitional or permanent housing. Grants may not be used to pay more than 24 months of rental assistance for a family.

Subd. 6. Advisory committee.

Each grantee shall establish an advisory committee consisting of a homeless advocate, a homeless person or formerly homeless person, a member of the state interagency task force on homelessness, local representatives, if any, of public and private providers of emergency shelter, transitional housing, and permanent affordable housing, and other members of the public not representatives of those specifically described in this sentence. The grantee shall consult on a regular basis with the advisory committee in preparing the project proposal and in the design, implementation, and evaluation of the project. The advisory committee shall assist the grantee as follows:

(1) designing or refocusing the grantee's emergency response system;

(2) developing project outcome measurements; and

(3) assessing the short- and long-term effectiveness of the project in meeting the needs of families who are homeless, preventing homelessness, identifying and developing innovative solutions to the problem of homeless families, and identifying problems and barriers to providing services to homeless families.

Subd. 7. Reporting requirements.

Each grantee shall submit an annual project report to the state Interagency Task Force on Homelessness. The report must include the actual program results compared to program objectives. The state interagency task force shall report on program activities to all state agencies that provide assistance or services to homeless persons.

Subd. 8. School stability.

(a) The agency in consultation with the Interagency Council on Homelessness may establish a school stability project under the family homeless prevention and assistance program. The purpose of the project is to secure stable housing for families with school-age children who have moved frequently and for unaccompanied youth. For purposes of this subdivision, "unaccompanied youth" are minors who are leaving foster care or juvenile correctional facilities, or minors who meet the definition of a child in need of services or protection under section 260C.007, subdivision 6, but for whom no court finding has been made pursuant to that statute.

(b) The agency shall make grants to family homeless prevention and assistance projects in communities with a school or schools that have a significant degree of student mobility.

(c) Each project must be designed to reduce school absenteeism; stabilize children in one home setting or, at a minimum, in one school setting; and reduce shelter usage. Each project must include plans for the following:

(1) targeting of families with children who are eligible for a prekindergarten through grade 12 academic program and are living in overcrowded conditions in their current housing; are paying more than 50 percent of their income for rent; or who lack a fixed, regular, and adequate nighttime residence;

(2) targeting of unaccompanied youth in need of an alternative residential setting;

(3) connecting families with the social services necessary to maintain the families' stability in their home, including but not limited to housing navigation, legal representation, and family outreach; and

(4) one or more of the following:

(i) provision of rental assistance for a specified period of time, which may exceed 24 months; or

(ii) provision of support and case management services to improve housing stability, including but not limited to housing navigation and family outreach.

(d) In selecting projects for funding under this subdivision, preference shall be given to organizations granted funding under section 462A.201, subdivision 2, paragraph (a), clause (4).

(e) No grantee under this subdivision is required to have an advisory committee as described in subdivision 6.

History:

1993 c 369 s 137; 1995 c 224 s 102; 1999 c 139 art 4 s 2; 1999 c 223 art 2 s 51; 2001 c 178 art 1 s 44; *1Sp2001 c 4 art 4 s 21*; 2016 c 189 art 7 s 39,40; 2017 c 94 art 11 s 6

Roberts Rules of Order – Simplified

Guiding Principles

- Everyone has the right to participate in discussion if they wish
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting). Any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely). It should be noted that in order to ensure transparency and representation for all LAKES & PINES FHPAP ADVISORY COMMITTEE members, all motions must follow these rules:

- “Old business” motions—For the purposes of LAKES & PINES FHPAP ADVISORY COMMITTEE governance, Old Business motions are motions that result from items that are included on the meeting agenda, and distributed prior to the meeting. Old business motions require simple majority to pass.
- “New business” motions—For the purposes of LAKES & PINES FHPAP ADVISORY COMMITTEE governance, New business motions are motions that result from discussion in LAKES & PINES FHPAP ADVISORY COMMITTEE meetings, were not on the initial meeting agenda, and therefore reasonably anticipated prior to the meeting. New business motions require 2/3 majority to pass.

According to **Article VI, Section 1** of HMIS Advisory Task Force Bylaws, any formal motion and subsequent vote (other than a motion to adjourn) must be conducted under **quorum**—the majority of voting members.

How to do things

You want to bring up a new idea before the group.

Present your motion. A second is required for the motion to go to the floor for discussion, or consideration

You want to change some of the wording in a motion under discussion.

Move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds Vote of people attending.

You have heard enough discussion.

Move to close the debate. Requires a 2/3rds vote. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You want to end the meeting.

Move to adjourn.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

You may INTERRUPT a speaker for these reasons only:

- To get information about business – **point of information**
- To question the relevance of the speaker’s comments—**point of relevance**
- To get information about rules – **parliamentary inquiry**
- If you can't hear, safety reasons, comfort, etc. – **question of privilege**
- If you see a breach of the rules – **point of order**
- If you disagree with Chair of the committee’s ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion (old business)	✓	✓		Majority	✓
Main Motion (New business)	✓	✓		2/3rds	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3rds	✓
Close Discussion	✓			2/3rds	✓
Adjourn (End meeting)	✓			Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Postpone to a later time	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone Indefinitely	✓	✓	✓	Majority	✓