MEMBERSHIP POLICY

**Purpose:**

The Summit County Continuum of Care (SCCoC) membership is comprised of many individuals, local housing providers, social service agencies, law enforcement, educational institutions, and other stakeholders who are committed to ensuring the homeless in Summit County are afforded resources that will assist them in securing and maintaining housing. Membership is critical to the effectiveness of the SCCoC as it provides the cohesiveness needed to achieve the goal of eliminating homelessness.

**Requirements for Membership:**

Individuals and for-profit businesses are welcome to apply for membership by submitting an Application for Membership to the SCCoC Executive Director and paying the annual fees indicated below.

Along with the application, nonprofit businesses must submit to the SCCoC Executive Director documentation of:

* active 501c(3) tax exempt status from the Internal Revenue Service;
* a Board of Directors;
* a letter of interest signed by the Board President; and,
* the most recent operating budget or an annual audit;

**Privileges of Membership:**

While there are many privileges for being a member, one of the most significant is assisting the SCCoC and its partners in addressing the needs of the homeless in our communities. Other privileges include, but are not limited to:

* learning, firsthand, about the local infrastructure of housing resources in our

community;

* working along with the SCCoC and its members in the assessment, development, and monitoring of homeless issues and services;
* networking with people who also have an interest in homelessness;
* name, business, or agency listed on the SCCoC’s website as a member;
* the opportunity to participate in SCCoC committees;
* voting on policies and procedures as well as membership of the Board of Directors;
* the opportunity to serve on the Board of Directors, as appropriate;
* the opportunity to access funding through the SCCoC’s process for grants from the U.S. Department of Housing and Urban Development and other sources as appropriate; and,
* verification of SCCoC membership and letters of support for other grants.

**Requesting Grants Through the SCCoC Grant Process:**

In order to apply for grants from SCCoC affiliates, a member organization must:

* have a least one year of experience in providing services to the homeless;
* follow the guidelines of the Ranking & Review Committee;
* be an active 501(c)3 tax exempt organization as noted by IRS;
* have an active Board of Directors and provide a letter of interest that is signed by the Board President;
* have an active DUNS # and current SAM registration;
* demonstrate the ability to meet match requirements of cash or in-kind services;
* provide services that fall within the priority, focus, and goals of the SCCoC;
* attend at least 90% of required SCCoC meetings (as appropriate);
* be compliant with data entry into the local HMIS (as appropriate);
* allow a SCCoC monitoring visit of any current housing facility that is operational; and,
* be willing to submit any other documentation requested by the SCCoC.

**Funding Obligation:**

If an agency is awarded funding through the SCCoC process, it is obligated to abide within the policies, procedures, and guidelines of the SCCoC. This includes but is not limited to:

* administering the approved project as described in the grant application;
* attending at least 90% of the required SCCoC meetings;
* inputting client data into HMIS;
* maintaining compliance with HMIS policies and procedures;
* accepting referrals from Centralized Intake only; and,
* meeting any other requirements as established by the SCCoC.

**Annual Fees:**

Fees are to be paid based on the agency and not the individual\*\*. The annual membership fee is based on the agency’s annual budget listed below. Fees are due upon approval of the acceptance of the member, along with the application, which is found online.

Budget Under $100K = $50

$100K-$250K = $75

$250K-$500K = $125

$500K-$1M = $200

$1M-$1.5M = $250

Over $1.5M = $300

\*\*Certain Board members may be exempt from Annual Fees. See Executive Director for further details.