

TAMPA/HILLSBOROUGH COUNTY COC

Process for Reallocation *CoC Program Competition*

The Tampa/Hillsborough County CoC has implemented a comprehensive reallocation process that uses performance and outcome data to determine how best to use available CoC program resources to end homelessness within Tampa/Hillsborough County. This process is described below.

CoC offers provider education & technical assistance regarding reallocation

- Information on reallocation opportunities is shared at CoC Executive Board meetings and disseminated to the CoC membership. Tampa/Hillsborough County has reallocated projects in the 2013 CoC application to HUD.
- The Tampa Hillsborough Homeless Initiative (THHI), lead agency for the CoC, provides technical assistance to providers interested in reallocation.

Providers are assisted to voluntarily reallocate

- THHI discusses reallocation options with TH providers and encourages projects to consider reallocation.
- Each HUD CoC competition, Tampa/Hillsborough County CoC provides opportunities for projects to reallocate. The Tampa/Hillsborough County CoC will send out, via e-mail, a reallocation plan form to begin the process of voluntary reallocation for any TH grantee interested in reallocating their project funds.
- THHI will work with providers that submit Reallocation Plans for their TH programs to create the best program design to meet the needs of the community to reallocate funds to PSH or RRH. THHI reviews projects against HUD and CoC performance criteria and funding priorities to determine the extent to which each project is necessary, aligned to funding priorities and proposing to achieve desired outcomes. Project review also includes determining if applicants demonstrate sufficient capacity to successfully carry out the project, plans meet project eligibility and quality threshold, program design is aligned with best practices, and a sufficient plan is in place to secure permanent housing for current project participants.
- Once the reallocation plan is in place, the CoC Executive Board reviews and approves the reallocation plan/s.

THHI, CoC Lead Agency, seeks new project applications aligned with funding priorities for new projects created through reallocation.

- CoC Executive Board creates funding priorities for new projects, a process for new project applications, and criteria/process for scoring and selecting new projects.
- CoC seeks applications for new projects to be created through reallocation.
- Renewal Programs in corrective action status for 2 consecutive years may be at risk of losing their funding
- Tampa/Hillsborough County CoC Ranking and Review Committee reviews and scores all new and renewal project applications and determines which meet eligibility and quality threshold and are viable. The committee scores on criteria such as project's ability to: effectively outreach to participants, use a housing first approach, connect participants to mainstream resources, prioritize serving the highest need participants and participate in coordinated access.

Tampa/Hillsborough County Steering Committee Reviews and Makes Final Decisions about Reallocation

- Coc Executive Board reviews reallocation projects
- Final decisions related to reallocation are adopted through a vote by the THHI HUD Review Committee, which is made up of some THHI Board Memebers and City and County local officials.
- *THHI notified new project applicants if their application was rejected prior to the November 5th deadline.*

2015 Tampa/Hillsborough County Reallocation Plan for HUD CoC Transitional Housing

INSTRUCTIONS:

This is the Reallocation Plan for existing Tampa/Hillsborough County Continuum of Care TH projects wishing to reallocate to either permanent supportive housing or rapid re-housing. Final rules for reallocation will be defined by HUD in the (Notice of Funding Availability) for the FY2015 Funds in the Continuum of Care Program Competition (FY15 NOFA). Please note that this plan is based on the best information that is currently available and the Tampa Hillsborough Homeless Initiative, CoC Lead Agency, may need to revise the requirements described below and/or request additional information after the NOFA is released.

Please complete Sections 1-3 for all reallocations. If you are retaining funds to continue some portion of your current project, you must complete Section 4 (starts on page 12).

Please return to Byrda@THHI.org no later than 5/1/15

- Eligible populations and program models:

- PSH:
 - All projects must dedicate 100% of units to chronically homeless individuals and/or families, as defined by HUD (See Appendix).
 - Project applicants must demonstrate that they will first serve the chronically homeless according to the order of priority established in *Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons (SEE APPENDIX)*.
 - Disabilities: All projects must serve exclusively disabled individuals as defined by HUD (See Appendix)
 - All project must use a Housing First approach (See Appendix)
- RRH: All projects must serve 100% literally homeless families and/or single adults coming from emergency shelters and/or unsheltered locations.
- Persons in transitional housing **are not eligible** for either project type, even if they met the criteria described above prior to entering the transitional housing program.

1. Agency/Program Info

Please provide the following information on your existing project:

Agency Name:	Project Name:
Grant Amount:	Agency Contact Person:
Grant Number:	E-mail:
Grant Start date:	Phone:

2. Reallocation Information

A. The project will reallocate:

- Part of the project funds or
- All of the project funds

B. Type of Project that the New Project will Be:

- Rapid Rehousing or
- Permanent Supportive Housing

C. Summary Budget Chart

Please complete the summary budget chart below. Indicate the amount of the existing grant. If the project will be keeping funds, indicate the amount of funds to be retained. Enter the total amount of funds to be reallocated.

Category/Activity	Current Existing Grant Amounts by Category	Retained Funds (if applicable)	Funds to be Allocated to a New PSH or RR project
Leasing			
Permanent/Long-term Rental Assistance			
Short and/or Medium Term Rental Assistance			
Operating Funds			
Supportive Services			
Administration			
Total Budgets			

D. Reallocation Plan:

Briefly describe your agency’s plan for reallocating project funds. Indicate if the reallocated funds will be used for PSH or rapid rehousing. Note any subrecipients or project partners. Please include how the existing clients will be transitioned out and rehoused by the close of the grant and how the new project will be ready to start upon the new award. Provide a timeline for the project transition.

3. New Project Information

Complete Section 3 for the new project you will be developing. Please answer the following questions on the new reallocated rapid rehousing or PSH project.

A. Project Units/Beds and Participant Charts

In Part 1, indicate the maximum number of units and beds available for project participants. In Part 2, indicate the number of households or persons served at maximum program capacity. In Part 3, indicate the sub-populations served when project is at maximum capacity.

1. Number of units/beds

Component Type: PSH Rapid Rehousing

Unit Type: Single Site Scatter Site

Maximum Number of Units: _____

Maximum Number of Beds: _____

2. Participant chart

Households	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				

Population Characteristics (Enter number of persons in each category)	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Disabled Adults over age 24				
Non-disabled Adults over age 24				
Disabled Adults ages 18-24				
Non-disabled Adults ages 18-24				
Accompanied Disabled Children under age 18				
Accompanied Non-disabled Children under age 18				
Unaccompanied Disabled Children under age 18				
Unaccompanied Non-disabled Children under 18				

Totals from Above:

Total Number of Adults over age 24				
Total Number of Adults ages 18-24				
Total Number of Children under 18				
Total Persons				

3. Sub-population chart

Households with At Least One Adult and One Child

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Disabled Adults over age 24							
Non-disabled Adults over age 24							
Disabled Adults ages 18-24							
Non-disabled Adults ages 18-24							
Disabled Children under age 18							
Non-disabled Children under age 18							
Total Persons							

Adult Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Disabled Adults over age 24							
Non-disabled Adults over age 24							
Disabled Adults ages 18-24							
Non-disabled Adults ages 18-24							
Total Persons							

Households with Only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Accompanied Disabled Children under age 18							
Accompanied Non-disabled Children under age 18							
Unaccompanied Disabled Children under age 18							
Unaccompanied Non-disabled Children under age 18							
Total Persons							

B. Agency Experience

Please answer the following questions as they relate to the new reallocated Rapid Rehousing or PSH project.

- | |
|---|
| 1. Describe the experience of the project applicant and sub-recipients (if applicable) as it relates to providing supportive services and housing for homeless persons, and carrying out the activities of the project. Be sure to address experience with leasing units, operating rental assistance, capital development, and providing supportive services similar to the activities proposed in the applications. |
| 2. If you are applying for Rental Assistance funds, identify who will administer the financial assistance and describe their experience in administering rental assistance funds. |
| 3. Describe experience of project applicant and partners (if applicable) relating to serving long-term homeless persons (PSH Only). |
| 4. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential subrecipients (if any)? |
| 5. Have you returned any funds to HUD on any existing grants in the last two years? |

C. Project Information

1. Provide a project description. Please include:

- The specific services that will be provided to serve the target population
- Projected outcomes
- Coordination with partners
- How will participants be assisted in obtaining and maintaining PH?
- How will participants be assisted in increasing employment and maximizing their ability to live independently?

2. Outreach

Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:

- ___ Persons who came from the street or other locations not meant for human habitation
- ___ Persons who came from Emergency Shelters
- ___ Persons who came from safe havens
- ___ Total of above percentage

New Project Budget/Funding Requests

Please provide the following budget information for the new RR or PSH project. Please complete the budget charts, showing the new project's leasing, rental assistance, operating, supportive services, and admin expenses as applicable, and summary budget chart.

Leasing (enter number of units by unit type; the applicable rent, multiply units times rent times 12 (1 year grant) and enter totals.

Unit Size	No. of Units	Rent	Term (months)	Total
Efficiency		\$	12	
1 Bedroom		\$	12	
2 Bedroom		\$	12	
3 Bedroom		\$	12	
4 Bedroom		\$	12	
Total				

Rental Assistance (enter number of units by unit type; the applicable Fair Market Rent (FMR) level, multiply units times FMR times 12 (1 year grant) and enter totals.

Indicate the Type of Rental Assistance: Project Based Tenant Based Sponsor Based

Unit Size	No. of Units	FMR	Term (months)	Total
Efficiency		\$	12	
1 Bedroom		\$	12	
2 Bedroom		\$	12	
3 Bedroom		\$	12	
4 Bedroom		\$	12	
Total				

Operating Costs

Enter the quantity and total budget request for each operating cost. The request entered should be equivalent to the cost of one year of the relevant operating costs. When including staff costs, please include title, salary and FTE.

Operating Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
Maintenance and repair		
Electricity		
Gas and Water		
Property Tax and Insurance		
Furniture		
Replacement Reserve		
Equipment		
Building Security		
Total		

Supportive Services: Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE.

Eligible Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		
Total Annual Assistance Requested		

Summary Budget

Activities	Total Assistance Requested for 1 Year
1. Acquisition	
2. Rehabilitation	
3. New Construction	
4. Subtotal (1-3)	
5. Leasing Units	
6. Leased Structures	
7. Rental Assistance	
8. Supportive Services	
9. Operations	
10. HMIS	
11. Sub-total Request	
12. Administrative costs	
13. Cash Match	
14. In-kind Match	
15. Total Match	
16. Total Budget	

Leveraging: Please identify all leveraged resources: construction/rehabilitation, other services received by project participants, cash grants, donated and in-kind services. **Written commitments are required by HUD at time of project application; do not include leveraged resources if commitment will not be in place by time of NOFA submission.** Add rows as needed for additional sources.

Please see the document “Additional Guidance on Match and Leveraging” prepared by Housing Innovations.

HUD requires that commitment letters for leveraged resources be dated on or before the application due date. Written commitments of cash and/or in-kind value of **leveraged commitments must be at least 200%** of the total request to HUD.

Identify Type of Contribution: Cash or In kind	Name the Source of Contribution	Identify Source as: (G) Government* or (P) Private	Date of Written Commitment	Value of Written Commitment
<i>Example: Cash</i>	CDBG	G	4/9/15	\$10,000
*Government sources are appropriated dollars.			TOTAL:	\$

Note on Leveraging:

Provide information **only** for contributions for which you have a **written commitment in hand at the time of application**. A written agreement could include signed letters, memoranda of agreement, and other documented evidence of a commitment. Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments of land, buildings and equipment are **one-time only** and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2005 and prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions). The written commitments must be documented on letterhead stationery, signed by an authorized representative, dated **and** in your possession prior to the deadline for submitting your application, and must, at a minimum, contain the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management, etc.); the value of the contribution; the name of the project and its sponsor organization to which the contribution will be given; and, the date the contribution will be available. If you **do not** have a written agreement in hand at the time of application submission, **do not** enter the contribution

4. Retained Units and/or Services Information Section

Please complete this Section for the funds and services that are being retained in the project, if applicable. **Only projects that are retaining funding for some of the original project should answer these questions.** Skip this section if you are reallocating all of your funds.

A. Project Units/Beds and Participant Charts

In Part 1, indicate the maximum number of units and beds available for project participants. In Part 2, indicate the number of households or persons served at maximum program capacity. In Part 3, indicate the sub-populations served when project is at maximum capacity.

1. Number of units/beds

Type: Single Site Scatter Site

Maximum Number of Units: _____

Maximum Number of Beds: _____

2. Participant chart

Households	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households				

Population Characteristics (Enter number of persons in each category)	HH's with At Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
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Unaccompanied Non-disabled Children under 18				

Totals from Above:

Total Number of Adults over age 24				
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Total Number of Children under 18				
Total Persons				

3. Sub-population chart

Households with At Least One Adult and One Child

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Disabled Adults over age 24							
Non-disabled Adults over age 24							
Disabled Adults ages 18-24							
Non-disabled Adults ages 18-24							
Disabled Children under age 18							
Non-disabled Children under age 18							
Total Persons							

Adult Households without Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
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Non-disabled Adults ages 18-24							
Total Persons							

Households with Only Children

Characteristics	Chronically Homeless Non-Veterans	Chronically Homeless Veterans	Non-Chronically Homeless Veterans	Chronic Substance Abuse	Persons with HIV/AIDS	Severely Mentally Ill	Victims of Domestic Violence
Accompanied Disabled Children under age 18							
Accompanied Non-disabled Children under age 18							
Unaccompanied Disabled Children under age 18							
Unaccompanied Non-disabled Children under age 18							
Total Persons							

B. Project Description

Provide a description that addresses the entire scope of the proposed project. It must address the entire scope of the project, including a clear picture of the community/target population(s) to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s).

Provide a project description. Please include:

- The specific services that will be provided to serve the target population
- Projected outcomes
- Coordination with partners
- How will participants be assisted in obtaining and maintaining PH?
- How will participants be assisted in increasing employment?

C. Outreach

Enter the percentage of homeless person(s) who will be served by the proposed project for each of the following locations:

- ___ Persons who came from the street or other locations not meant for human habitation
- ___ Persons who came from Emergency Shelters
- ___ Persons who came from safe havens
- ___ Total of above percentages

G. Retained Funding Budgets

Please provide the following budget information. Please complete the budget charts, showing the retained project’s operating, supportive services, leasing, rental assistance, and admin expenses as applicable, and summary budget chart.

Leasing (enter number of units by unit type; the applicable rent, multiply units times rent times 12

Unit Size	No. of Units	Rent	Term (months)	Total
Efficiency		\$	12	
1 Bedroom		\$	12	
2 Bedroom		\$	12	
3 Bedroom		\$	12	
4 Bedroom		\$	12	
Total				

grant) and enter totals.

Rental Assistance (enter number of units by unit type; the applicable Fair Market Rent (FMR) level, multiply units times FMR times 12 (1 year grant) and enter totals.

Indicate the Type of Rental Assistance:

Project Based Tenant Based Sponsor Based

Unit Size	No. of Units	FMR	Term (months)	Total
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1 Bedroom		\$	12	
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Gas and Water		
Property Tax and Insurance		
Furniture		
Replacement Reserve		
Equipment		
Building Security		
Total		

Supportive Services: Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff costs, please include title, salary and FTE.

Eligible Costs	Quantity Description (max 400 characters)	Annual Assistance Requested
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Case Management		
Child Care		
Education Services		
Employment Assistance		
Food		
Housing/Counseling Services		
Legal Services		
Life Skills		
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Outreach Services		
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Please see the document “Additional Guidance on Match and Leveraging” prepared by Housing Innovations. HUD requires that commitment letters for leveraged resources be dated on or before the application due date. Written commitments of cash and/or in-kind value of **leveraged commitments must be at least 200%** of the total request to HUD.

Identify Type of Contribution: Cash or In kind	Name the Source of Contribution	Identify Source as: (G) Government* or (P) Private	Date of Written Commitment	Value of Written Commitment
<i>Example: Cash</i>	CDBG	G	4/9/15	\$10,000
*Government sources are appropriated dollars.			TOTAL:	\$

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Provide information **only** for contributions for which you have a **written commitment in hand at the time of application**. A written agreement could include signed letters, memoranda of agreement, and other documented evidence of a commitment. Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments of land, buildings and equipment are **one-time only** and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2005 and prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions). The written commitments must be documented on letterhead stationery, signed by an authorized representative, dated **and** in your possession prior to the deadline for submitting your application, and must, at a minimum, contain the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management, etc.); the value of the contribution; the name of the project and its sponsor organization to which the contribution will be given; and, the date the contribution will be available. If you **do not** have a written agreement in hand at the time of application submission, **do not** enter the contribution.

APPENDIX

Excerpted From Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons

Order of Priority in CoC Program-funded Permanent Supportive Housing Beds Dedicated to Persons Experiencing Chronic Homelessness and Permanent Supportive Housing Prioritized for Occupancy by Persons Experiencing Chronic Homelessness

(a) First Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness and with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and
- ii. The CoC or CoC Program recipient has identified the chronically homeless individual or head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs (see Section I.D.3. of this Notice for definition of severe service needs).

(b) Second Priority—Chronically Homeless Individuals and Families with the Longest History of Homelessness. A chronically homeless individual or head of household, as defined in 24 CFR 578.3, for which both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or on at least four separate occasions in the last 3 years, where the cumulative total length of the four occasions equals at least 12 months; and,
- ii. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

(c) Third Priority—Chronically Homeless Individuals and Families with the Most Severe Service Needs. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter on at least four separate occasions in the last 3 years, where the total length of those separate occasions equals less than one year; and
- ii. The CoC or CoC program recipient has identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

(d) Fourth Priority—All Other Chronically Homeless Individuals and Families. A chronically homeless individual or head of household as defined in 24 CFR 578.3 for whom both of the following are true:

- i. The chronically homeless individual or head of household of a family has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter for at least 12 months either continuously or

on at least four separate occasions in the last 3 years, where the cumulative total length the four occasions is **less than** 12 months; and

ii. The CoC or CoC program recipient has **not** identified the chronically homeless individual or the head of household, who meets all of the criteria in paragraph (1) of the definition for chronically homeless, of the family as having severe service needs.

DEFINITIONS OF KEY TERMS:

Chronically Homeless. The definition of "chronically homeless" currently in effect for the CoC Program is that which is defined in the CoC Program interim rule at 24 CFR 578.3, which states that a chronically homeless person is:

(a) An individual who:

- i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and
- iii. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

(b) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice], before entering that facility; or

(c) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition [as described in Section I.D.2.(a) of this Notice, including a family whose composition has fluctuated while the head of household has been homeless.

3. Severity of Service Needs. This Notice refers to persons who have been identified as having the most severe service needs.

(a) For the purposes of this Notice, this means an individual for whom at least one of the following is true:

- i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
- ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

Severe service needs as defined in paragraphs i. and ii. above should be identified and verified through data-driven methods such as an administrative data match or through the use of a standardized assessment tool that can identify the severity of needs such as the Vulnerability Index (VI), the Service Prioritization Decision Assistance Tool (SPDAT), or the Frequent Users Service Enhancement (FUSE). The determination must not be based on a specific diagnosis or disability type, but only on the severity of needs of the individual.

(b) In states where there is an alternate criteria used by state Medicaid departments to identify high-need, high cost beneficiaries, CoCs and recipients of CoC Program-funded PSH may use similar criteria to determine if a household has severe service needs instead of the criteria defined paragraphs i. and ii. above. However, such determination must not be based on a specific diagnosis or disability type.

DRAFT Tampa/Hillsborough County Housing First Principles - Currently under consideration by the Steering

Committee/Revised

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

Low barrier approach to entry:

- Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:
 - a. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
 - b. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
 - c. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
 - d. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

Community integration and recovery:

- Housing is integrated into the community and tenants have ample opportunity and are supported to form connections outside of the project.
 - a. Housing is located in neighborhoods that are accessible to community resources and services such as schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks, and other recreation facilities.
 - b. Efforts are made to make the housing look and feel similar to other types of housing in the community and to avoid distinguishing the housing as a program that serves people with special needs.
 - c. Services are designed to help tenants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their families and communities.
 - d. Services are recovery-based and designed to help tenants gain control of their own lives, define their personal values, preferences, and visions for the future, establish meaningful individual short and long-term goals, and build hope that the things they want out of life are attainable. Services are focused on

helping tenants achieve the things that are important to them and goals are not driven by staff priorities or selected from a pre-determined menu of options.

Lease compliance and housing retention

- Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction.
 - a. Leases do not include stipulations beyond those that are customary, legal, and enforceable under Connecticut law.
 - b. No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community).
 - c. Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being.
- Retention in housing is contingent only on lease compliance and is not contingent on abstinence from substances or compliance with services, treatment or other clinical requirements. For example:
 - a. Tenants are not terminated involuntarily from housing for refusal to participate in services or for violating program rules that are not stipulated in the lease.
 - b. Transitional housing programs offer participants due process to resolve issues that may result in involuntary discharge (unless immediate risk to health and safety)
 - c. PH providers only terminate occupancy of housing in cases of noncompliance with the lease or failure of a tenant to carry out obligations under Florida Residential Landlord and Tenant Act (Chapter 83 of the Florida Statutes: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0000-0099/0083/0083.html)
 - d. In order to terminate housing, PH providers are required to use the legal court eviction process.

Separation of housing and services

- Projects are designed in such a manner that the roles of property management (e.g., housing application, rent collection, repairs, and eviction) and supportive services staff are clearly defined and distinct.
 - a. Property management and support service functions are provided either by separate legal entities or by staff members whose roles do not overlap.
 - b. There are defined processes for communication and coordination across the two functions to support stable tenancy.
 - c. Those processes are designed to protect client confidentiality and share confidential information on a need to know basis only.

Tenant Choice

- Efforts are made to maximize tenant choice, including type, frequency, timing, location and intensity of services and whenever possible choice of neighborhoods, apartments, furniture, and décor.
- Staff accepts tenant choices as a matter of fact without judgment and provides services that are non-coercive to help people achieve their personal goals.
- Staff accepts that risk is part of the human experience and helps tenants to understand risks and reduce harm caused to themselves and others by risky behavior.
- Staff understands the clinical and legal limits to choice and intervenes as necessary when someone presents a danger to self or others.
- Staff helps tenants to understand the legal obligations of tenancy and to reduce risk of eviction.

- Projects provide meaningful opportunities for tenant input and involvement when designing programs, planning activities and determining policies.

AMENDED AND RESTATED BYLAWS

OF

TAMPA HILLSBOROUGH
HOMELESS INITIATIVE, INC., f/k/a

HOMELESS COALITION

OF HILLSBOROUGH
COUNTY, INC.

November 11, 2013

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**AMENDED AND RESTATED BYLAWS of
TAMPA HILLSBOROUGH HOMELESS INITIATIVE, INC., f/k/a HOMELESS
COALITION of HILLSBOROUGH COUNTY, INC.**

A Florida Not-for-Profit Corporation

November 11, 2013

These are the Amended and Restated Bylaws (herein called the Bylaws) of TAMPA HILLSBOROUGH HOMELESS INITIATIVE, INC., f/k/a HOMELESS COALITION OF HILLSBOROUGH COUNTY, INC. (herein called the "Corporation"). These Bylaws replace in their entirety the Bylaws previously adopted by the Corporation in 2001, as amended and restated on November 20, 2009. These Bylaws shall govern the affairs of the Corporation beginning on the date of their adoption which is set forth in the Secretary's certificate at the end of this document.

ARTICLE ONE. PURPOSE AND POWERS

Section One. Statement of Purpose. The general purpose of the Corporation is to bring together various entities, agencies, service organizations, and individuals to establish and maintain a concentrated effort to break the cycle of homelessness in Hillsborough County, Florida. This effort seeks to ensure the existence of a continuum of holistic and necessary support services that assist the homeless in becoming as self-sufficient as possible and includes, without limitation, the following:

- (a) directing resources for preventing at-risk families and individuals from becoming homeless, and associated services;
- (b) improving links between homeless service providers and mainstream services providing health care, mental health care, substance abuse treatment and other emergency, preventative and care services;
- (c) developing strategies to ensure there are stable and significant job alternatives and opportunities with associated job training available;
- (d) developing new approaches for providing temporary shelter opportunities for men, women, and children that include linkages to needed services;
- (e) planning for the development of transitional and permanent housing with supportive services.

Section Two. Powers. The Corporation shall hold and may exercise all such powers as may be conferred upon a nonprofit corporation by the laws of the State of Florida and as may be necessary or expedient for the administration of the affairs and attainment of the purposes of the corporation, provided, however, that in no event shall the Corporation engage in activities which are not permitted to be carried on by a corporation exempt under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE TWO. OFFICES

The initial principal office of the Corporation shall be located in Hillsborough County, Florida. The Board of Directors may at any time, or from time to time, change the location of the principal office. The Board of Directors may at any time establish branch offices at any place within Hillsborough County, Florida.

ARTICLE THREE. MEMBERSHIP

Beginning upon the adoption of these Bylaws, the Corporation shall have no members and shall be managed and controlled by the Board of Directors.

ARTICLE FOUR. DIRECTORS

Section One. Number. The authorized number of Directors of this Corporation shall be no more than nineteen (19) and shall at no time be less than seven (7). Within said limitations, the number of Directors may be established, increased or decreased from time to time, or the limitations changed, by action of the Nominating Committee, vote of the Board of Directors or by action on the part of the Board of Directors in duly amending the Bylaws, as the case may be.

Section Two. Qualifications of Directors. Directors must be natural persons who are 18 years of age or older. Two Directors shall be current Homeless Service Providers in Hillsborough County. Once elected, no one other than the individual elected may serve in the capacity of Director, and no substitutions, delegates or designees shall be permitted during the term of office of that Director (except when there is a vacancy and that Director's seat is filled as provided in Section Six below).

Those individuals who have been elected by the Board of Directors to serve as President, Vice-President, Secretary and Treasurer of the Corporation, together with the most recently serving past President of the Corporation shall all automatically become appointed as members of the Board of Directors. Prospective Directors needed to fill any remaining Director positions shall be selected and submitted by the Nominating Committee or as nominated by members of the Board of Directors at a regular or special meeting of the Board of Directors.

Section Three. Appointment of Directors. The City of Tampa and Hillsborough County shall each have the option to appoint one person from their staff to serve as a Director. The appointee must be vetted by the Nominating Committee and approved by the Board of Directors. The appointment must be made in writing to the Board of Directors. Appointed directors shall be counted towards the authorized number of Directors specified in section one.

Each appointment shall be for a term of two (2) years and the appointee is not subject to the term limits outlined in section three so long as they are re-appointed every two (2) years by their respective entity.

Section Four. Term of Office. The term of office of each Director shall be two (2) years, except for the immediate past President who may remain on the Board of Directors for one additional year after his/her term as President expires. No one individual (except for those appointed in accordance with Section Three) may serve more than three (3) consecutive terms as Director or Officer. Once a Director or Officer has served for three (3) consecutive terms (in any combination), he or she may again be eligible for election as Director after expiration of one (1) full term of directorship. Notwithstanding the term limit set forth in this Section Three, the most recently serving past President of the Corporation may serve a seventh year in the capacity of immediate past President even if he or she has served on the Board of Directors for three (3) consecutive complete two-year terms, first as a Director at Large and then as President.

Section Five. Powers. Except as otherwise provided in the Bylaws, the powers of this Corporation shall be exercised, its properties controlled, and its affairs conducted by the Board of Directors, which may, however, delegate the performance for any duties or the exercise of any powers to such officers and agents, or committee(s), as the Board may from time to time, by resolution, designate.

Section Six. Replacement of Directors.

(a) Whenever a vacancy exists on the Board of Directors, whether by death, resignation, or otherwise, the vacancy shall be filled by appointment by a majority of the remaining Directors at a regular or special meeting of the Board. Any person appointed or elected to fill the vacancy of a Director shall have the same qualifications as were required of the Director whose office was vacated.

(b) Any person appointed or elected to fill a vacancy in the Board of Directors shall hold office for the unexpired term of his or her predecessor in office, subject to the power of removal stated in these Bylaws. These partial terms shall not be counted toward the term limits described in Section Four.

Section Seven. Compensation. Directors may not receive any compensation for their services as such, but may receive reasonable reimbursement of expenses incurred in the performance of their duties.

Section Eight. Meetings.

(a) Meetings shall be held at such place or places as the Board of Directors may from time to time by resolution designate; or, in the absence of such designation, at the principal office of the Corporation.

(b) An annual meeting of the Board of Directors shall be held in November of each year at such time, day, and place as the Board of Directors may designate from time to time by resolution or by duly submitted notice of meeting given in accordance with these Bylaws. Appropriate for consideration at such meetings shall be the election of Officers and Directors, amending of Bylaws, approving mergers or dissolution of the Corporation, and such other business as may come before the meeting and which is of a

nature or subject matter which these Bylaws expressly designate as matters or business to be considered and acted upon by the Board of Directors. If the day fixed for the annual meeting shall be a legal holiday in the State of Florida, such meeting shall be held on the next business day. If the election of Officers or Directors shall not be held on the day designated for an annual meeting, the Board of Directors shall cause the election to be held at a special meeting of the Board of Directors conducted as soon as may be convenient. All other regular meetings shall be held at such time and place as shall be fixed by the Board of Directors from time to time or as called by the President of the Corporation, it being anticipated that regular meetings of the Board, including the annual meeting, be held at least four (4) times per calendar year. Special meetings of the Board of Directors may be called by or at the direction of the President, or by any two (2) of the Directors then in office.

(c) No notice shall be required for regular meetings of the Board of Directors for which the time and place have been fixed. Notice of special meetings or regular meetings requiring notice shall be delivered to each Director by mail, e-mail or facsimile transmission at the address or facsimile number last recorded on the books of the Corporation, not less than two (2) days (if by mail, to be deposited no less than five (5) days prior to the date of meeting) nor more than thirty (30) days before the date of the meeting. Written notices sent by electronic transmission shall be effective when sent by facsimile or electronic mail to the number or address at which the Director has consented to receive notice, when posted on an electronic network the Director has consented to consult, or by any other form of electronic transmission to which the Director has consented. The Director may revoke the permission to receive notice by electronic transmission by written notice to the Corporation's Secretary or Chief Executive Officer. Consent shall also be deemed revoked if the Corporation is unable to successfully deliver two consecutive electronic transmission notices. The requirements for furnishing notice of a meeting may be waived by any Director who signs a waiver of notice before or after the meeting or who attends the meeting without protesting the lack of notice.

(d) A majority of the Board of Directors then in office shall constitute a quorum for the transaction of business at any meeting for the Board. However, if less than a majority of the Directors are present at any meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

(e) Except as may otherwise be provided in these Bylaws, the act of a majority of Directors present at any meeting at which a quorum is present shall be the act of the Board of Directors.

(f) Telephone participation shall be valid participation for purposes of determining both quorum and Board action.

Section Nine. Action Without Meeting. No meeting need be held by the Board to take any action required or permitted to be taken by these Bylaws, provided all members of the Board shall individually or collectively consent in writing to such action, and such written

consent or consents is filed with the minutes of the proceedings of the Board. Action by written consent shall have the same force and effect as action by unanimous vote of the Directors. Any certificate or other document filed which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting, and that the Bylaws authorize the Directors to so act. Such a statement shall be prima facie evidence of such authority.

Section Ten. Liability of Directors. The Directors of this Corporation shall not be personally liable for its debts, liabilities, or other obligations.

Section Eleven. Resignations and Removal. Any member of the Board may resign from the Board at any time by giving written notice to the President, and, unless otherwise specified therein, shall be effective upon delivery and the acceptance of such resignation shall not be necessary to make it effective. A vote constituting two-thirds (2/3) of a quorum of the Board of Directors may remove any Director for cause. Any member of the Board of Directors who is absent without prior notice from three (3) meetings in any calendar year shall be removed as a member of the Board of Directors. Any Director serving as one of the Officers of the Corporation shall be removed as a Director if he or she has been removed as an Officer.

Section Twelve. Rules. The Board of Directors may adopt such rules and regulations for its meetings and the conduct and procedures of its activities as are not inconsistent with these Bylaws and provided further that regular minutes of all proceedings shall be kept.

ARTICLE FIVE. OFFICERS

Section One. Designation of Officers. The Officers of the Corporation shall be a President, a Vice-President (as shall be determined by the Board of Directors), a Secretary, and a Treasurer.

Section Two. Election and Term of Office. The Officers of this Corporation shall be elected every two (2) years by the Board of Directors at the annual meeting of the Board of Directors. The names of prospective Officers shall be selected and submitted at such annual meeting by the Nominating Committee and as nominated by members of the Board of Directors at the annual meeting. If the election of Officers shall not be held at such meeting, such election shall be held as soon as may be convenient. Each Officer shall hold office for a two (2) year term and until his or her successor shall have been duly elected and shall have been qualified. These two-year terms shall be counted toward the term limits described in Article Seven, Section Three because the Officer is simultaneously a member of the Board of Directors.

Section Three. Removal. Any Officer may be removed by the Board of Directors whenever in its judgment the interest of the Corporation would be best served.

Section Four. Vacancies. A vacancy in any office, whether due to death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section Five. President. The President:

- (a) Shall preside at all meetings of the Board of Directors and of the Executive Committee;
- (b) May sign any deeds, mortgages, notes, bonds, contracts, checks or other instruments the execution of which has been authorized by the Board of Directors, except in cases where the signing and execution of such instruments has been expressly delegated by the Board of Directors, or by these Bylaws, to some other officer or agent of the Corporation; and
- (c) Shall perform all other duties generally incident to the office of President and such other duties as may be prescribed by the Board of Directors.

Section Six. Vice President. In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the power of and be subject to all the restrictions upon the President. Any Vice President shall perform such additional duties as may from time to time be assigned to him or her by the President or by the Board of Directors.

Section Seven. Treasurer. The Treasurer shall:

- (a) Have charge and custody of, and be responsible for, all funds and securities of the Corporation;
- (b) Receive and give receipts for moneys due and payable to the Corporation from any source and deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors;
- (c) Oversee and preside at meetings of any financial committee of the Corporation, and be responsible for preparation of all financial statements, reports and related documents as may be required of the Corporation; and
- (d) Perform all duties generally incident to the office of Treasurer and such other duties as may from time to time be assigned to the Treasurer by the President or by the Board of Directors.

Section Eight. Secretary. The Secretary shall:

- (a) Keep the minutes of meetings of members, of the Board of Directors, and of all Committees in one or more books provided for that purpose, and shall certify the existence of a quorum at each such meeting;
- (b) See that all notices are duly given in accordance with these Bylaws or as required by law;
- (c) Be custodian of the corporate records and of any seal of the Corporation;

- (d) Keep a record book containing the names and addresses of all past members, all Officers and Directors of the Corporation, and of all committee members and committee chairpersons.
- (e) Exhibit to any Officer, Director or committee chairperson of the Corporation, or to a Director's, Officer's or chairperson's agent, or to any person or agency authorized by law to inspect them, at all reasonable times and on demand, these Bylaws, the record books, the minutes of any meeting, and the other records of the Corporation;
- (f) Authenticate records of the Corporation;
- (g) When required, countersign all authorized bonds, contracts, deeds, mortgages, leases, or other legal instruments; and
- (h) Perform all other duties generally incident to the office of Secretary and such other duties as may from time to time be assigned to the Secretary by the President or by the Board of Directors.

Section Nine. Compensation. Officers, as such, shall not receive any stated salaries for their services, but a reasonable amount may be allowed as reimbursement of expenses incurred in attending to their authorized duties.

ARTICLE SIX. STANDARD OF CARE; SELF-DEALING TRANSACTIONS AND AUTHORITY TO MAKE PUBLIC STATEMENTS

Section One. General. A Director shall perform the duties of a director, including duties as an officer or as a member of any committee of the Board on which the Director may serve, in good faith, in a manner such Director believes to be in the best interest of this Corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like situation would use under similar circumstances.

In performing the duties of a director, a Director shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- (a) one or more officers or employees of the Corporation whom the Director believes to be reliable and competent in the matters presented,
- (b) counsel, independent accountants or other persons as to matters which the Director believes to be within such person's professional or expert competence, or
- (c) a committee of the Board upon which the Director does not serve, as to matters within its designated authority or area of expertise, which committee the Director believes to merit confidence.

so long as in any such case, the Director acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Section Two. Loans. The Corporation shall not make any loan of money or property to, or guarantee the obligation of, any Director or Officer, provided, however, that this Corporation may advance money to a Director or Officer of this Corporation or any subsidiary for expenses reasonably anticipated to be included in performance of the duties of such Officer or Director so long as such individual would be entitled to be reimbursed for such expenses absent that advance.

Section Three. Self-Dealing Transactions. Except as approved in Section Four below, the Board of Directors shall not approve a self-dealing transaction. A self-dealing transaction is one to which the Corporation is a party and in which one or more of the Directors has a material financial interest or a transaction between the Corporation and any person or entity in which one or more of the Directors is a director or between the Corporation and any person in which one or more of its Directors has a material financial interest, including employment with that person or entity. A Director shall not be deemed to have a “material financial interest” in a contract or transaction that implements a charitable program of this Corporation solely because the contract or transaction results in a benefit to a Director or his or her family by virtue of their membership in the class of persons intended to be benefited by the charitable program, as long as the contract or transaction is approved or authorized by the Corporation in good faith and without unjustified favoritism.Approval. The Board of Directors may approve a self-dealing transaction if the Board determines that the transaction is in the best interests of, and is fair and reasonable to the Corporation and, after reasonable investigation under the circumstances, determines that the Corporation could not have obtained a more advantageous arrangement with reasonable effort under the circumstances. Such determinations must be made by the Board of Directors, in good faith, with knowledge of the material facts concerning the transaction and the Director’s interest in the transaction, and by a vote of the majority of the Directors then in office, provided that a quorum is present, without counting the vote of the interested Director or Directors.

Section Five. Mutual Directors or Employees of Other Nonprofit Organizations. No contract or other transaction between the Corporation and any other nonprofit corporation of which one or more of the Corporation’s Directors are directors or employees is either void or voidable because such Director(s) are present at a meeting of the Board which authorizes, approves, or ratifies the contract or transaction if the material facts as to the transaction and as to such Director’s other directorship or employment are fully disclosed or known to the Board and the Board authorizes, approves, or ratifies the contract or transaction in good faith by a sufficient vote without counting the vote of the common director(s), or if the contract or transaction is just and reasonable as to the Corporation at the time it is authorized, approved or ratified.

Section Six. Authority to Make Public Statements. No person, except for the President or the Chief Executive Officer (if one has been appointed by the Board of Directors) shall be authorized to make any public statements, whether written or oral, purporting to represent the official policy, position, or opinion of the Corporation, without first having obtained the

approval of the Board of Directors. Any person who is authorized to make any public statement, whether written or oral, purporting to represent the official policy, position, recommendation or opinion of the Corporation, shall first make it clear that he or she is representing the Corporation. Thereafter, throughout the entire presentation, he or she shall confine his/her presentation only to those matters that have been properly approved by the Board of Directors. He or she shall not, at the same time, present any statement purporting to represent any other firm, group, or organization or purporting to represent his or her own personal views.

ARTICLE SEVEN. COMMITTEES

Section One. Committees of the Board of Directors. By majority vote of the Directors in office, the Board of Directors may, by resolution duly adopted, establish one or more committees which shall be advisory in nature (except for the Executive Committee). Each committee shall be chaired by a member of the Corporation's Board of Directors. The Board shall, at a minimum, have the following Committees:

- (a) Executive Committee. The Executive Committee shall consist of the Corporation's President, Vice-President, Treasurer, Secretary, and the most recently serving past President of the Corporation. The Executive Committee shall supervise and oversee the Corporation's administrative, contractual and operational functions. The Executive Committee shall be primarily responsible for obtaining and coordinating data and other information regularly used or analyzed by the Board of Directors in connection with the Corporation's function and operations.
- (b) Finance and Audit Committee. The Finance and Audit Committee shall consist of volunteers from the Corporation who shall generally be responsible for oversight of the functions performed by the Treasurer; investments of corporate funds; and annual budget preparation., establish and review fiscal policies, guidelines, operations and procedures that insure the financial integrity of the Corporation and foster its purpose and mission. The Finance and Audit Committee shall be chaired by the Treasurer.
- (c) Nominating Committee. The Nominating Committee shall consist of volunteers from the Board of Directors. The Nominating Committee shall be responsible for nominating individuals for election as Officers and Directors to the extent provided for in these Bylaws. The Nominating Committee shall strive to nominate individuals who represent a diverse cross-section of individuals and representatives of local groups and organizations involved in providing services for the homeless, and representatives of interested business groups and associations so that the Board of Directors represents different constituencies. The Nominating Committee shall be chaired by the Vice-President.
- (d) Development Committee. The Development Committee is responsible for the development of financial resources for the organization. To actively support development program through the formulation of strategies and activities that will serve to increase individual and/or corporate contributions and/or gifts. Directly cultivate,

solicit, and provide stewardship of members of the Board of Directors through education, annual giving, planned giving, and other such efforts. Its activities will include seeking public contributions, planning fundraising events, securing grants, and developing contributions of property. The Development Committee shall be chaired by the Secretary.

Section Two. Committees of the Corporation. The Continuum of Care Committee is established to provide effective mechanisms for providers and the community to plan, implement and provide needed support for homeless men, women and children. The Continuum of Care Committee, the Board and/or staff may create subcommittees as need arises to assist in fulfilling the purpose of the Continuum of Care Committee. Subcommittees may include, but are not limited to or required, those related to housing, supportive services, short- and long-term planning, research and data, community education, advocacy, and the homeless management information system (HMIS). The Continuum of Care Committee shall consist of volunteers from the Board of Directors and the community.

Section Three. Other Committees. Other advisory committees not having and exercising the managerial authority of the Board of Directors may be established by resolution duly adopted by majority vote of the Board of Directors.

ARTICLE EIGHT. CHIEF EXECUTIVE OFFICER

Subject to the control, advice and consent of the Board of Directors, the Chief Executive Officer shall, in general, supervise and conduct the activities and operations of the Corporation as an employee of the Corporation, shall keep the Board of Directors fully informed and shall freely consult with them concerning the activities of the Corporation, and shall see that all orders and resolutions of the board are carried into effect.

Where appropriate, the Board of Directors shall place the Chief Executive Officer under a written contract of employment.

The Chief Executive Officer shall be empowered to act, speak for, or otherwise represent the Corporation between meetings of the Board. The Chief Executive Officer shall be responsible for the hiring and firing of all personnel, and shall be responsible for keeping the Board informed at all times of staff performance and for implementing any personnel policies adopted by the Board.

Subject to the oversight of the Treasurer, the Chief Executive Officer is authorized to receive, deposit, disburse, and account for funds of the Corporation.

The Chief Executive Officer shall attend Board meetings in an ex officio non-voting capacity.

ARTICLE NINE. CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

Section One. Contracts. The Board of Directors may, by resolution duly adopted, authorize any Officer or Officers, agent or agents of the Corporation, in addition to the Officers so authorized by these Bylaws, to enter into any contract or to execute and deliver any

instrument in the name of and on behalf of the Corporation. Such authority may be general, or confined to specific instances.

Section Two. Deposits. Any funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section Three. Checks, Drafts, Orders for Payment. Any checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed and countersigned by two (2) such Officers or agents of the Corporation and in such manner as the Board of Directors shall from time to time by resolution determine. In the absence of such determination, such instruments shall be signed and countersigned by the Treasurer and the President or Vice President of the Corporation.

ARTICLE TEN. MISCELLANEOUS

Section One. Books and Records. The Corporation shall prepare and maintain correct and complete books and records of account and shall also keep minutes of the meetings of its past members, its Board of Directors, and its committees. All books and records of the Corporation may be inspected by any Director or Officer, or the agent or attorney of any of them, or any proper person, at any reasonable time.

Section Two. Seal. The Board of Directors may provide a seal in such form as the Board of Directors may from time to time prescribe.

Section Three. Waiver of Notice. Whenever any notice is required to be given under the provisions of the Bylaws of this Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE ELEVEN. AMENDMENTS

The Bylaws of this Corporation, may be amended, repealed, or added to, or new Bylaws may be adopted by a vote constituting two-thirds ($\frac{2}{3}$) of a quorum of the Board of Directors of the Corporation present at a meeting duly called for such purpose according to these Bylaws.

CERTIFICATION

I hereby certify that these Amended and Restated Bylaws were duly adopted by the voting members of the Corporation named herein at their meeting duly called and convened on the 11th day of November, 2013.

President

Secretary