

EPCHVC Policies

Approved 11 March 2021

Policies and Procedures

Policy 1 – Eligibility for participation in all the services of the Stand Down and the Transitional Housing Initiative will be for those homeless veterans determined to have military discharges of other than Dishonorable. For those homeless veterans for which a character of military discharge cannot be determined at the time of the Stand Down, services will be limited to referrals to available agencies and the Stand Down meal. Adopted 05/14/2015

Policy 1a- Eligibility for participation in the Transitional Housing Initiative (THI), and consideration for EPCHVC Homeless Prevention financial benefits will be limited to those veterans determined to have served their first enlistment. Adopted 09/14/2017

Policy 2 - Eligibility for participation in the distribution of clothing and other personal property items at the Stand Down will be limited to those veterans determined to be homeless, living in transitional housing but homeless prior to entry, and residing in Colorado. Members of a veteran's Family Unit will not be offered the same goods and services as the veteran at the Stand Down. Adopted 05/14/2015

Policy 3 – The definition of what constitutes a Family Unit for participation in the Transitional Housing Initiative will be the Family Unit as determined by the homeless veteran. Adopted 05/14/2015

Policy 4 – Registered sex offenders and those with assault charges will not be eligible to participate in the Transitional Housing Initiative. Adopted 05/14/2015

Policy 5 - Agreements for fund raising events that use the EPCHVC Logo or state the event is for support of the EPCHVC will be submitted to and approved by the EPCHVC BOD prior to the fundraising event taking place. Adopted 06/11/2015

Policy 6 - The abuse of alcohol or illegal use of a controlled substance by a Transitional Housing Initiative participant, or member of the participant's family unit, will result in the immediate termination of the participant and the family unit. Adopted 06/11/2015

Policy 7 - Expenditures Policy and Procedures

All expenditures of EPCHVC funds will be documented by either a supporting invoice or signed statement by the person expending the funds stating the necessity of the expenditure and why an invoice/receipt is not available. Individual expenditures and/or commitments to expend funds over \$3,000 will be preapproved by a quorum of the EPCHVC BOD during a Regular or Special Board of Directors Meeting, or by a time sensitive vote via phone or e-mail. Single issue votes of a time-sensitive nature for the Veterans Homelessness Prevention, and THI Veteran Assistance Program requests that cannot wait until a regularly scheduled board meeting, require the time-sensitive voting results be recorded for record, and must be posted to the minutes of the next monthly Board of Director's meeting. The results must list the Board member's name, their vote, and the method in which they voted.

The Board of Director's will establish an approved annual budget for the fiscal year at the February Board of Director's meeting and thresholds for spending in each approved category with an annual baseline documented in these approved Budget Categories of Expenditures:

Stand Down – amount of appropriated funds by annual grant

- Clothing
- Food
- Support
- Medical Supplies
- Administrative

Transitional Housing Initiative – amount of appropriated funds by annual grant

- Housing
- Incidentals
- Administrative
- Veteran Assistance outside the timeframe of the THI

Veteran Homelessness Prevention – amount of funds raised outside of appropriated grant

Funds raised outside of the Veterans Assistance Grant – amount of funds raised outside of appropriated grant

- THI Veteran Assistance outside the event period – amount of funds raised outside of appropriated grant
- Fund Raising events outside of the Veterans Assistance Grant – amount of funds raised outside of appropriated grant
- General Administrative not paid for by annual grant – amount of funds raised outside of appropriated grant
- THI dedicated day/night supervisor for THI event period of 30 days – amount of funds raised outside of appropriated grant
 - Can be increased by BOD vote if THI participants are approved to exceed 30-day event period
- Veterans Homelessness Prevention Part-time Case Worker – amount of funds raised outside of appropriated grant; Responsibilities will include
 - Case management preparation and vetting for BOD vote
 - Case management record keeping
 - Support to Treasurer in tracking and filing expenditures for active case members

General Administrative

In addition to the EPCHVC Chairman, Vice Chairman, Secretary, and Treasurer and personnel filling the following positions are authorized to approve expenditures from the appropriate budget categories up to the limits as established annual budget as follows:

Stand Down

- Stand Down Director
- Logistics Coordinator

Transitional Housing Initiative (THI)
THI Director

Veterans Assistance
Veterans Assistance Coordinator

General Organizational Expenses and Fundraising Expenses
Treasurer

If it becomes necessary to exceed a budget category, a request to exceed the budget category limit must be approved in writing by consent (phone or email is appropriate) of at least a simple majority of the BOD members prior to the expenditure being incurred.

The Stand Down and the Transitional Housing Initiative should have at least one EPCHVC debit cardholder available on a regular basis in order to make tax-exempt purchases whenever possible.

Receipts for expenditures and requests for reimbursements will be given to the EPCHVC Treasurer as soon as possible after the expenditure takes place in order to provide a timely track of expenditures and provide reimbursements back to individuals as soon as possible. Adopted 02/9/2017, and Amended 02/8/2018 and 05/05/2020

Policy 8 - If an organization other than the EPCHVC wants to distribute items such as sleeping bags, the organization will be allowed to distribute the items in the auditorium area and be responsible for the storing of those items. Adopted 07/09/2015, and Amended 02/8/2018

Policy 9 - Check signers and Debit Card holders on the EPCHVC accounts will be approved annually by the EPCHVC BOD and recorded in the minutes of the BOD meeting. Adopted 07/09/2015

Policy 10 - The EPCHVC Treasurer will maintain the EPCHVC account checkbook and report expenditures, income, and balances at each EPCHVC BOD meeting. Adopted 07/09/2015

Policy 11 - Donations of new clothing will be accepted by the EPCHVC for distribution at the Stand Down. Donations of used clothing will not be accepted by the EPCHVC but be referred to other local agencies for their use and distribution. Military donations of used clothing, Stand Down, THI and Veterans Homelessness Prevention items can be accepted from military members if they were procured directly from the Defense Reutilization Management Organization and are in nearly new condition. Adopted 07/09/2015

Policy 12 – Homeless Veteran

The EPCHVC “Stand Down” is intended and funded for El Paso County Colorado veterans experiencing actual homelessness. “Homelessness” for the purpose of the Stand Down is defined as having stayed the previous night in a shelter or place not meant for human habitation such as vehicle, street, tent, and “couch surfing”. Veterans living in a transitional shelter, who were homeless before entering that program, are considered homeless. Before entry into the area of the Stand Down where physical goods are distributed, veterans will be asked where they slept the previous night. The determination of whether a veteran is homeless will be based solely on self-reporting.

All veterans will be given access to VA medical, dental checks, haircuts, all other services, and

a meal. Adopted 06/09/2016, and Amended 02/8/2018

Policy 13 - THI Assistance Fund

The EPCHVC Board of Directors understands the difficulties a homeless veteran who participates in the Transitional Housing Initiative (THI) faces in maintaining a basic standard of living and health, including the maintenance of a home or apartment. Based upon this understanding, the EPCHVC Board has created a THI Assistance Fund, to assist, as necessary, any veteran that has been a participant in the THI and finds themselves in need of assistance that cannot be resolved by other agencies or resources in a timely manner. A THI Participant is defined as a veteran that has productively participated throughout the THI program according to the Participant Agreement. Assistance for a THI Participant is limited to the year they participate in, as a result, the veteran would be eligible under Policy 14 – Veterans Homelessness Prevention Fund (VHPF) as required.

Accordingly, the EPCHVC has pre-authorized the Chairman, Vice Chairman, THI Director, or the Treasurer to disburse on a debit card up to \$3,000 for emergency or critical health and welfare needs of a particular veteran who has participated in the THI for such items as; food, shelter, health care, eye care, phones, vehicle repairs, and transportation necessities, when partnering agencies or resources cannot assist.

Disbursements will only be made to a vendor of goods or services that can be supported with an appropriate invoice or receipt, and shall be limited to assistance needed, up to the annual budgeted amount. Supporting documentation, in narrative form, should be submitted with invoices or receipts.

The fund's annual beginning balance will be determined as part of the annual budget process. Adopted 04/14/2016, and Amended 03/08/2018

Policy 14 – Veterans Homelessness Prevention Fund

The Veterans Homelessness Prevention Fund (VHPF) is EPCHVC's helping hand with partnering agencies for the mutual benefit of the homeless veteran population, primarily in Colorado Springs. The VHPF is a resource for Colorado Veteran Service Organizations, or recognized Social Service Agencies, to apply for essential assistance funding for veterans.

Applications will be accepted from referring agencies, or EPCHVC designates not directly from the veteran. Requests are submitted by completing an EPCHVC Funding Request. The referring agency should provide any/all relevant paperwork they have compiled at the time of the request and keep the EPCHVC abreast of beneficial information thereafter. Once the request is submitted, the VHPF designee will be mandated a 72-hour response to the referring agency, with an EPCHVC BOD decision within 24 hours of VHPF designee's motion for a request.

The VHPF is for emergency short term assistance to all veterans, excluding THI participants. Short term is normally no longer than one month in duration. The VHPF is primarily resourced by local donations, organizational grants, and the Colorado Veteran Assistance Grant. Recipients approved for funding are required to complete a Veterans Assistance Grant Survey.

The Veterans Homelessness Prevention Fund assists in keeping veterans at-risk of homelessness housed or placed into more suitable permanent housing. Adopted 03/08/2018, and Amended 05/05/2020

Policy 15 – EPCHVC Physical and Intellectual Property

For accountability purposes all items of a durable and easily stolen nature (printers, hard drives, etc.) or items with a price limit over \$100 purchased by or donated to the EPCHVC will be listed as accountable property in an EPCHVC property book and need to be marked as EPCHVC property. Items will be listed on an inventory list (property book) by type of property, model number, serial number, and item cost. Items will be inventoried annually. Property to be hand receipted to board members only.

Nothing developed for the planning, execution or follow up of the Stand Down and THI should be proprietary in nature for transparency and accountability purposes, with no financial benefit to board members (Example: mailing lists on Word or Excel, Property Inventories on Excel, THI plans and schedules on Word or Excel). All products except lists with Personnel Information should eventually be made available on the EPCHVC.org website. Adopted 02/08/2018

Policy 16 – Each Executive Board Member will provide a position description, and roles and responsibilities statement in a standardized format by April 30th each year. The Secretary and Logistics director will provide the format for submission and consolidate the inputs for inclusion into the EPCHVC Bylaws for review and approval at the Annual Members meeting in February. The Secretary is the official Bylaws and Policies document owner. Adopted 05/05/2020

Policy 17 – The EPCHVC Veterans Homelessness Prevention funds are for veterans who meet the criteria outlined in the Bylaws and Policies. The EPCHVC is the last available resource after all other means of veteran support through organizations in El Paso County have been exhausted to the maximum extent possible. The Veteran Assistance Coordinator and the hired part-time Case worker (if the position is filled) will provide the format for email Veterans Assistance Requests (VARs) and a quick reference vetting criteria guide for Executive Board Members reference when voting on vetted cases Adopted 05/05/2020

Policy 18 - Vehicle Repair Policy: Requests for vehicle repair assistance are required to be accompanied by at least 2 vehicle repair estimates with at least 1 of those estimates being from an EPCHVC preferred Vehicle Repair Vendor. Adopted 05/05/2020

Policy 19 - Executive Board Members are expected to 1) attend at least 75% of board meetings each calendar year, and to 2) actively share in the responsibility of organized fund-raising events, 3) fully participate and execute their assigned duties in the yearlong planning and execution day of the annual Stand Down event, and 4) fully participate and execute their assigned duties in the yearlong planning of Transitional Housing Initiative event and provide dedicated volunteer time or services to the execution period of Transitional Housing Initiative.

Advisory Board Members are 1) expected to attend at least 50% of board meetings each year, 2) they are encouraged to participate in organized fund-raising events, 3) they may actively participate in the yearlong planning and are expected to fully participate in the execution day of the annual Stand Down, and 4) they are encouraged to actively participate in the yearlong

planning of the Transitional Housing Initiative event and provide volunteer time or services to the execution period of Transitional Housing Initiative. Adopted 05/05/2020

Policy #20 - EPCHVC will avoid paying the security deposit for a veteran moving into a housing situation due to the complications that result when that veteran later moves out of that same housing situation. The EPCHVC BOD is strongly encouraged to find other costs, i.e., first month's rent, first month's utility bill, etc. to pay on behalf of the veteran and allow the veteran to pay for the security deposit.

If in an extreme case the Board of Directors decides to make an exception to this policy, the lease must reflect that EPCHVC did pay for that item and that when the veteran moves out, the security deposit (less the cost of any damages) will be returned to EPCHVC and not to the veteran. This returned security deposit will then be returned to the Colorado Department of Military and Veterans Affairs (DMVA) if Veterans Assistance Grant funds (from another Fiscal Year(FY)) were used to reimburse EPCHVC for that security deposit. If VAG funds were from the current FY, then the DMVA must be informed and the returned security deposit can be reused for another authorized expense in that same FY. This process may take several months to complete and therefore EPCHVC BOD is again strongly encouraged to find other costs, i.e., first month's rent, first month's utility bill, etc. to pay on behalf of the veteran and allow the veteran to pay for the security deposit. Proposed 03/11/2021