



## Homeless Coalition of Polk County, Inc.

5304 S. Florida Ave, Suite 406 ♦ Lakeland, FL 33813 ♦ (863)687-8386

January 18, 2023

To: Homeless Coalition Members and Prospective Members


Enclosed you will find the 2023 application for membership in the Homeless Coalition of Polk County, Inc. As a member, you may designate up to three people from your organization to vote on Continuum of Care policies, including election of our Governance Board, and participate in CoC Committees and workgroups. In addition, membership allows you to participate in certain grant applications throughout the year.

If you are renewing your membership, before you send your dues please take a moment to complete the enclosed forms so that we have your updated contact information as well as updated services information.

If you are a new member, welcome! In order to process your application, we will need a completed application, payment for dues, and your 501c3 determination letter (if applicable), Articles of Incorporation, and By-Laws.

Thank you for supporting our organization and the homeless clients our Continuum serves on a daily basis. We look forward to working together to make 2023 a successful, productive, and fulfilling year for all of our members!

Sincerely,



Bridget Engleman  
Executive Director



**Homeless Coalition of Polk County, Inc.**  
**5304 S. Florida Ave Suite 406**  
**Lakeland, FL 33813**  
**(863)687-8386**

**2023 CoC MEMBERSHIP APPLICATION**

Please complete this form and the attached Membership Agreement and return with payment to the above address.  
 Membership begins upon approval of application and continues through December 31, 2023.

**Check one:**    New             Existing

*(New members must attach a copy of the agency's 501(c)3 letter, Articles of Incorporation, and Bylaws.)*

**For Profit Organization - \$500**    **Non-Profit Organization - \$300**    **Religious/Spiritual Organization - \$150**

<b>Agency Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>CEO/Director</b>	<b>Email</b>

Members may designate up to three voting members to represent their organization. Each organization is allowed ONE vote on CoC matters presented in meetings and official email.

	<b>Voting Member #1</b>	<b>Voting Member #2</b>	<b>Voting Member #3</b>
<b>Name</b>			
<b>Title</b>			
<b>Phone</b>			
<b>Email</b>			

**Concerned Citizens/ Individual Membership - \$50 (waived for persons currently experiencing homelessness)**

<b>Name</b>
<b>Address</b>
<b>Telephone</b>
<b>Email</b>

**Provider Agencies:** Please indicate services provided by your organization. This information will be used in the Coordinated Entry referral process, and will be listed on the HCPC website. A more comprehensive list will be available in HMIS to facilitate accurate recordkeeping and reporting.

## SERVICES PROVIDED

<b>Agency</b>
<b>Organization Type</b>  <input type="checkbox"/> Government <input type="checkbox"/> Nonprofit <input type="checkbox"/> Private for-profit <input type="checkbox"/> Faith-based <input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Law enforcement <input type="checkbox"/> Other (please describe below)
<b>Populations Served (veterans, families, mentally ill, etc.):</b>

- Bathing Facilities
- Birth Certificates/ID
- Case Management
- Child Care
- Clothing
- Consumer Assistance and Protection
- Criminal Justice/Legal Services
- Emergency Shelter
  - Family
  - Individual
  - Domestic Violence
  - Runaway/Youth
  - Hotel/Motel Vouchers
- Employment Training
- Food Pantry

- Laundry Facilities
- Meals
- Medical/Dental Services
- Medical Supplies
- Mental Health Care/Counseling
- Permanent Housing
- Prescription Drug Assistance
- Rental Assistance
- School Supplies
- Substance Abuse Counseling
- Temporary Mailing Address
- Thrift Shop
- Transitional Housing
- Transportation
- Utility Assistance

Additional services not listed above:

**FL-503 LAKELAND/WINTER HAVEN/POLK COUNTY  
CONTINUUM OF CARE  
2023 MEMBERSHIP AGREEMENT**

**PURPOSE**

This Agreement is entered into by the Homeless Coalition of Polk County (HCPC), as Lead Agency for the FL-503 Continuum of Care (CoC), and its members. The purpose of this Agreement is to set forth the expectations and responsibilities of HCPC and the members of the FL-503 CoC.

**ROLES AND RESPONSIBILITIES**

**HCPC will:**

- Serve as the CoC Lead Agency responsible for the coordination and oversight of the CoC planning efforts and certain homeless assistance funding applications.
- Provide technical assistance and training to provider agencies to ensure compliance with HUD CoC regulations, standards, guidelines, and best practices.
- Coordinate and leverage the Homeless Management Information System (HMIS) as a data collection tool to capture client-level, system-wide information over time on the characteristics and services needs of the homeless persons to be served within the funded programs. (Additional Fee required)
- Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are homeless.
- For provider agencies with CoC, Emergency Solution Grant (ESG), or State-funded contracts, monitor programmatic and financial management to ensure compliance with funder regulations, standards, and guidelines.
- Operate in accordance with all CoC approved policies & procedures.

**Members will:**

- Participate in the annual Point-In-Time Count by providing at least one person to volunteer on the day of the count.
- Participate in one or more CoC committees and workgroups.
- Attend monthly CoC General Membership meetings (at least seven meetings per year).

**In addition, provider agency members will:**

- Send staff representatives to relevant CoC training opportunities.
- Participate in the HMIS data system including any mandatory training and meetings. (Additional fee required)
- Participate fully in the Coordinated Entry System and follow related CoC policy and procedure.
- Agree to site and/or monitoring visits and to provide all necessary information and documentation as requested by HCPC to ensure compliance with HUD and CoC standards of care.
- Operate all CoC, ESG, and State-funded programs in accordance with CoC approved policies & procedures.

**Homeless Coalition of Polk County, Inc.**

**Member Organization**

\_\_\_\_\_  
Bridget Engleman, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Name of Organization (if applicable)