

## **National Center for Healthy Housing Partnership Guidelines**

### **General Principles**

Our partnerships are a fundamental ingredient to our success. Our achievements are shared with a diverse set of national, state, and local collaborators who share our commitment to healthy homes and neighborhoods. We anticipate identifying several new partners in the implementation of our 2013-2017 strategic plan, particularly in our emerging focus areas of healthy neighborhoods and older adults. We will prioritize deepening our collaborations with a handful of strategic partners.

The selection of partners requires careful consideration since partnerships take significant resources to nurture and sustain. NCHH uses the following five criteria in its selection of partners:

1. Does the value created by the partnership outweigh any risks?
2. Does each organization have adequate financial, managerial, and technical capacity to invest in the partnership?
3. Does the partnership fill a gap or need that would otherwise hamper NCHH's ability to achieve its mission, strategic goals, or operating objectives?
4. Would key stakeholders – board members, staff, other NGOs, and funders have a positive perception of the partnership?
5. Is there a shared appreciation for the unique value of each other's mission, brand, infrastructure, knowledge, and networks?

### **Implementation**

Strategic partnerships will be vetted by staff and committed to by the executive director. The executive director will report such partnerships to the board. All strategic partnerships will be formalized through a memorandum of understanding (if no funds are being transferred) or through contracts (if funds are being exchanged). Regardless of the form of the arrangement, the formal agreement will include but is not limited to the following provisions:

- The expectations of the partners
- The benefits of the partnership
- The key qualifications and deliverables for the partnership
- How the partnership will create value for society and the individual organizations
- How decisions about the partnership will be made
- The key points of contact for the agreement
- How the partners will communicate with each other
- How the partners will communicate with the public about the partnership
- The permission requirements for logo use or references to the partnership
- The timeframe for the agreement
- A process for resolving conflicts
- A process for terminating the partnership should either partner desire to do so
- Evaluation