

## ENDING IOWA HOMELESSNESS

### Governance: Roles & Responsibilities

#### Iowa Council on Homelessness/Iowa Balance of State CoC

Duty/Responsibility	Source	Performing Duty?
<b>Iowa Council on Homelessness</b>		
Develop a process for evaluating state policies, programs, statutes, and rules to determine whether any state policies, programs, statutes, or rules should be revised to help prevent and alleviate homelessness.	<a href="#">Iowa Code Chapter 16.2D</a>	
Evaluate whether state agency resources could be more efficiently coordinated with other state agencies to prevent and alleviate homelessness.	<a href="#">Iowa Code Chapter 16.2D</a>	
Work to develop a coordinated and seamless service delivery system to prevent and alleviate homelessness. <b>(Tasked to CE Committee)</b>	<a href="#">Iowa Code Chapter 16.2D</a>	
Use existing resources to identify and prioritize efforts to prevent persons from becoming homeless and to eliminate factors that keep people homeless.	<a href="#">Iowa Code Chapter 16.2D</a>	
Identify and use federal and other funding opportunities to address and reduce homelessness within the state.	<a href="#">Iowa Code Chapter 16.2D</a>	
Work to identify causes and effects of homelessness and increase awareness among policymakers and the general public. <b>(Tasked to Public Awareness Committee)</b>	<a href="#">Iowa Code Chapter 16.2D</a>	
Advise the governor's office, the Iowa Finance Authority, state agencies, and private organizations on strategies to prevent and eliminate homelessness.	<a href="#">Iowa Code Chapter 16.2D</a>	
Make annual recommendations to the governor regarding matters which impact homelessness on or before September 15 <b>(Tasked to P&amp;P Committee)</b>	<a href="#">Iowa Code Chapter 16.2D</a>	
Prepare and file with the governor and the general assembly on or before the first day of December in each odd-numbered year a report on homelessness in Iowa. <b>(Tasked to Research &amp; Analysis Committee)</b>	<a href="#">Iowa Code Chapter 16.2D</a>	
Assist in the completion of the state's continuum of care application to the U.S. Department of Housing and Urban Development. <b>(Detailed work tasked to CoC Committee and Executive Committee)</b>	<a href="#">Iowa Code Chapter 16.2D</a>	
Plan and implement an annual event at the Iowa capital to provide education and guidance on issues and policy effecting homelessness and housing instability. <b>(Tasked to Public Awareness Committee (?))</b>	Governance Charter	

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Annually review the Iowa Administrative Rule of the Iowa Council on Homelessness for any needed updates or revisions.	Governance Charter	
Identify performance standards for agencies and programs providing services to Iowans who are experiencing homelessness or are near homeless that are consistent with Federal and State requirements. <b>(Tasked to CoC and/or Research and Analysis Committee (?))</b>	Governance Charter	
Establish benchmarks that will allow effective evaluation of these performance standards on an ongoing basis over time. <b>(Tasked to CoC and/or Research and Analysis Committee (?))</b>	Governance Charter	
Determine and implement policies and procedures to deal with poor performing agencies. <b>(Tasked to CoC Committee (?))</b>	Governance Charter	
Develop funding priorities for the Iowa Balance of State Continuum of Care (CoC) grant program and implement those priorities through funding decisions. <b>(Tasked to CoC Committee with Council/EC approval (?))</b>	Governance Charter	
Execute regular evaluation of current Iowa Balance of State CoC project grantees. <b>(Tasked to CoC and/or Research and Analysis Committee (?))</b>	Governance Charter	
Consult with the Iowa Finance Authority to develop recommendations for funding priorities for the Emergency Solutions Grant (ESG) program. <b>(Tasked to Policy and Planning Committee (?))</b>	Governance Charter	
Monitor outcomes of ESG recipients through at least bi-annual review of performance. Work with the HMIS lead for the State of Iowa to develop a report for this purpose. <b>(Tasked to Research &amp; Analysis Committee (?))</b>	Governance Charter	
Develop and implement written standards for administering assistance, for at least the Continuum of Care Program for the Iowa Balance of State. <b>(Tasked to Policy and Planning Committee)</b>	Governance Charter	
Develop and implement a Coordinated Entry system for the Iowa Balance of State Continuum of Care. <b>(Tasked to CES Committee)</b>	Governance Charter	

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<b>Executive Committee</b>		
Carries out Council business between regularly scheduled meetings	Governance Charter	
Evaluation of any potential conflicts of interest, when requested.	Governance Charter	
Reviews and makes recommendations for amendments or changes to Governance Charter/bylaws	Governance Charter	
<b>Other Assigned/Assumed Duties</b>		
Develop agenda for ICH meeting		
Decision-making for the CoC Program Competition (such as Rating & Ranking) between Council meetings		
Review/Approve proposals, policies, MOUs etc. on behalf of CoC		
Receive updates on issues relating to homelessness, funding, etc.		
Create Ad Hoc Committees		
Develop CoC Policies for approval by Council		
<b>OTHERS?</b>		
<b>Nominating Committee</b>		
Nominate persons to the governor to fill the general public member positions: soliciting and reviewing applications for membership, make recommendations for membership on Council	<a href="#">Iowa Code Chapter 16.2D</a> ; Governance Charter	
<b>Other Assigned/Assumed Duties</b>		
Review member attendance and develops communications re Council member absences		
<b>OTHERS?</b>		
<b>CoC Committee</b>		
Assist in the development and maintenance of a statewide Continuum of Care to end homelessness.	Governance Charter	

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On an annual basis, participate in the development of the Balance of State's Continuum of Care Consolidated Application to the Department of Housing and Urban Development (HUD) for funding under Continuum of Care Program. <i>(Related Tasks outlined below)</i>	Governance Charter	
Planning and execution of the competitive CoC project application process (see below re convening R&R panel)	Governance Charter	
Regular evaluation of current CoC project grantees	Governance Charter	
Determination of project performance standards and benchmarks	Governance Charter	
Strategic planning around funding priorities and provision of recommendations on those funding priorities to the full Council	Governance Charter	
Support the development of local homeless coordinating and planning in communities and regions throughout the state.	Governance Charter	
<b>Other Assigned/Assumed Duties</b>		
Plan/hold annual grantee meetings		
Conduct/Oversee Rating and Ranking of Renewal Projects (related to above required duties)		
Prepare recommendations related to addressing underperforming projects		
<b>OTHERS?</b>		
<b>Coordinated Entry</b>		
Provides oversight of the full CoC's Coordinated Entry to ensure regional coordinated entry plans meet the standards set forth in the BOS CES P&Ps	Governance Charter	
Approves significant plan changes and provides ongoing oversight to the full system to meet HUD's priorities and mandates	Governance Charter	
<b>Other Assigned/Assumed Duties</b>		
Develop policies and procedures related to CE operations (this was the pre-2018 compliance date mandate for the committee)		
Develop MOUs for Coordinated Entry implementation		
<b>OTHERS?</b>		

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<b>Research and Analysis Committee</b>		
Regularly monitor agency participation and bed coverage for Iowa's Homeless Management Information System; develop and implement a plan to keep participation rates at a minimum of 80% across program types.	Governance Charter	
Oversee, working in coordination with the Lead Agency for the HMIS network in Iowa, the completion of the annual Point in Time count and collection of data for the Housing Inventory Chart to be reported to the U.S. Department of Housing and Urban Development.	Governance Charter	
Provide an annual report on the number of persons and households experiencing homelessness or near homelessness in Iowa to the Council for approval and shall coordinate transmittal of the approved report to the governor's Office.	Governance Charter	
Engage in other relevant research projects that help to inform policy and practice regarding services to persons experiencing homelessness or housing instability.	Governance Charter	
Develop a process for at least bi-annual monitoring of recipient outcomes for the Emergency Solutions Grant.	Governance Charter	
<b>Other Assigned/Assumed Duties</b>		
Develop/oversee process and standards/benchmarks for reviewing program (CoC and ESG?) performance.		
Oversees/Monitors System Performance Measures process and reporting.		
<b>OTHERS?</b>		
<b>Policy and Planning Committee</b>		
Development of a comprehensive strategy to address homelessness in Iowa and determine an annual action plan to support the strategy.	Governance Charter	
Report at each Council meeting on the progress of the annual action plan.	Governance Charter	
Each September, the committee shall propose to the Council a slate of legislative and administrative recommendations, which may impact homelessness; coordinate the transmittal of the approved legislative agenda to the governor's office to support policy development on homeless issues.	Governance Charter	

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Other Assigned/Assumed Duties		
Develop policy/practice priorities for ESG.		
Develop written standards for Rapid Rehousing assistance.		
<b>OTHERS?</b>		
<b>Public Awareness Committee</b>		
Increasing the public’s awareness about homelessness in Iowa.	Governance Charter	
Coordinate with state and local organizations to promote homeless awareness events and campaigns.	Governance Charter	
Promote and encourage the use of relevant CoC planning documents and the most recent data to develop press releases, web based information, printed materials and presentations.	Governance Charter	
Other Assigned/Assumed Duties		
Increase awareness about homelessness issues amongst policymakers.		
<b>OTHERS?</b>		