

POLK COUNTY CONTINUUM OF CARE GOVERNANCE CHARTER

Overview

Continuum of Care Structure under S. 896 HEARTH Act of 2009 and 24 CFR 578 Continuum of Care Program Interim Rule

The Polk County Continuum of Care is composed of representatives of relevant organizations within Polk County organized to plan for and provide a system of outreach, engagement, assessment, emergency shelter, rapid re-housing, transitional housing, permanent housing, and prevention strategies to address the various needs of homeless or at risk of homelessness persons within Polk County.

HUD has encouraged the local community to design their Polk County Continuum of Care to:

- Promote a community-wide commitment to the goal of ending homelessness.
- Provide funding for efforts for rapidly re-housing homeless individuals and families.
- Promote access to and effective use of mainstream programs.
- Optimize self-sufficiency among individuals and families experiencing homelessness.

Polk County Continuum of Care

Polk County Continuum of Care Membership

The membership of the Polk County Continuum of Care is open to all community stakeholders who are interested in preventing and ending homelessness in Polk County and willing to engage in and support the work of the Polk County Continuum of Care. Community stakeholders include non-profit homeless assistance providers, victim service providers, faith-based organizations, government entities, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans and homeless and formerly homeless individuals. All are invited to become members, including individuals, organizations and associations that support the Polk County Continuum of Care mission within Polk County, Iowa.

Membership Role

The most powerful and effective strategy in ending homelessness is the engagement and collective impact of our membership. Through its membership, the Polk County Continuum of Care will mobilize community stakeholders, and effectively use community resources to prevent and end homelessness. Membership objectives include:

- a. Build community awareness of the problem of homelessness and solutions to ending homelessness.
- b. Generate political will in executing solutions to ending homelessness.

- c. Engage grassroots resources in preventing homelessness.
- d. Advance best practices; programmatic knowledge and skills.
- e. Achieve collective impact in ending homelessness.
- f. Apply programmatic and strategic expertise.
- g. Inform strategic planning to end homelessness.

General Membership categories:

- a. Individual Member: Individual with an interest in preventing/ending homelessness, such as a consumer, homeless or formerly homeless individual, a volunteer, a professional, agency board member, or student.
- b. Homeless assistance agency: A public or non-profit agency or organization that provides homeless assistance, including services, health care, benefits, financial assistance and affordable housing resources.
- c. Community Based Organization: Community organizations, including units of government, public housing authority, law enforcement, federal agency, educational organizations, including school districts and universities, faith-based organizations, funders of community resources and networks of agencies or individuals.
- d. Private Sector: Businesses or other entities with an interest in supporting community efforts to prevent and end homelessness.

Membership participation

The Polk County Continuum of Care seeks a high level of participation and engagement of community stakeholders in the efforts to successfully achieve the mission. The Polk County Continuum of Care will actively recruit members to enlist in the work of preventing homelessness. There is no limit regarding the number of member representatives/associates who choose to engage and participate in Polk County Continuum of Care activities. All representatives of Polk County Continuum of Care members, including staff, board, clients and volunteers are welcome and encouraged to participate in the Polk County Continuum of Care activities, including committees, planning efforts, advocacy and community activities directed toward the goal of ending homelessness.

Membership Voting Rights

The Polk County Continuum of Care membership is encouraged to voice its views and beliefs in the governance of the organization, including development of policies and procedures. Individual members may exercise the right to vote on periodic updates of the Governance Charter, including Polk County Continuum of Care policies and procedures, amendments to the charter, and strategic plans. Each individual member will receive a single vote on any decision or vote required of the full membership. Only individual members who have completed the required registration form during the membership invitation periods and have met participation requirements as described within the Continuum of Care Membership Requirements, in the section directly following, are entitled to vote.

Polk County Continuum of Care Membership Requirements

To become and retain membership, the following must:

- a. Complete a membership application form with basic contact information
- b. Meet a minimum participation threshold to maintain their membership status in the Polk County Continuum of Care. To retain membership in good standing, a member must participate in eligible Polk County Continuum of Care activities within the most recent twelve months. Eligible Continuum of Care activities may include:
 - o Polk County Continuum of Care Board meetings
 - o Semi-annual full membership meetings
 - o Strategic Planning sessions, forums and focus groups
 - o Provider Advisory Committee meetings
 - o CoCB Standing committee meetings
 - o Community-wide activities, including the Point in Time Count or the annual Homeless Connect event

The Polk County Continuum of Care will ensure compliance with all HUD requirements and will meet at least semi-annually for ongoing communication, planning activities, training, program development, HMIS reports, advocacy and community awareness in support of efforts and the goal of ending homelessness. Scheduled Polk County Continuum of Care meetings and agendas will be posted at least seven (7) days in advance of the scheduled date at the Polk County Continuum of Care's website, <http://www.polkcares.org>. All meetings are open to the public. The Polk County Continuum of Care will hold a "constituting meeting" every five years to accept any changes to the existing Governance Charter.

Per 24 CFR 578, the Polk County Continuum of Care has the following primary responsibilities:

Operating the Polk County Continuum of Care

- a. Hold meetings of the full membership with published agendas at least semi-annually, March and September.
- b. Make public invitation for new members within the geographic area to join at least annually.
- c. Develop and approve a written process to select members of the CoCB and delegate authority to act on behalf of the Polk County Continuum of Care. The process must be reviewed, updated and approved by the Polk County Continuum of Care membership at least once every five (5) years.
- d. Design, operate, and follow a collaborative process for development of applications and approve the submission of applications in response to a NOFA published by HUD under 24 CFR Part 578.19.
- e. Designate a Collaborative Applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area selected for funding, and will be the applicant for Polk County Continuum of Care planning funds.
- f. Ensure the CoCB appoints additional committees, subcommittees, or workgroups.

- g. In consultation with the Collaborative Applicant, and the HMIS Lead, develop, follow and update annually a governance charter, which will include all procedures and policies to comply with subpart B of 24 CFR 578, and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair, and any person acting on behalf of the board.
- h. Consult with recipients and sub recipients to establish performance targets appropriate for population and program type, monitor recipient and sub recipient performance, evaluate outcomes, and take action against poor performers.
- i. Evaluate outcomes of projects funded under the Emergency Solutions Grants Program and Continuum of Care program, and report to stakeholders, including the City of Des Moines, the City of West Des Moines, and the State of Iowa.
- j. Work with homeless services projects that perform poorly to improve outcomes.
- k. In consultation with recipients of Emergency Solutions Grants program funds, establish and operate either a centralized or coordinated assessment system.
- l. In consultation with recipients of Emergency Solutions Grants program funds, establish and consistently follow written standards for providing Continuum of Care assistance consistent with 24 CFR 576.
- m. Establish policies and procedures for Centralized Intake including but not limited to procedures to address issues particular to victims of domestic violence.

Designating and Operating an HMIS

- a. Designate a single Homeless Management Information System (HMIS) for the Polk County Continuum of Care.
- b. Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead.
- c. Review, revise and approve a privacy plan, security plan, and data quality plan for the HMIS.
- d. Ensure consistent participation of recipients and sub-recipients in the HMIS.
- e. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

Polk County Continuum of Care Planning

- a. Coordinate the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals, families, and unaccompanied youth. At a minimum, consistent with 24 CFR 578.7(c), such system will encompass the following:
 - i. Outreach, engagement, and assessment;
 - ii. Shelter, housing, and supportive services; and
 - iii. Prevention strategies.
- b. Plan for and conduct, a semi-annual point-in-time count of homeless persons within the geographic area.

- c. Conduct an annual gaps analysis of the homeless needs and services available in the Polk County Continuum of Care.
- d. Provide information required to complete the Consolidated Plan within the Polk County Continuum of Care to jurisdictions requiring information, including the City of Des Moines, the City of West Des Moines, and the State of Iowa.
- e. Consult with state and local government Emergency Solutions Grants program recipients within the Polk County Continuum of Care on a plan for allocating Emergency Solutions Grants program funds and valuating the performance of ESG program recipients.

To ensure compliance with the tasks entrusted to the Polk County Continuum of Care, this charter designates the following structure and responsibility assignments:

Polk County Continuum of Care Board

The Polk County Continuum of Care designates by majority vote of its members the Polk County Continuum of Care Board (“CoCB”) as its representative body acting on behalf of the Polk County Continuum of Care conforming to the structure and fulfilling the responsibilities outlined in this Charter, and grants the CoCB power to act on its behalf in all matters not inconsistent with the Interim Rule or this Charter.

The CoCB is incorporated as an Iowa Not for Profit Corporation and has adopted Bylaws. Those Bylaws are incorporated herein by reference. In the event the Bylaws are inconsistent with this document, the Charter shall be controlling.

CoCB Directors

The CoCB shall consist of no more than 25 directors who are members of the Polk County Continuum of Care representing various constituency groups working toward the elimination of homelessness. CoCB director selection is described in the “Nominating Committee” section on page 9-10. Directors may include but are not limited to the following constituencies identified in the Interim Rule:

- Homeless or formerly homeless individuals
- Homeless assistance providers
- Domestic violence victim advocates or service providers
- Business leadership
- Public housing agencies
- Hospitals and/or health care facilities
- Law enforcement
- Veteran organizations
- Mental health agencies
- School districts
- Faith-based organizations
- Substance abuse services/organizations
- Local and state government representatives
- Universities
- Landlords and/or affordable housing developers
- Funders of homeless resources
- A recipient/sub-recipient of Emergency Solution Grants funds

The CoCB shall be composed of an uneven number of directors with staggered terms and must include representatives of the public and private sectors. At least one director must be a homeless or formerly homeless individual. Regular attendance is expected of a CoCB director as long as the delegate remains active and engaged in the field or the constituency represented by the director. If a director ceases to represent the constituency category to which he or she was selected the director shall tender his or her resignation to the Chair of the CoCB.

CoCB Officers

The CoCB shall have such officers as prescribed in its Bylaws. The manner of selection of officers, their duties and terms of office shall be prescribed in the Bylaws.

CoCB Responsibilities

The CoCB will hold regular meetings, with no fewer than six (6) meetings each year. All CoCB meetings will be open to the public and will include opportunity for public comment before any public vote. Public comments shall be limited to 3 minutes in length. Responsibilities of the CoCB include but are not limited to:

- a. Develop and implement a Strategic Plan to reduce or end homelessness for the Polk County geographical area, including a plan for coordinating and implementation of a housing and service system. At a minimum, consistent with 24 CFR 578.7(c), such system will encompass the following:
 - i. Outreach, engagement, and assessment;
 - ii. Shelter, housing, and supportive services; and
 - iii. Prevention strategies.
- b. Designate a Collaborative Applicant, currently the City of Des Moines, to collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has selected for funding, which will be the applicant for Polk County Continuum of Care planning funds.
- c. In consultation with the Collaborative Applicant, and the HMIS Lead, develop, follow and update annually a governance charter, which will include all procedures and policies to comply with subpart B of 24 CFR 578, and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair, and any person acting on behalf of the board.
- d. Designate a single Homeless Management Information System (HMIS) for the Polk County Continuum of Care.
- e. Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead.
- f. Plan, identify, develop and act on funding opportunities and resources that support the goal of reducing homelessness.
- g. Provide feedback and information on the City of Des Moines' Consolidated Plan.

- h. Appoint a Provider Advisory Committee to provide feedback and comment regarding initiatives and activities related to the workings of the CoCB and any other relevant topics.
- i. Extend annual public invitations for new members to apply for membership to the Polk County Continuum of Care.
- j. Appoint Standing Committees, subcommittees or work groups to assist in the execution of CoCB functions.
- k. Review, revise and approve HMIS policies and procedures, including privacy, security and data quality plans in coordination with the HMIS Lead.
- l. Develop and adopt policies and procedures for setting eligibility for Polk County Continuum of Care funded programs. Create standards in consultation with Emergency Solutions Grant recipients for setting priorities for all Polk County Continuum of Care programs including:
 - (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
 - (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance.
- m. Design, operate and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD including establishing criteria for scoring and prioritizing applications.
- n. Consult with recipients and sub recipients to establish performance targets appropriate for populations and program types: monitor project performance; evaluate project outcomes and act upon poor performers.
- o. In consultation with providers, establish and consistently follow written standards for providing assistance under the Emergency Solutions Grants and Continuum of Care programs.
- p. Develop a plan for allocation of Emergency Solutions Grants funds in consultation with the City of Des Moines and State of Iowa and report and evaluate performance of Emergency Solutions Grant programs.
- q. Direct, coordinate, review and act on the semi-annual Point in Time Count.
- r. Review and act on the annual Housing Inventory Chart prepared by HMIS.
- s. Complete an affordable housing and service needs assessment and gap analysis.
- t. Review and act on any other HUD mandated activity.

- u. Establish and implement a centralized intake and/or coordinated assessment system for providing homeless assistance for homeless or near homeless households.
- v. Review and act on provider appeals as necessary, within written policies and procedures.
- w. Employ direct CoCB staff, if any.
- x. Ensure financial integrity of the Polk County Continuum of Care and CoCB operation, including filing of tax returns and audits.
- y. Prepare and disclose an annual report to the Polk County Continuum of Care and general public.

Notice Requirements

Notice shall be given of each meeting of the CoCB to each director as described in the Bylaws. Public Notice shall be given of each meeting of the CoCB by posting the date and location to the CoCB website at least five (5) days in advance of each meeting and by posting the agenda to the CoCB website at least 24 hours in advance of each meeting.

Conflict of Interest

Any CoCB director participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure should occur at the earliest possible time and if possible, prior to the discussion of any such issue. CoCB directors with a conflict of interest are required to abstain from speaking to or voting on any issue in which they have a conflict. An individual with a conflict of interest, who is a committee chair, shall yield that position during discussion and abstain from voting on the item. No Polk County Continuum of Care member or CoCB director may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member or director is associated with. This section is intended to be consistent with and to implement Section 578.95 of the HUD Interim Rule.

Code of Conduct

Each CoCB director shall serve in a manner so as to avoid the appearance, or actual occurrence of a conflict of interest, any favoritism or any special treatment toward any person, applicant, organization or vendor, having business, or dealings of any kind, with CoCB. No CoCB director shall use or cause or allow to be used, his or her position to secure any personal privilege for himself, herself, their organization, or others, or to influence, actions, of CoCB for private, professional or humanitarian reasons.

The role of the CoCB is to:

1. Address the planning, data collection and service provision of CoCB through advocacy and oversight/administration of its programs.
2. Perform his or her duties with the highest degree of integrity and professional care in order to merit the respect of the beneficiaries of programs, elected officials and the general public.
3. Avoid using the office to gain advantage for any applicant, resident, vendor, self or any person having business, or dealings of any kind, with CoCB.

4. Maintain the highest standard of personal integrity and conduct in all matters pertaining to the CoCB.
5. Exercise diligence, objectivity and honesty in all professional activities.
6. Avoid any activity that is in conflict with his or her official duties and not realize undue personal gain from the performance of his or her official duties.
7. Serve the Polk County Continuum of Care with dedication, concern, courtesy and responsiveness.
8. Strive for professional excellence in his or her CoCB service.
9. Promote and encourage the highest level of ethics.

A written Code of Conduct for the CoCB shall be signed by each CoCB director.

Decision Making

A majority of CoCB directors shall constitute a quorum at all meetings thereof. If no quorum is present, no action can be taken. Robert's Rules of Order will be followed and a simple majority of those in attendance is necessary for any resolution to be passed.

Standing Committees

The CoCB will structure its work through appointed committees, sub-committees and work groups. Members of the Polk County Continuum of Care are eligible for participation on CoCB committees. The CoCB Chair will appoint committee members and will recruit and encourage directors of the CoCB, Polk County Continuum of Care participants and community stakeholders that have interest and expertise in supporting the activities and responsibilities of the work of the Polk County Continuum of Care. Membership in any and all committees, sub-committees and work groups are open to the full Polk County Continuum of Care membership and public notice and invitation to participate will be made by the CoCB. The CoCB Chair will appoint a Chair of Standing Committees and working groups who will be responsible for managing the meetings and work of the group. The following Standing Committees have been identified as essential to ongoing functional work of the CoCB.

Executive Committee

The Executive Committee shall consist of the CoCB Officers, immediate past chair and finance committee chair. The Executive Committee will serve in an advisory capacity and have no authority to act on behalf of the CoCB unless given specific authority by the CoCB to do so.

Nominating Committee

The Nominating Committee will be responsible for annually collecting a list of qualified applicants for CoCB Directors to fill expired terms and as needed to make recommendations of applicants to fill unexpired terms created by resignation or removal of CoCB directors. Public notice and invitation will be made by the Nominating Committee 30 days prior to the expected expiration of a current director's term or as soon as practicable in the event of an unanticipated vacancy.

Applicants for the CoCB will be solicited from Polk County Continuum of Care participants representing those individuals and organizations committed to ending homelessness including but

not limited to the list of constituencies identified in the Interim Rule. The list of applicants and their qualifications will be prepared by the Nominating Committee after general solicitation of interest and applications from qualified individuals.

Recommended applicants will be voted for nomination by the CoCB. Nominees will be forwarded by the CoCB to the Homeless Coordinating Council (HCC). The HCC was created by a joint resolution between the City of Des Moines and Polk County in April 2010. The HCC is an inter-agency collaborative planning body comprised of elected officials, funding agencies, and community leaders within the geographical Polk County area to provide leadership and oversight of community-wide planning and initiatives in support of ending homelessness. The HCC provides oversight of the appointment of CoCB directors to ensure cross-sector representatives of relevant organizations concerned with homelessness meet federal regulations and effectively guide development and implementation of strategic planning. The HCC votes on nominees for director positions on the CoCB. Approved nominees become CoCB directors immediately or upon another date specified by the HCC. The HCC has no power to remove or otherwise interfere with an approved director's status as CoCB director.

Governance Committee

The Governance Committee will direct the planning, design and structure for an effective Continuum of Care. The Governance Committee will assure a clear direction and purpose consistent with the following principles:

- a. Policies and procedures will ensure that governing and decision making is based on a formal, fair and transparent process.
- b. Ensure that committees and working groups have active and diverse membership, with clear objectives and plans for implementation.

The responsibilities of the Governance Committee include:

- a. Annual review of the Governance Charter in consultation with the Collaborative Applicant and HMIS Lead Agency for conformance with current Federal regulation, and formulation of recommended changes to the CoCB to ensure compliance.
- b. Annual review of the Bylaws of the CoCB to ensure consistency and compliance with this Governance Charter and any new Federal regulatory requirements.
- c. In the event that the Collaborative Applicant is no longer willing or able to serve in this capacity the Governance Committee will make a recommendation of an eligible Collaborative Applicant to assume the duties outlined in this document.
- d. In the event that the HMIS is no longer available or can no longer meet the requirements of the HUD Data and Technical Standards, the Governance Committee will work collaboratively with the HMIS Lead to recommend a single HMIS network to the CoCB.
- e. In the event that the current HMIS Lead is no longer willing or able to carry out its duties as prescribed in this Charter, the Governance Committee will recommend an eligible HMIS Lead to the CoCB.

The Governance Committee shall be composed of ten (10) members as follows:

- a. CoCB member selected by the HCC to serve as chair of the Governance Committee;
- b. Chair of the CoCB;
- c. HMIS Lead (or HMIS Lead's designated representative);
- d. Representative of the Collaborative Applicant;
- e. Chair of the Polk County Housing Continuum Directors Council;
- f. Vice Chair of Polk County Housing Continuum Directors Council;
- g. Chair of the HCC;
- h. Vice Chair of the HCC; and
- i. Two community/corporate advocates, who are not members of CoCB, selected by the HCC.

Performance Measures Committee

The Performance Measures Committee will establish, monitor and evaluate performance goals and measures of evidence of progress toward meeting the goal of reducing homelessness. The Committee will ensure that the CoCB complies with federal guidelines and rules related to community and individual project outcomes and performance. The committee will establish strategies, systems and mechanisms to measure indicators of the community's overall performance in reducing homelessness. Assigned responsibilities of the committee are:

- a. Monitor and recommend targets in community performance in reducing homelessness, and performance targets for individual projects that serve homeless individuals and households.
- b. Monitor and recommend performance goals for indicators for reducing homelessness, including employment, access to mainstream resources, duration of homeless episodes; recidivism, and achieving housing stability.
- c. Oversee the execution of the semi-annual Point in Time count of homeless persons to include unsheltered & persons in emergency shelter and transitional housing.
- d. Collaborate with all community funders in seeking improved performance in achieving successful outcomes in reducing homelessness;
- e. Recommend performance targets for local projects, considering the subpopulations being served and program type projects.
- f. In consultation with project grantees, recommend policies & procedures to take action against poor performers;
- g. Consult with the local Emergency Solutions Grants (ESG) projects in developing a process to monitor and evaluate outcomes of ESG and Continuum of Care funded projects and report to stakeholders, including the City of Des Moines, the City of West Des Moines, and the State of Iowa.

CoCB Program Grant Application Committee

The CoCB Grant Committee will lead the preparation and development of the annual Continuum of Care Program competition consistent with the HUD Notice of Funding Announcement (NOFA). The committee will guide the strategic planning efforts to maximize federal funds by addressing HUD's program priorities and performance goals and considering HUD's policy priorities in conjunction with local priorities in determining project ranking.

The committee's responsibilities are:

- a. Design and implement a process for the development of a collaborative application in response to a Continuum of Care Program HUD NOFA, in consultation with the Collaborative Applicant.
- b. In consultation with the Collaborative Applicant, prepare and present an application for Continuum of Care planning funds for submission by the Collaborative Applicant on behalf of the Polk County Continuum of Care, consistent with the availability of funding and local funding priorities.
- c. Conduct an annual gap analysis and needs assessment of housing and services for homeless persons within the area of Polk County.
- d. Prepare and recommend a competitive process to solicit applicants, review, evaluate and rank eligible projects within the annual Federal Continuum of Care Program Notice of Funding Availability (NOFA) consolidated application
- e. Develop and recommend a plan for allocation of Emergency Solutions Grants (ESG) funds, in consultation with the City of Des Moines, and reporting and evaluating performance of ESG programs.

Housing Committee

The Housing Committee will develop a plan to coordinate and implement an affordable housing plan within the geographic area of Polk County. The Committee will also identify and connect housing resources to those households at imminent risk of homelessness in Polk County.

Committee responsibilities are:

- a. Develop and recommend plans to coordinate implementation of a housing and service system to meet the needs of homeless individuals and families, including outreach, assessment and emergency crisis resources.
- b. Develop and recommend strategies for identification and development of affordable housing resources for homeless individuals and families (serving persons at 30% of area median income or less).
- c. Recommend standards, policies and procedures for evaluating ESG and Continuum of Care funded programs, including transitional housing, rapid rehousing, and permanent supportive housing, for individual/families.
- d. Recommend policies, eligibility guidelines for assistance and prioritize assistance for all programs, including financial assistance, amount of rent subsidies and benefits of permanent supportive housing.

- e. Provide information to complete the City of Des Moines, the City of West Des Moines, and the State of Iowa Consolidated Plans.

Coordinated Services Committee

The Coordinated Services Committee will develop a plan to coordinate and maintain a centralized intake system within Polk County. The system will include a centralized intake system to provide assessment, diversion, prevention, and homeless assistance. The committee will develop community strategies of improving service delivery, efficiencies and cost effectiveness in reducing homelessness. Committee responsibilities are:

- a. Recommend policies and service delivery systems to address the needs of individuals and families who face domestic violence and seek shelter/services.
- b. Recommend policies and strategies for effective discharge planning from foster care, health care facilities, mental health facilities and correctional institutions to prevent homelessness.
- c. Recommend a plan and implementation of a Centralized Intake Program, including an integrated system for assessment and referral for housing and services, diversion, rapid rehousing and community goals of reducing homelessness.
- d. Identify and allocate financial resources to support and underwrite the operation of the centralized intake program.
- e. Provide information to complete the City of Des Moines, the City of West Des Moines, and the State of Iowa Consolidated Plans.

Provider Advisory Committee

The Provider Advisory Committee shall be composed of the Polk County Housing Continuum Directors Council. The Provider Advisory Committee will provide consultation and input to the CoCB. The CoCB will seek comment and advice on planning, policies, strategies and initiatives in addressing strategies to reduce homelessness. Through the Provider Advisory Committee, the CoCB will partner in building support for quality programs, best practices and advocacy in ending homelessness. The Provider Advisory Committee will report to the CoCB on the following matters:

- a. Review and comment on new projects and initiatives.
- b. Review and comment on the Polk County Continuum of Care strategic plan, policies, and program standards.
- c. Share information regarding federal funding opportunities, policies, and training opportunities.
- d. Share and implement best practices and collaboration with other providers.
- e. Generate participation within CoCB committees and planning activities

Finance and Audit Committee

This committee will consist of at least 2 board members, one being from the executive committee and no less than 3 community members within the finance industry. They will be responsible for monthly reporting, analysis, and completion of yearend audit and tax return.

Appointments of Collaborative Applicant and HMIS Lead Agency

Collaborative Applicant

The Polk County Continuum of Care designates the City of Des Moines as the initial Collaborative Applicant for the Des Moines/Polk County Continuum of Care (IA-502), and assigns the responsibilities herein:

Collaborative Applicant Responsibilities:

- a. Annual review of the Governance Charter in consultation with the CoCB Governance Committee and HMIS Lead for conformance with current Federal regulation, and formulation of recommended changes to the Polk County Continuum of Care membership to ensure compliance.
- b. Collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has selected for funding, and will serve as the applicant for Continuum of Care planning funds for the Federal Continuum of Care program Notice of Funding Availability (NOFA) consolidated application.
- c. The City of Des Moines will serve as the Polk County Continuum of Care program grantee. In this role, the City of Des Moines will provide fiscal administration, project contracts and related administrative duties, and project monitoring for Federal regulatory compliance. The City of Des Moines will oversee and manage processes related the Grant Inventory Worksheet (GIW) for Des Moines/Polk County IA-501.
- d. The City of Des Moines will work collaboratively with the ESG recipients and the CoCB to set funding priorities, monitor progress, and evaluate outcomes of ESG funded projects.
- e. The City of Des Moines will follow the requirements for consultation in support of the Consolidated Plan, according to CFR 91.110b.

Homeless Management Information System (HMIS) Lead

The Polk County Continuum of Care designates the Institute for Community Alliances (ICA) as the initial Homeless Management Information System (HMIS) Lead to administer and operate the single HMIS for the geographic area of Polk County. Under the direction of the CoCB, the HMIS Lead and assigns the following responsibilities herein:

HMIS Lead Agency Responsibilities

- a. Annual review of the Governance Charter in consultation with the CoCB Governance Committee and Collaborative Applicant for conformance with current Federal regulation, and formulation of recommended changes to the Polk County Continuum of Care membership to ensure compliance.
- b. Provide technological support to the Polk County Continuum of Care's coordinated intake and assessment system as determined by the CoCB.
- c. Operation of the Continuum of Care Homeless Management Information System (HMIS)
 - i. The HMIS Lead will ensure that the operation will be in compliance with the HMIS Data and Technical Standards (69 FR 146, March 10, 2010). The HMIS Lead will review this compliance on an annual basis and report to the CoCB and

Collaborative Applicant with the review results and any corrective action if it is required.

- ii. The HMIS Lead will maintain comprehensive HMIS operational policies and procedures, including but not limited to; privacy plan, security plan and data quality plan. These policies will be reviewed annually for any needed updates.
- iii. The HMIS Lead will provide regular and ongoing training and technical assistance and support to all homeless system agencies engaged in the use of the HMIS network.
- iv. The HMIS Lead will monitor regularly the number of homeless system agencies utilizing the network and report the percentages to the CoCB and the Collaborative Applicant. The HMIS Lead will work collaboratively with the CoCB and Collaborative Applicant to develop a plan to address low participation rates if it becomes necessary to do so.
- v. The HMIS Lead will provide direct assistance to the CoCB Performance Measures Committee to provide performance outcomes reporting consistent with Federal reporting requirements and local reporting needs.
- vi. The HMIS Lead will manage the collection of all data elements required for the Annual Homeless Assessment Report and enter the data into the HUD Homeless Data Exchange on behalf of the CoCB, and report of the data to the CoCB and full Polk County Continuum of Care membership.
- vii. The HMIS Lead will manage the collection of HMIS point-in-time related data and enter data into HUD's Homeless Data Exchange.
- viii. The HMIS Lead will coordinate and collect all housing inventory data on behalf of the CoCB and enter the relevant data into HUD's Homeless Data Exchange as required.

APPROVED _____, 2017