

## Missouri BoS CoC Roles and Responsibilities

### Standing Committees

All committees are responsible for ensuring a certain level of standard procedure and documentation to ensure that discussions were fair and agreements were representative of the whole group.

- Assign note taker and/or secretary to keep meetings notes and minutes;
- Determine co-chair to work with the Board appointed chair;
- Ensure notes are taken and available to the full CoC Membership and Board;
- Determine committee goals, tasks, and timelines.
- Report committee decisions to the board for approval or ratification (if preapproved by the board)

### Coordinated Entry Committee

*The MO BoS CoC Coordinated Entry (CE) Committee will draft overarching policies and procedures by which all agencies participating in coordinated entry within the Balance of State must abide and create a coordinated entry structure for agencies in the BoS to participate in, per HUD's guidelines and benchmarks. The CE Committee provides support and advice for regions as they implement coordinated entry and make recommendations to the Board regarding coordinated entry related policies and procedures.*

- Develops CoC-wide coordinated entry systems including policies and procedures for consistent operation, which are review annually;
- Develops coordinated entry policies to address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking in collaboration with the Special Populations Committee;
- Conducts annual training and support to coordinated entry providers;
- Provides guidance and support to regional coordinated entry systems;
- Ensures coordinated entry system complies with HUD guidance;
- Collaborates with the Performance Committee and HMIS Lead to create and monitor data collection standards for the coordinated entry system(s);
- Manages data collection and reporting of coordinated entry system(s) in collaboration with the HMIS Lead;
- Creates evaluation and monitoring tools to ensure equal access to all persons in housing crises; and
- Collaborates with the Performance Committee to conduct BoS CoC coordinated entry system evaluation.

### Performance Committee

*The MO BoS CoC Performance Committee is responsible for monitoring the performance of the CoC and the projects that operate within it. The Performance Committee also seeks to use the process of monitoring and reviewing performance data to create strategies and tools to improve project performance and ensure that the work of the MO BOS CoC meets the highest performance standards possible.*

- Evaluates the outcomes of projects included in HUD SPMs in the CoC's geographic area;

- Develops performance standards and evaluation processes for projects included in HUD SPMs;
- Establishes performance targets appropriate for population and program type projects included in HUD SPMs;
- Consults with CoC member organizations to establish performance targets appropriate for population and program type;
- Prioritizes improving programmatic outcomes for funded programs;
- Recommends corrective action against poor performers to the CoC Board;
- Reviews CoC performance on SPMs and provides guidance and support to CoC efforts to improve CoC scoring;
- Collaborates with the Coordinated Entry Committee to create and monitor data collection standards for the coordinated entry system;
- Collaborates with the Coordinated Entry Committee to conduct BoS CoC coordinated entry system evaluation;
- Evaluates CoC strategic plan to end homelessness at regular intervals;
- Provides oversight of the HMIS Lead agency to ensure compliance with HUD HMIS standards and requirements;
- Encourages high APR and HMIS performance by all agencies in HMIS and contributing to the CoC SPMs; and
- Makes recommendations for training programs on both a CoC level and individual project level based on performance data.

### Grants Committee

*The MO BoS CoC Grants Committee is responsible for ensuring that the CoC and funded agencies acquire all appropriate, available funding. The Grants Committee oversees the development of a fair scoring tool and feedback policy for each funding process so that resources can be fairly and effectively distributed throughout the CoC.*

- Monitors and consults on allocation of funds and program performance of CoC and ESG funded projects;
- Recommends action(s) against poor performing CoC and ESG funded projects;
- Collaborates with CA and Performance committee regarding project performance goals;
- Identifies the needs of the homeless population and subpopulations within the CoC;
- Ensure ESG funded programs are actively participating in funding application processes;
- Identifies potential funding sources and collaborates with the CoC Board and Collaborative Applicant to seek funding; and
- Recruitment of the Rank and Review Subcommittee membership.
- Develops tools for the rank and review process in conjunction with the Lead Agency/CA - utilizing HUD NOFO policy priorities, Local CoC priorities, SPM/LSA data and the Gaps Analysis data.

### Rank and Review Sub Committee

*The Rank and Review Sub Committee exists to ensure fair scoring and review of project applications for the Continuum of Care annual funding cycle.*

- Implements review and ranking criteria for the CoC NOFA application;

- Works with Collaborative Applicant to define policies to ensure that both new and renewal projects have the same opportunities for funding;
- Develops recruitment and onboarding process for new members, subject to Board approval;
- Reviews project applications and ranks projects based on the CoC scoring tools; and
- Develops recommended ranked CoC funding prioritization list for approval by the CoC Board.

### Membership Committee

*The MO BoS CoC Membership Committee works to identify how the CoC should recruit, engage, and support the membership of the CoC. Membership Committee also works to address any challenges member agencies may face in communication, training, funding applications, and other work related to participating in the CoC.*

- Develops a plan for recruitment of non-CoC member organizations;
- Recruits non-CoC funded entities into CoC membership;
- Publicly invites new members at least annually;
- Recruits and assigns community volunteers to BoS committees;
- Monitors attendance of full CoC meetings and CoC committees;
- Recruits ESG funded programs that are not currently participating in CoC activities;
- Ensures ESG funded programs are actively participating in CoC activities, including committees and the CoC Board;
- Reviews and updates a written CoC Board selection process at least every five years;
- Develops CoC onboarding material for CoC members.

### Point-in-Time Count

The MO BoS CoC Point-In-Time Count Committee will work with the Collaborative Applicant and HMIS Lead to complete the HUD-required annual Point-In-Time (PIT) Count and Housing Inventory Count (HIC). Through recruitment of local leadership, development of training material, and standardization of processes, the Point-In-Time Count Committee enables the CoC to conduct a complete count of all homeless persons in its geographical area.

- Develops a plan to conduct a Point-in-Time Count in collaboration with the Collaborative Applicant, regional leads, and the HMIS Lead;
- Provides guidance and support on annual changes to PIT Count and HIC requirements;
- Determines date and time of annual PIT Count and HIC as needed;
- Ensures safety precautions are in place during the PIT Count;
- Ensures PIT Count and HIC data is managed in compliance with HUD requirements; and
- Ensures proper submission of PIT Count and HIC reports to HUD.

### Veterans Services Committee

*The MO BoS CoC Veterans Services Committee works to represent the needs of Veterans who may interact with the homeless system of care. Through quality data, collaborative efforts, and partnerships within and outside of the CoC, the Veterans Services Committee will diligently ensure fair and effective service for veterans within the CoC.*

- Identifies the needs of Veterans who interact with the homelessness system of care;

- Coordinates with other committees, CoC entities, or other organizations as necessary to meet the needs of veterans within the CoC's geographic area;
- Utilizes research and information to ensure data-informed decisions are being made to best assist Veterans in seeking housing resources;
- Develops and recommends appropriate training for CoC members to ensure that the CoC practices are well equipped and operating under best practices when serving Veterans with housing needs;
- Collaborates with the Performance Committee and HMIS Lead to monitor and evaluate metrics that represent Veteran needs; and
- Ensures the experience of Veterans is well represented in the CoC decision-making process.

### Victim Services Committee

*The MO BoS CoC Victim Services Committee works to represent the needs of people fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking, who may interact with the homeless system of care. Through quality data, collaborative efforts, and partnerships within and outside of the CoC, the Victim Services Committee will diligently ensure fair and effective service for those fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking within the CoC.*

- Identifies the needs of people fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking who interact with the homelessness system of care;
- Coordinates with other committees, CoC entities, or other organizations as necessary to meet the needs of people fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking within the CoC's geographic area;
- Utilizes research and information to ensure data-informed decisions are being made to best assist people fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking in seeking housing resources;
- Develops and recommends appropriate training for CoC members to ensure that the CoC practices are well equipped and operating under best practices when serving people fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking with housing needs.
- Collaborates with the Performance Committee and HMIS Lead to monitor and evaluate metrics that represent people fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking needs; and
- Ensures the experience of people fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking is well represented in the CoC decision-making process.

### Youth Services Committee

*The MO BoS CoC Youth Services Committee works to represent the needs of youth and young adults who may interact with the homeless system of care. Through quality data, collaborative efforts, and partnerships within and outside of the CoC, the Youth Services Committee will diligently ensure fair and effective service for youth within the CoC.*

- Identifies the needs of youth who interact with the homelessness system of care;

- Coordinates with other committees, CoC entities, or other organizations as necessary to meet the needs of youth within the CoC's geographic area;
- Utilizes research and information to ensure data-informed decisions are being made to best assist youth in seeking housing resources;
- Develops and recommends appropriate training for CoC members to ensure that the CoC practices are well equipped and operating under best practices when serving youth with housing needs.
- Collaborates with the Performance Committee and HMIS Lead to monitor and evaluate metrics that represent youth needs; and
- Ensure the experience of youth is well represented in the CoC's decision-making process.

### Racial and Gender Inequity Committee

*The Racial and Gender Inequity Committee works to ensure that inequities that exist within and outside of the homeless system of care are identified and addressed. Through the use of quality data analysis, collaboration with partners, and focusing on inclusion of people with lived experience of homelessness, the Racial and Gender Inequity Committee will ensure that representation, treatment, and outcomes among all populations are as fair and equitable as possible.*

- Considers the needs of distinct populations while advising on the development and implementation of the CoC's work, goals, and tools;
- Ensures representation of diverse demographics in the leadership of the CoC;
- Develops an equity-focused action plan to guide the decision-making process of the CoC Board over the next three to five years;
- Creates equity-focused action plans for the CoC to address representation and programmatic practices within the CoC;
- Uses internal and external data sources to identify inequities that exist as a result of under-representation, over-representation, and/or inequity of service outcomes; and
- Develops and/or recommends effective training for CoC members to address racial or gender inequities within the homeless system of care.

### Youth Action Board

*The Youth Action Board (YAB) works to empower youth and young adults, aged 24 and under, by providing a voice and active participation in the decision-making processes of the CoC. The Youth Action Board strives to ensure that the homeless system of care is responsive to the distinct challenges that youth and young adults may face.*

- Represents youth with lived experience of homelessness within the CoC;
- Develops priorities for the CoC to address barriers that homeless youth face;
- Reviews CoC practices and provides corrective feedback and recommendations on best practices to committees, programs, and other efforts of the CoC;
- Collaborates with CoC training development; and
- Promotes funding opportunities for youth-focused initiatives in the CoC.