![Metro Denver Homeless Initiative logo — mdhi metro denver homeless initiative]

Board of Directors
Applicant Information Packet

![Map showing counties: Boulder, Broomfield, Adams, Denver, Jefferson, Arapahoe, Douglas]

Application Available at MDHI.org/BOD

For Questions, Please Contact info@mdhi.org

Metropolitan Denver Homeless Initiative Background

Thank you for your interest in joining the board of the Metro Denver Homeless Initiative (MDHI).

The Metro Denver Homeless Initiative, formed in 1994, is a regional Continuum of Care (CoC) system that coordinates services and housing for people experiencing homelessness in the seven-county metropolitan region surrounding Denver. The MDHI CoC includes prevention/diversion, street outreach, emergency shelter, transitional housing, rapid rehousing, and permanent supportive housing; and is identified as CO-503 by the U.S. Department of Housing and Urban Development (HUD).

MDHI works closely with each county in the continuum (Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, and Jefferson) to build a homeless crisis response system that gets people back into housing as quickly as possible.

MDHI Mission, Vision and Values

MDHI Mission: Leading and advancing collaboration to end homelessness in our region.

MDHI Vision: Dedicated to everyone in the metro region having a safe, stable place to call home.

MDHI is committed to these **core values** that bring people home:

- **Inclusive**. Honoring the dignity of people with personal experiences of homelessness as partners in identifying solutions to homelessness.
- **Collaborative**. Harnessing the power of collaboration to achieve systemic solutions to homelessness.
- **Innovative**. Fostering flexible and creative responses to the complexity of homelessness.
- **Informed**. Using data to address inequity, guide decision making, allocate resources, and improve accountability.
- **Bold**. Providing courageous leadership that honors our commitment to end homelessness.

CoC Purpose

The primary purpose of the MDHI CoC is to carry out responsibilities of the Continuum of Care as defined by the Continuum of Care Program interim rule 24 CFR 578, which includes but is not limited to the following duties:

1. To establish and operate the coordinated entry system that provides an initial, comprehensive assessment of needs of individuals and families for housing and services.
2. To establish and consistently follow fair, equitable written standards for screening, evaluating eligibility, and administering assistance for people experiencing homelessness (or at-risk) across the geographic region.
3. To designate a Homeless Management Information System (HMIS) and an eligible applicant (currently MDHI) to manage the HMIS.
4. To coordinate and implement a system to meet the needs of the homeless population and subpopulations within the geographic area, including:
    a. Planning for and conducting point-in-time counts of people experiencing homelessness within the geographic area;

  b. Conducting an annual gaps analysis of homeless needs and services within the geographic area;

  c. Consulting with state and local Emergency Solutions Grants (ESG) program recipients within the MDHI CoC on the plan for allocating ESG program funds; and

  d. Reporting on and evaluating the performance of ESG grants and CoC program funding recipients and sub-recipients.

5. To design, operate, and follow a collaborative process for the development of applications, as well as approve the submission of applications, in response to a Notice of Funding Availability (NOFA) published by HUD.

6. To prepare, review, and/or coordinate CoC funding with ESG and other federal funding as well as with state, county, and local funding dedicated to homelessness or the homeless crisis response system.

7. To ensure that homeless resources are invested efficiently and effectively in programs that meet the needs of the community and are high-performing.

8. To select a Collaborative Applicant or eligible agent (currently MDHI) to submit an application on behalf of the CoC.

MDHI Board of Directors

Board Members

The MDHI CoC is required to establish a board of directors to act on its behalf. The CoC Board shall have the power to act on behalf of and in the best interest of the CoC. The board must   consist of up to 21 voting members. The members must be diverse and representative of relevant organizations and projects serving subpopulations of people experiencing homelessness within the CoC service area and must include at least one person with lived experience of homelessness. The CoC Lead Agency has a non-voting position on the CoC Board. The board's membership should include, but not be limited to, the following:

- Representatives from an agency that receives ESG funding and/or an ESG entitlement jurisdiction.
- Persons with lived experience of homelessness.
- Representatives from nonprofit or governmental homeless service providers that serve homeless subpopulations, including:
  - Single individuals
  - Families
  - People experiencing chronic homelessness
  - Veterans
  - Unaccompanied youth
  - Domestic violence survivors
  - HIV/AIDS
  - Persons with mental health issues
  - Persons with substance use issues

The Board establishes policy and directs the activities of the organization and committees. Members govern the overall direction of MDHI and provide input and resources to the organization's programs. Participation in a leadership role offers members a chance to be a key player in shaping the future of MDHI and to gain practical leadership experience, along with developing a network of professional contacts.

The Board reviews and makes recommendations regarding committee activities, approves policies, and makes decisions regarding organizational finances. Board members serve as officers, council/committee chairs or appointed representatives. Members are elected to serve two-year terms with an option to renew for an additional two years.

Board Member Expectations

- Attend meetings regularly, prepare in advance and actively participate
- Attend a BOD orientation
- Provide input to operations
- Participate in at least one committee and/or chair a council
- As able, participate in trainings, events, and fundraising efforts
- Promote MDHI to colleagues and community
- Contribute to a culture of equity, inclusion and diversity.
- Attend at least one key stakeholder meeting per year.

Board Member Qualifications

- Time availability (estimated six hours monthly, ten for officers)
- Working knowledge of MDHI
- Ability to contribute to development of MDHI
- Current or past experience with homeless issues is beneficial

Board Officers

A slate of officers is recommended by the Governance Committee. Officers serve a term of one year for up to two consecutive terms, as elected by the Board. Officers (President, VP Continuum Activities, VP Organizational Activities, and Secretary Treasurer) also serve as members of the Executive Committee to provide input and support regarding board development, organizational planning and financial management.

Board Officer Qualifications

- Current MDHI board member in good standing.
- Ability to devote several hours monthly to service as an officer.
- Commitment to the MDHI work and its values as well as an understanding of its objectives, organization, and services.
- Ability to articulate ideas and contribute to the organization's management systems and planning.

Board Officer Qualities

- Organized
- Flexible
- Dependable
- Demonstrates leadership
- Has good communication skills
- Stays on task
- Has public speaking experience

MDHI Board and Council/Committee Meetings

Please view the calendar at MDHI.org for the most up to date information on meeting times and locations or cancellations.

Board Meetings

Meeting times: Second Thursday of each month at Mile High United Way, 711 Park Avenue West, Denver, CO 80205 from 2:00 - 4:00 PM. Meetings are open to public attendance and the public is notified of upcoming meetings through the CoC website. Meeting minutes are posted on the website for public access. The CoC Board reserves the ability to hold executive sessions.

MDHI Board of Director Committees

MDHI Board Executive Committee: The MDHI Executive Committee consists of the Board President, Vice-President of Continuum Activities, Vice-President of Organizational Activities, Secretary Treasurer and immediate past President. This committee meets monthly prior to the Board meeting to set the Board agenda, review financials and to oversee the CoC process.

Meeting time: First Thursday of each month from 3:00-4:30pm

MDHI Board Finance Committee: The MDHI Finance committee reviews MDHI income and expenditures, develops, reviews and oversees financial systems and operations, and assists in identifying and securing operational and reserve funds.

Meeting time: Quarterly, TBD

Governance Committee: The Governance Committee actively recruits new Board members, interviews prospective candidates, and recommends a slate of candidates to the Board for yearly elections and as vacancies arise. The Governance Committee also provides leadership and oversight of development and implementation of a CoC Governance Charter.

Meeting time: Fourth Monday of every month from 2:30-3:30pm

CoC Councils and Committees

There are four CoC councils, which provide input and policy recommendations to the CoC Board and have the authority to create additional committees, workgroups, and affinity groups as needed to move the work of the CoC forward. The mission of these councils is to coordinate efforts in key areas while providing direction, guiding policy, and working toward outcomes for the CoC. The purpose of the committees that are established by the councils is to design and implement actionable solutions in specific focus areas. The following list describes the MDHI CoC councils and their affiliated committees:

1. Coordinated Entry Regional Governing Council

The OneHome Regional Governing Council (RGC) is governed under the structure outlined in the RGC Structure Implementation Plan. The RGC and its committees, workgroups, and affinity groups coordinate

the region's homeless crisis response system and are composed of voting CoC Board members, voting sub-region leaders, representatives of the U.S. Department of Veterans Affairs (VA), and non-voting members. The non-voting members of the RGC and its committees include the MDHI OneHome program manager, OneHome vendors, representatives of the Colorado State Division of Housing (DOH), and representatives of other key partners identified by the RGC.

To assist in moving its work forward, the RGC establishes population-specific committees, workgroups, action boards, and affinity groups as needed. These have included, but are not limited to, the Employment Committee, the Youth Action Board, and the Community Design Team.

2. Resource Council

The CoC Resource Council convenes at least quarterly and presently consists of five voting members. These members include one CoC Board member and the chairs and co-chairs of the two committees established by the council: the NOFA Committee and the Funder Alignment Committee. If additional committees are established by the council, the chairs and co-chairs of these committees shall become additional voting members of the council.

3. System Performance Council

This council convenes at least quarterly and presently consists of five voting members, who include one CoC Board member and the chairs and co-chairs of the two committees established by the council: the Point-in-Time (PIT) Committee and the Data Committee. If additional committees are established by the council, the chairs and co-chairs of these committees shall become additional voting members of the council.

4. Stakeholder Advisory Council

The stakeholder council convenes at least quarterly and presently consists of five voting members, who include one CoC Board member and the chairs and co-chairs of the two committees established by the council: the Consumer Advisory Committee and the Coordinating Committee. If additional committees are established by the council, the chairs and co-chairs of these committees shall become additional voting members of the council.