



*Ten Year Plan to End Homelessness*  
**Resource Allocation Committee**  
**Roles & Responsibilities**

**OVERVIEW**

Through the efforts of the Denver Commission to End Homelessness, a variety of public, private, and community-based groups are working on implementation of the Denver's *Ten Year Plan to End Homelessness*. This *Plan* represents a coordinated, community-wide effort with strategies designed to address root causes of homelessness and goals and action steps leading to long-term solutions. Through a memorandum of understanding (MOU) the Denver Department of Human Services and Mile High United Way have agreed to work together to raise funds for the *Plan* through the Community Appeal to End Homelessness and the MOU calls for Mile High United Way to staff and coordinate, in collaboration with staff of the Denver Department of Human Services, the efforts of a Resource Allocation Committee to distribute funds specific to the goals, objectives and outcomes outlined in the *Ten Year Plan to End Homelessness*.

The Resource Allocation Committee (RAC) is responsible for guiding the request for proposals process, reviewing applications for funding and allocating funding to nonprofit agencies that provide services that respond specifically to the goals, objectives and outcomes of the *Plan*. Funding for the Resource Allocation process was generated from individuals, corporations, foundations, and other private sources.

The RAC includes members from the private, public and foundation sectors as well as individuals who are currently or previously homeless and all parties have contributed to the Community Appeals Process. Members will serve on the RAC for a two-year period; following the initial review process that will last through June, this committee will reconvene as necessary.

## **MEMBERS**

All members have voting authority and will decide as a group which grant requests to fund. The committee will assure that funding is distributed in a fair and objective manner.

**Eligibility:** Members cannot receive specific compensation for RAC work performed and cannot receive compensation from current or prospective grantees. Members must have time available to schedule and attend all grant making meetings of this committee. Knowledge about homelessness, nonprofit agencies serving the homeless, and/or about grant making is desirable but not required. *All members must have contributed to the Community Appeal to End Homelessness.*

### **Member duties and responsibilities:**

- Actively participate in the RAC process having read the *Ten Year Plan to End Homelessness*.
- Participate in an orientation regarding the Resource Allocations process on February 23<sup>rd</sup> from 7 – 9 a.m. at the Mile High United Way.
- Participate in a training session where they will learn to review and score applications (March 2006).
- Review and score applications for funding within the allotted timeframe (April – May 2006).
- Formulate follow-up questions, if needed, to clarify information provided by applicants in the applications; conduct panel reviews of potential grantees as necessary (April – May 2006).
- Participate in a series of committee meetings where funding decisions will be made.
- Participate, if needed, in a follow-up committee meeting to address any final questions from Mile High United Way, the Denver Department of Human Services and/or other funders (June 2006).
- Reconvene to make future allocation decisions beyond the current year, as necessary.
- Serve as a resource for the Denver Commission to End Homelessness.
- Conduct a second RFP process in April 2006 to select local evaluator(s) to track goals, objectives and outcomes of the *Ten Year Plan to End Homelessness*.
- Monitor the specific progress of the grantees in achieving their stated goals, objectives and outcomes and monitor the overall progress of the entire group of funded organizations in meeting the goals, objectives and outcomes of the *Ten year Plan to End Homelessness*.
- Adhere to the RAC Conflict of Interest and Confidentiality policy.

## STAFF

**Role:** Assist the members of the Resource Allocation Committee in carrying out their roles, duties, and responsibilities. Staff, in collaboration with staff of the Denver Department of Human Services, will:

- Develop and coordinate a request-for-proposal process that will solicit grant requests from qualified organizations providing services to the homeless in Denver.
- Coordinate ongoing meetings of the RAC to ensure that the review process follows the established timeline.
- Coordinate a mandatory “bidders” conference and create a Frequently Asked Questions sheet to guide potential grantees and members of the RAC through the RFP process.
- Review grant requests received to ensure minimum qualifications are met and that the organization is eligible to receive a grant or grants if selected by the RAC Members.
- Communicate decisions made by RAC members to grantees and grant requestors.
- Provide advice, counsel and detailed information as necessary to RAC members related to potential grantees and information specific to the *Ten Year Plan to End Homelessness*.
- Attend grant making meetings to serve as a resource as necessary.
- Forward grant requests to RAC Members for their consideration.
- Ensure that funding decisions of the RAC are carried out.
- Monitor the specific progress of the grantees in achieving their stated goals, objectives and outcomes and monitor the overall progress of the entire group of funded organizations in meeting the goals, objectives and outcomes of the *Ten year Plan to End Homelessness*.
- Coordinate panel reviews as necessary.
- Ensure periodic and final reporting and track grantee progress toward achieving intended goals.
- Staff are employees of Mile High United Way.

## **REPRESENTATIVES**

**Role:** Representatives are homeless agency grant making experts who will serve as a resource to RAC Members as they carry out their role, duties, and responsibilities. Representatives are employees of the City & County of Denver. These representatives will:

- Provide technical information related to the *Ten Year Plan to End Homelessness*, funding priorities, timelines, and coordination in-line with government funding activities.
- Provide advice and counsel to RAC Members related to potential grantees and the *Plan as necessary*.
- Attend grant making meetings to serve as a resource as necessary.
- Monitor the specific progress of the grantees in achieving their stated goals, objectives and outcomes and monitor the overall progress of the entire group of funded organizations in meeting the goals, objectives and outcomes of the *Ten year Plan to End Homelessness*.
- Assist staff in evaluation process.

For questions regarding the allocations process, please contact Art Rimando, Director of Agency Relations; 2505 18<sup>th</sup> Street, Denver, Colorado 80211; Phone: 303-561-2231; Fax: 303-455-6462; [art.rimando@unitedwaydenver.org](mailto:art.rimando@unitedwaydenver.org)

Contact for the *Ten Year Plan to End Homelessness*: Jamie Van Leeuwen, Project Manager, *Ten Year Plan to End Homelessness*; 1200 Federal Boulevard, Denver, Colorado 80205; Phone: 720-944-2506; Fax: 303-944-3092; [jamie.vanleeuwen@dhs.co.denver.co.us](mailto:jamie.vanleeuwen@dhs.co.denver.co.us); <http://www.denvergov.org/Homelessness/template320225.asp>

### **G: Homeless RAC Job Description**

February 2, 2006