

Minutes for KSHC Board of Directors Meeting

August 15, 2012

Board Members Present: Chris Bailey (Phone), Heather Davis, Donnie Grose (Phone), Peg McFadden, Joyce Schau, Erick Vaughn, Tate Toedman, Margene Swarts, and Emily Wagner

Members Absent: Marilyn Roberts

Ex-officio Members Present: Robert DeLeon (Phone), Dani Dresslar, Karen Madden for Becky Gray (Phone), and Marion Nichols

Ex-officio Members Absent: Donna Dedonder, Andy Martin, and Beth Waddle

Staff Present: Doug Wallace

Guests Present: James Chiselom, Kansas Housing Resources Corporation (Phone) and Christy McMurphy, Kansas Division of Aging and Disability Services

The meeting was called to order by Peg, Chair.

Margene made a motion to approve the minutes from the July Board meeting. Emily seconded the motion which was approved.

Treasurer's Report – Margene provided a written treasurer's report which was previously sent out to all Board members. We have received one more registration from the Annual Summit which changes the financial report for that event. All expenses for the Dodge City mini-summit are in now and came in under \$1,000 as anticipated. At the September Board meeting, after she completes a thorough review of all income and expenses, Margene will submit a revised 2012 budget for approval. We have already overspent in at least one category, 4003, Office Support. This relates to furnishing the office for Doug, including a new computer and other equipment that were funded through our 2011 SRS contract. We have perhaps underestimated the cost of travel for the CoC Coordinator. Tate made a motion we accept the Treasurer's Report which was seconded by Erick and approved.

BoS Coordinator's Report

Doug shared the Coalition has a gnome who will be traveling with him and the Board Chair throughout the Balance of State. Dani and Doug will blog about the CoC's activities through the eyes of the gnome.

The CoC has received the Grant Inventory Worksheet (GIW) from HUD, the first step in the CoC application process. We must review it and ensure that it is correct and includes all grants that expire in 2013 and must be renewed this year. Doug sent out a questionnaire to all grantees and Joyce and he will follow up with phone calls to secure any missing information. The GIW includes much more information than previous years based on the Continuum of Care Interim Rule. Doug shared a two page synopsis he pulled off HUD's website to explain the significant changes.

It was noted the CoC Interim Rule speaks to collaboration between the Continuum of Care and the Emergency Solutions Grant program.

We are preparing for the upcoming CoC competition. The Memorandum of Understanding approved by the Board has been sent to all grantees with a request for signature. The intent of the document is to define the role of both the Continuum of Care and the grantee. Doug sent out a request for Letters of Intent from agencies who want to apply for new or renewal grants. Given the potential changes in the competition, the Board agreed to extend the deadline for LOI's for new programs until the NOFA is released and potential grantees have an opportunity to review the requirements. It was suggested we post all HUD information on our KSHC website which will be done after the improvements are made to the site.

At this point Doug gave the Board a preview of the website's new look. Suggestions were made to lighten the background, look at the color of the buttons to accommodate for color blindness as green would not be a good color.

The subcommittee structure was discussed. The Bylaws do not refer to subcommittees. It was suggested the Board hold a retreat to discuss policies and procedures which need to be updated and refined.

Doug shared he has a good contact in Hays are asked for help planning a mini-summit there this fall. There is no established network in that region as there was in the Southwest Region. We will be creating this as we go. Peg, Dani and Joyce offered their assistance.

The exhibit booth at the Kansas Conference on Poverty was very well received. Doug shared the poverty simulation was great and recommended we do one at our next summit. Marion reminded the group we had one in El Dorado. We would like to have the same people who led the activity in Wichita do our next one, Lucas from MID-CAP, and a staff person from SE-CAP. Marion believes Becky is already on this for Pittsburg next year.

Doug informed the Board he would be attending the Zarrow Mental Health Symposium in Oklahoma in September. The theme is From Housing to Recovery focusing on housing issues which make is applicable for our work. Peg apologized for approving this without soliciting input from the Board.

At this point, Tate moved, and Margene seconded a motion to go into a twenty minute Executive Session Doug was asked to participate for the fact finding portion of the meeting and was then excused. After completing our task, Erick made a motion to end the Executive Session which Tate seconded and was approved.

CoC Report

Doug included the CoC report in his Coordinator's report.

Old Business

Housing Specialist Training – Christy will take our application to leadership but if a trainer were to be hired it would have to be put out for bid as the agency would not be able to sole source a contract of this type. The Governor's Mental Health Services Planning Subcommittee on

Housing and Homelessness has already looked at this type of training program. We do not anticipate our application will be funded.

KSHC submitted an Emergency Solutions Grant application to KHRC as previously discussed. We are also submitting a \$500,000 request to the Kresge Foundation to build the organization's capacity.

Any amendment to be submitted to SRS for our current contract will be held until we hear back on each of these proposals.

In looking at our structure, in essence the Continuum of Care Committee meetings are membership meetings. Peg is working with the Butler Homeless Initiative to identify a homeless or formerly homeless person to serve on the Board. Tate may have a formerly homeless youth who would be appropriate.

The suggestion for a Board retreat to address strategic planning was discussed with possible dates proposed. The CoC Action Plan will be our point of reference. This is critical with the significant change to the Continuum of Care program through the Interim Rule. One requirement will be a centralized assessment center. For the Balance of State this may be one in each of the 8 regions to serve the needs of the homeless. Doug shared that he read that Supportive Services Only grants can be used for this purpose. Heather offered the Veteran's Administration's national toll free hotline number as an example of a 24/7 information and referral system.

After a brief break for lunch, the meeting continued with an update on the 100,000 Homes Initiative brought to the Board's attention by James at the last Continuum of Care meeting. Training is next Monday and Tuesday, August 20 and 21, in Kansas City. Doug and Dani are registered. Emily tried but registration has been closed. The initiative is geared toward the homeless who are literally at risk of dying on the street. Information from the training will be shared at the next Board meeting.

Bylaws Update

Joyce walked the Board through her list of concerns regarding the Bylaws which will be sent out to each member for review. A significant change between the March 2011 revision and earlier versions is Article XII which now reads that a majority of Members must approve amendments to the Bylaws rather than a majority of the Board of Directors. It is unclear whether this change was an error in editing or intentional. It does make it critical for an evaluation of how membership is defined. Bylaws revisions will have to wait until this decision is made.

The Board retreat was tentatively scheduled for December. Salina or Topeka was recommended as the location. Topics to be discussed need to be identified ahead of time and the Board members' time commitment honored. Members were asked to send ideas to Peg. A copy of the roster was requested. Joyce will send it out with the minutes. Any errors should be brought to her attention.

New Business

Peg shared the National Low Income Housing Coalition has invited the Coalition to be represented on their Policy Advisory Committee (PAC). Email Peg if you are interested in serving in this capacity.

Tate made a motion for adjournment which was seconded by Joyce and approved. The next meeting is September 14, 10 a.m. in Topeka.

Respectfully submitted by,

Joyce Schau, Secretary

Attachments: August Treasurer's Report
2012 Budget
Summary of Continuum of Care Interim Rule
Introductory Guide to the CoC Program
CoC Action Plan
National Low Income Housing Coalition Policy Advisory Committee Info
NOFA Letter of Intent
Joyce's Bylaws Review

KANSAS STATEWIDE HOMELESS COALITION

501 SE Jefferson Suite 30 Topeka, KS. 66607 Phone 785.394.4990 Fax 785.354.1448

To: KSHC Board of Directors
Subject: Treasurer Report, August 2012
Date: August 9, 2012

KSHC continues to hold two accounts with Envista. There is a Business Share account with a balance as of 7-33-12 of \$5.08 and the Premier Plus Checking which is the primary operating account for KSHC. The balance of this account was \$10,593.21 as of 7-31-12. Expenses include final KSHC payroll, 2011 KSHC tax preparation fee, July office rent, Constant Contact, Cox Communications, IT assistance, office supplies, BoS Coordinator travel reimbursement, regional coordinator reimbursement, Dodge City Mini-Summit expenses, and 2013 Summit Facility deposit. The only deposit was the monthly account dividend.

Using the Envista Premier Plus Checking account, between 8-1-12 and 8-9-12, checks/debit card expenses totaling \$3,984.16 were for August office rent, KSHC payroll, office supplies, and CoC Coordinator Travel reimbursement. One DFC reimbursement for \$27,717.00 was received and deposited along with one final Summit registration. The balance as of 8-9-12 is \$33,830.65 for the Premier Plus checking and remains 5.08 for the Business Share account.

Total expenses for the SW Region Mini Summit in Dodge City were \$973.87.

One (hopefully final) additional deposit was made for the Summit. All expenses have been paid and all income is deposited so the final REVISED accounting for the Summit is Income - \$10,597.73; Expense - \$8,351.29 for a total positive cash flow of \$2,246.44.

The 2012 KSHC Budget spreadsheet is attached and details expenses to date and the current budget balances.

Margene K. Swarts, Treasurer
KSHC Board of Directors

Proposed KSHC Budget, 2012

<i>Income</i>	Budget	Actual	
1001 SRS BoS Tasks, FY 11-12 (Coordinator)	\$ 59,500.00	\$ 26,826.00	45% (\$35K (2011) + \$24.5K (6 mos of 2012))
1002 SRS 2012 Summit Hosting	\$ 8,000.00	\$ 9,348.00	117%
1003 SRS Head Start 2012 Summit Hosting	\$ 3,000.00	\$ 3,000.00	100%
1004 Summit Donation from KCAP	\$ 3,000.00	\$ 3,000.00	100%
1005 Interest Income	\$ 50.00	\$ 18.42	37%
1006 SRS BoS Tasks, FY 11-12 (RC Reimb/Office Supplies)	\$ 7,000.00	\$ 12,543.00	179%
1007 Annual Appeal/Donation	\$ -	\$ -	#DIV/0!
1008 Statewide Summit Registrations (Attendee & Vendor)	\$ 2,000.00	\$ 4,597.73	927%
1009 Mini Summit Registrations	\$ -	\$ -	#DIV/0!
1010 Other Income (Env & Fid Balance Forward 12-31-11 - \$18,546.04)	\$ 18,546.00	\$ 18,546.04	0%
<i>Total Income</i>	\$ 101,096.00	\$ 77,879.19	77%
<i>Expenses</i>			
3001 Exec Dir Salary	\$ -	\$ -	0%
3002 KSHC Coordinator (2012: Jan-Feb- \$6,737; May-Dec - \$24,919)	\$ 31,656.00	\$ 15,243.46	48% (2013: Jan-June (8 mo) - \$10,275)
3003 Benefits (CoC Coord only; 2012: May-Dec - \$9,004)	\$ 9,004.00	\$ 3,222.13	36% (2013: Jan-June (8 mo) - \$4,002)
3004 Consultant Fee	\$ -	\$ -	#DIV/0!
<i>Salaries & Benefits</i>	\$ 40,660.00	\$ 18,465.59	45%
4001a Regional Coordinator Support	\$ 8,000.00	\$ 3,284.98	41%
4001b Regional Coordination CoC Chair	\$ 500.00	\$ -	0%
4002 Technology Support	\$ 3,000.00	\$ 2,799.90	93%
4003 Office Support (payroll adm and data entry)	\$ -	\$ -	#DIV/0!
4004 Accounting Services (PGH + audits)	\$ 2,000.00	\$ 1,925.00	96%
4005 Rent (CRC)	\$ 3,700.00	\$ 2,825.00	76% Jan-Apr-\$500; May-Aug-\$200; Sept-Dec-\$225
4006 Equipment Leasing	\$ 1,680.00	\$ -	0%
4007 Phone and Fax (Cox Communication)	\$ 1,320.00	\$ 630.50	48%
4008 Cell Phone	\$ -	\$ -	#DIV/0!
4009 Travel - KSHC	\$ 3,000.00	\$ 2,010.80	67%
4010 Office Supplies	\$ 2,500.00	\$ 2,811.85	112%
4011 Insurance (Liability/Work Comp)	\$ 1,500.00	\$ 1,650.00	110%
4012 Awards/Gifts	\$ 200.00	\$ -	0%
4013 Meeting Expenses	\$ 350.00	\$ 250.00	71%
4014 Dues/Subscriptions	\$ 250.00	\$ 210.00	84%
<i>Support Expenses</i>	\$ 28,000.00	\$ 18,398.03	66%
5001 Statewide Summit 2012	\$ 8,000.00	\$ 8,351.29	104%
5002 Mini Summit(s) 2012	\$ 2,500.00	\$ 973.87	39%
5003 Statewide Summit 2013	\$ -	\$ 345.00	#DIV/0!
<i>TOTAL EXPENSES</i>	\$ 76,660.00	\$ 46,188.78	60%
<i>NET INCOME</i>	\$ 24,436.00	\$ 31,690.41	77%

Continuum of Care Program Interim Rule

- I. The HEARTH Act was enacted into law on May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Act with substantial changes.
- II. The HEARTH Act consolidates the Supported Housing Program, Shelter plus Care program and the Section 8 SRO program into the Continuum of Care Program.
- III. Continuum of Care Program components include;
 - a. Permanent Housing – community based housing without a designated length of stay
 - i. Permanent Supportive Housing
 - ii. Rapid Rehousing Program
 - b. Transitional Housing
 - c. Supportive services only
 - d. HMIS
 - e. Homeless Prevention
- IV. Eligible activities with the Continuum of Care program include
 - a. Acquisition – new projects only
 - b. Rehabilitation – new projects only
 - c. Leasing
 - d. Rental assistance
 - e. Supportive Services Only
 - f. HMIS
- V. **Grantees must determine if their former SHP Projects are leasing or rental assistance.**
 - a. **Rental Assistance projects are those projects where the recipient (client) is the lease holder with the owner of the housing.**
 - b. **Leasing projects are those projects where the grantee and/or project sponsor is the leaseholder with the owner of the housing**
- VI. **Grantees have the option of increasing their Administrative budget.**
 - a. SHP Renewal Projects may receive up to a 2% increase in administrative expenses over what they received in the FY2011 Competition
 - b. Shelter plus Care Renewal Projects may receive up to 7% of the total grant amount for administrative costs.

VII. Definitions:

- a. **Collaborative Applicant** – an eligible applicant that has been designated by the continuum of care to apply for a grant for Continuum of Care planning funds on behalf of the continuum. HUD will allow no more than 3% of the FPRN to be used for planning costs.
- b. **Centralized or Coordinated Assessment System** – centralized or coordinated process designed to coordinate program participant intake, assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic areas, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool. This definition establishes the minimum requirements
- c. **High Performing Community** – HUD will issue guidance on how to become a High Performing Community. High Performing Communities may use CoC funds for homeless prevention activities.
- d. **Unified Funding Agency** – an eligible applicant selected by the Continuum of Care to apply for grant for the entire continuum, which has the capacity to carry out the duties delegated to the UFA in this grant. HUD will allow no more than 3% of the FPRN to be used for UFA costs.

VIII. CoC Responsibilities

- a. **Operating the CoC**
 - i. **Conduct semi-annual meeting of the full membership**
 - ii. **Issue a public invitation for new members, at least annually**
 - iii. **Apt and follow a written process to select a board**
 - iv. **Appoint additional committees, subcommittees, or work groups**
 - v. **Develop and follow a governance charter detailing the responsibilities of all parties.**
 - vi. **Consult with recipients and sub recipients to establish performance targets, monitor the performance of recipients and sub recipients, evaluate outcomes, and take action against poor performers**
 - vii. **Evaluate and report to HUD outcomes of ESG and CoC Projects**
 - viii. **Establish and operate a centralized or coordinated assessment system**
 - ix. **Establish and follow written standards for providing CoC assistance.**
- b. **Designating and operating an HMS**
- c. **CoC Planning**

2012

Introductory Guide to the Continuum of Care (CoC) Program

Understanding the CoC Program and the requirements of
the CoC Program Interim Rule

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1. THE CONTINUUM OF CARE (CoC) PROGRAM

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act consolidated the three separate McKinney-Vento homeless assistance programs (Supportive Housing program, Shelter Plus Care program, and Section 8 Moderate Rehabilitation SRO program) into a single grant program known as the Continuum of Care (CoC) Program.

HUD will publish the Continuum of Care Program interim rule in the *Federal Register*. The rule was posted on HUD's web site and now governs the CoC Program.

The CoC Program is designed to assist individuals (including unaccompanied youth) and families experiencing homelessness and to provide the services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability. More broadly, the program is designed to promote community-wide planning and strategic use of resources to address homelessness; improve coordination and integration with mainstream resources and other programs targeted to people experiencing homelessness; improve data collection and performance measurement; and allow each community to tailor its program to the particular strengths and challenges within that community.

Each year, HUD awards CoC Program funding competitively to nonprofit organizations, States, and/or units of general purpose local governments, collectively known as **recipients**. In turn, recipients may contract or subgrant with other organizations or government entities, known as **subrecipients**, to carry out the grant's day-to-day program operations.

1.1 Overview of CoC Program User Guide Series

A series of user guides is being developed to help CoCs, recipients, and subrecipients administer CoC Program funds (see box on next page). Recipients and subrecipients are the primary audience for the user guide series. All user guides will be accessible on the Homelessness Resource Exchange when they are available.

This user guide provides an introduction to the CoC Program and the requirements found in the CoC Program interim rule.

Overview of Forthcoming CoC User Guide Series

Establishing and Operating a CoC: This user guide outlines how to create an effective and representative Continuum of Care in order to fulfill the roles and responsibilities set out in the CoC Program Interim rule.

Introduction to Unified Funding Agencies (UFA): This user guide discusses the process for becoming a UFA and the roles and responsibilities that accompany it.

Determining and Documenting Homeless and At Risk Status, Income, and Disability: This user guide discusses the criteria used to define homelessness and at risk of homelessness, including income, disability, and associated recordkeeping requirements.

CoC Program Components and Eligible Costs: This user guide reviews the five CoC program components and the costs that recipients and subrecipients may incur in administering and operating CoC projects.

CoC Program Funding for Homeless Management Information System (HMIS): This user guide reviews the role of the HMIS within the CoC and the differences between eligible HMIS costs incurred by recipients as part of a project and eligible costs incurred by the HMIS lead in establishing, operating, and overseeing the use of the CoC's HMIS.

CoC Program's High-Performing Community: This user guide discusses how CoCs may become a high-performing community (HPC) and provide homelessness prevention assistance. It also outlines the populations that may be served, the specific activities that may be funded, and the additional requirements associated with administering the activities.

Project Administration and General Program Requirements: This user guide describes project administrative costs and general program requirements applicable to the CoC Program—regardless of which components are carried out—such as match, calculating rents and occupancy charges, timeliness standards, and terminations.

Grant Administration: This user guide reviews the standards for administering a CoC grant, including recordkeeping requirements and how to make project changes.

1.2 Citations within the Guides

Throughout this guide, you will see references to specific provisions of the McKinney-Vento Homeless Assistance Act as well as references to the Code of Federal Regulations (CFR). You may locate the relevant areas in the Act by visiting www.hudhre.info/documents/HomelessAssistanceActAmendedbyHEARTH.pdf.

To locate particular regulations, visit ecfr.gpo.gov/ and select Title 24 for the HUD regulations. You may then select the particular part by number that you want to read.

2. OVERVIEW OF THE CONTINUUM OF CARE PROGRAM INTERIM RULE

2.1 Purpose of the CoC Program

The Continuum of Care program is designed to assist sheltered and unsheltered homeless people by providing the housing and/or services needed to help individuals move into transitional and permanent housing, with the goal of long-term stability.

Specifically, 24 CFR part 578.1 of the CoC Program interim rule states that the primary purpose of the CoC Program is to:

1. Promote community-wide commitment to the goal of ending homelessness
2. Provide funding for efforts by nonprofit providers, States, and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness
3. Promote access to and effective use of mainstream programs by homeless individuals and families
4. Optimize self-sufficiency among individuals and families experiencing homelessness

2.2 Key Changes for CoCs

The CoC Program interim rule expands and codifies into law the existing community-wide planning and application efforts of the Continuum of Care. Since 1995, HUD has requested that communities submit a single application for homeless assistance funding through a locally established CoC. Over the years, CoCs have been encouraged to undertake several additional planning and administrative tasks, but without codified definitions of the associated responsibilities. The CoC Program interim rule clearly defines the CoC's responsibilities and allows collaborative applicants to apply to HUD for planning funds on behalf of CoCs to support existing and new responsibilities. The interim rule also requires increased collaboration between recipients of Emergency Solutions Grant (ESG) funding and CoCs to ensure a community-wide coordinated plan for homeless housing and services and homelessness prevention assistance.

Further, the CoC Program interim rule seeks to promote some of the best practices that have emerged since passage of the HEARTH Act. It is important for CoCs, recipients, and subrecipients to understand and integrate into their work these practices related to centralized or coordinated intake, rapid re-housing, performance measurement, and increased access to mainstream services. The CoC Program interim rule defines these activities and the requirements for their implementation at the CoC and recipient/subrecipient levels. Section 3 of this user guide details these CoC responsibilities.

2.3 Key Changes for Programs

The CoC Program interim rule consolidates the Supportive Housing Program (SHP) and the Shelter Plus Care (S+C) program and the Section 8 Moderate Rehabilitation SRO program into a single program, the CoC Program. HUD expects that the change will streamline administration of the programs, thereby increasing the efficiency and effectiveness with which clients are housed and receive services.

To accomplish CoC Program goals, funds may support activities under five primary **program components**: permanent housing (permanent supportive housing and rapid re-housing), transitional housing, supportive services only, HMIS and, for HUD-designated high-performing communities, homelessness prevention. These five program components are briefly described in section 4.3 of this user guide.

While implementing the CoC Program interim rule, HUD intends to ensure existing housing for homeless persons is maintained to the extent desired by the CoC and that program participants do not become homeless because funding is withdrawn. All current SHP and S+C recipients and subrecipients are eligible for renewal under the CoC Program as long as recipients are compliant with grant requirements and conditions and maintain the same scope as the current grant. More guidance will be provided in the CoC Program NOFA and related application materials.

3. ESTABLISHING AND OPERATING THE CoC

In 1995, HUD established the competitive CoC funding application process to provide resources to communities to implement community-wide, coordinated efforts for assessing and addressing the housing and service needs of individuals and families that were homeless or at risk of homelessness. The CoC is the group that takes on coordination of homeless services and homelessness prevention activities across a specified geographic area. Through the CoC application process, communities were able to submit to HUD a consolidated application to fund homelessness assistance programs.

Since the CoC application's inception, CoCs have operated under guidance published each year in HUD's annual Notice of Funding Availability. The CoC Program interim rule provides formal regulations to guide the establishment and operation of CoCs.

3.1 Establishing the CoC

To carry out the primary purpose of the CoC Program, HUD requires representatives of relevant organizations¹ (e.g., nonprofit organizations, victim services providers, local governments) to form a Continuum of Care to serve a specific geographic area.

In addition, each CoC must establish a board to act on its behalf, and the CoC may appoint additional committees or workgroups to fulfill its responsibilities. The CoC must develop a governance charter to document all groups created to support the CoC and each group's relative responsibilities.

CoCs have two years from the effective date of the CoC Program interim rule to establish a board, which is required to meet the governance requirements detailed in the regulations.

¹ The CoC Program interim rule states that the organizations include nonprofit homeless providers, victim services providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless individuals.

The CoC Program interim rule requires that CoC boards must:

- Include at least one homeless or formerly homeless individual
- Represent the relevant organizations and projects serving homeless subpopulations (such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking) within the CoC's geographic area.

Many CoCs may already have satisfied the CoC Program interim rule's requirements; however all CoCs need to review their current structure, membership, and representation to ensure that that every aspect of the CoC and the CoC board complies with each regulatory condition outlined by HUD.

3.2 CoC Responsibilities

A CoC's three primary responsibilities under the CoC Program interim rule include the following:

1. Operating the CoC
2. Designating and operating an HMIS
3. CoC planning

A brief summary of each responsibility is presented below.

Operating a CoC

To operate successfully, a CoC must fulfill the following responsibilities specified in the CoC Program interim rule:

- Conduct semi-annual meetings of the full membership
- Issue a public invitation for new members, at least annually
- Adopt and follow a written process to select a board
- Appoint additional committees, subcommittees, or work groups
- Develop and follow a governance charter detailing the responsibilities of all parties
- Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor the performance of recipients and subrecipients, evaluate outcomes, and take action against poor performers
- Evaluate and report to HUD outcomes of ESG and CoC projects
- Establish and operate a centralized or coordinated assessment system
- Establish and follow written standards for providing CoC assistance

Designating and Operating a Homeless Management Information System

While most communities have operated an HMIS for several years, the CoC Program interim rule defines the responsibilities of the CoC with respect to operation of the HMIS. A community may already be fulfilling many responsibilities associated with its HMIS, but the

CoC Program interim rule places greater emphasis on the CoC's role in monitoring HMIS implementation and compliance with applicable HMIS regulations and Notices. The CoC HMIS must:

- Designate a single HMIS
- Select an eligible applicant to manage the CoC's HMIS
- Monitor recipient and subrecipient participation in the HMIS
- Review and approve privacy, security, and data quality plans

CoC Planning

With respect to planning responsibilities, the CoC must:

- Coordinate the implementation of a housing and service system within its geographic area
- Conduct a Point-in-Time count of homeless persons, at least biennially
- Conduct an annual gaps analysis
- Provide information required to complete the Consolidated Plan(s)
- Consult with ESG recipients regarding the allocation of ESG funds and the evaluation of the performance of ESG recipients and subrecipients

3.3 Application and Grant Award

CoCs are responsible for reviewing and approving the funding application and response to HUD's annual CoC Program NOFA for homelessness assistance resources.

Each year, HUD releases a CoC Program NOFA for its homeless assistance programs. According to the CoC Program interim rule, in response the CoC must:

- Design, operate, and follow a collaborative process for developing applications and approving the submission of applications
- Establish priorities for funding projects in its geographic area
- Determine if one application for funding will be submitted for all projects within the geographic area or if more than one application will be submitted for the projects within the geographic area
 - If more than one application will be submitted, designate an eligible applicant to be the collaborative applicant that will collect and combine the required application information from all applicants and for all projects within the geographic area that the Continuum has selected funding. The collaborative applicant will also apply for Continuum of Care planning activities. If the Continuum is an eligible applicant, it may designate itself.
 - If only one application will be submitted, that applicant will be the collaborative applicant and will collect and combine the required application information from all projects within the geographic area that the Continuum has selected for funding and apply for Continuum of Care planning activities.

The collaborative applicant is the *only* applicant permitted to apply for CoC planning funds.

It is important to note that, regardless of the number of applications submitted or the entity designated as the collaborative applicant, the CoC remains the entity accountable for approval

of the CoC Program application and for fulfilling the responsibilities listed in Section 3.2 of this guide.

3.4 New Funding for CoC Planning and Financial Activities

The CoC Program interim rule allows for funding for collaborative applicants to carry out the CoC's planning responsibilities. For collaborative applicants that are designated Unified Funding Agencies (UFA), additional funding is allowed to carry out financial activities.

Planning Funds

The collaborative applicant, and only the collaborative applicant, may apply for up to 3 percent of the CoC's Final Pro Rata Need (FPRN) amount or the maximum amount established by the CoC Program NOFA, whichever is less, to fund CoC planning activities.

Only the collaborative applicant may apply for and receive planning funds, which may be used for:

- Designing and carrying out the collaborative process for the application to HUD
- Preparing and submitting the CoC's application for CoC Program funds
- Determining the geographic area the CoC will serve
- Evaluating outcomes of projects funded through CoC and ESG program grants within the geographic area
- Participating in the Consolidated Plan(s) process of the jurisdictions within the geographic area
- Developing a CoC system
- Conducting sheltered and unsheltered Point-in-Time counts
- Monitoring recipients and subrecipients and enforcing compliance with program requirements

Unified Funding Agency Costs

UFAs are a new aspect of the CoC Program. A collaborative applicant that submits one funding application to HUD on behalf of the CoC may request UFA designation. If approved, the UFA may then apply for the CoC planning funds as well as additional UFA costs. Like CoC planning costs, UFA costs may be up to 3 percent of the CoC's FPRN or the maximum amount established through the CoC Program NOFA. These costs are intended to support the additional responsibilities associated with centrally administering the CoC grant.

To qualify, an applicant must have the capacity to carry out the duties delegated to a UFA by HUD listed in 24 CFR part 578.11 of the CoC Program interim rule. If HUD approves a UFA, then that UFA becomes the responsible organization and may use funds for UFA costs, including:

- Arranging for an annual survey, audit, or evaluation of the financial records of each project
- Monitoring all subrecipients
- Establishing fiscal control and accounting procedures to ensure the proper dispersal of and accounting for Federal funds awarded to recipients

3.5 High-Performing Communities

Each year, HUD will specify in the CoC Program NOFA whether and how CoCs may apply for designation as a high-performing community (HPC), which will provide the designated CoCs with flexibility to use CoC funds to support homelessness prevention costs. HUD will select up to 10 HPCs based on their ability to meet specified performance criteria. If selected, the HPC designation lasts only for that specific year and CoCs will have to reapply to be considered an HPC in subsequent years.

HUD anticipates providing additional guidance before designating any HPCs.

4. PROGRAM COMPONENTS AND ELIGIBLE COSTS

4.1 Program Components and Eligible Costs Overview

The program components and eligible costs under SHP and S+C have undergone revision as part of their consolidation into the CoC Program. Activities that were eligible under the Section 8 Moderate Rehabilitation SRO program are eligible under the CoC Program (rental assistance and rehabilitation). An overview of changes to eligible components and related costs is provided in Exhibit 1 below.

Exhibit 1: CoC Program Components and Costs and HUD's Legacy Homeless Programs			
	CoC Program	SHP	S+C
Eligible Components	<ul style="list-style-type: none"> • Permanent housing <ul style="list-style-type: none"> ➢ Permanent supportive housing (PSH) ➢ Rapid re-housing (RRH) • Transitional housing • Supportive services only • HMIS • Prevention (limited to HPCs) 	<ul style="list-style-type: none"> • Permanent housing (PSH only) • Transitional housing • Supportive services only • Innovative supportive housing • HMIS 	<ul style="list-style-type: none"> • Permanent housing (PSH only) <ul style="list-style-type: none"> ➢ Tenant-based ➢ Sponsor-based ➢ Project-based ➢ SRO-based
Eligible Costs	<ul style="list-style-type: none"> • CoC planning costs • UFA costs • Acquisition • Rehabilitation • New construction • Leasing • Rental assistance <ul style="list-style-type: none"> ➢ Type <ul style="list-style-type: none"> • Tenant-based • Sponsor-based • Project-based ➢ Length <ul style="list-style-type: none"> • Short-term • Medium-term • Long-term • Operating • Supportive services • HMIS • Project administration 	<ul style="list-style-type: none"> • Acquisition • Rehabilitation • New construction • Leasing • Operating • Supportive services • HMIS • Project administration 	<ul style="list-style-type: none"> • Rental assistance <ul style="list-style-type: none"> ➢ Type <ul style="list-style-type: none"> • Tenant-based • Sponsor-based • Project-based • SRO ➢ Length <ul style="list-style-type: none"> • Long-term

4.2 Definition of Homeless and Serving Category 3

The definition from the Final Rule on the Definition of Homeless that went into effect on January 4, 2012, was incorporated into the CoC Program interim rule.

CoC projects may serve unaccompanied youth and families with children defined as **homeless under other Federal laws** (Category 3 of the homeless definition) only if the CoC applies to its appropriate HUD Field Office to serve such populations and HUD approves the request. If the request is approved, no more than 10 percent of the total amount of funds awarded to all recipients within a CoC may be used to serve the Category 3 population (unless the rate of homelessness, as calculated in the most recent Point-in-Time count, is less than one-tenth of 1 percent of the total population).

CoC funds cannot be used to assist persons who are at risk of homelessness, unless the CoC is designated as an HPC and is therefore approved to fund homelessness prevention.

4.3 Program Components

Five program components can be funded through the CoC Program.

Permanent Housing

Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. The CoC Program may fund two types of permanent housing: (1) permanent supportive housing (PSH), which is permanent housing with indefinite leasing or rental assistance paired with services to help homeless people with disabilities achieve housing stability; and (b) rapid re-housing (RRH), a model that emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless people as rapidly as possible into permanent housing (see Exhibit 2).

Transitional Housing

The transitional housing (TH) project component may be used to cover the costs of up to 24 months of housing with accompanying support services, providing a period of stability to enable homeless people to transition successfully to and maintain permanent housing within 24 months of program entry. Program participants must have a lease or occupancy agreement in place when residing in transitional housing. The provisions of the CoC Program's TH program component have not changed significantly from the TH provisions under SHP.

Supportive Services Only

The supportive services only (SSO) program component is limited to recipients and subrecipients providing services to individuals and families not residing in housing operated by the recipient. SSO recipients and subrecipients may use the funds to conduct outreach to sheltered and unsheltered homeless persons, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may also be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

Homeless Management Information System

Funds under this component may be used only by HMIS leads for leasing a structure in which the HMIS operates, for operating the structure in which the HMIS is housed, and/or for covering other costs related to establishing, operating, and customizing a CoC's HMIS. Other recipients and subrecipients may not apply for funds under the HMIS program component, but may include costs associated with contributing data to the CoC's HMIS within their project under another program component (PH, TH, SSO, or HP).

Homelessness Prevention

Programs within CoCs that have applied for and been designated by HUD as an HPC may use CoC funds to fund homelessness prevention (HP) assistance for individuals and families at risk of homelessness. The services under this component may include housing relocation and stabilization services as well as short- and medium-term rental assistance to prevent an individual or family from becoming homeless. Through this component, recipients and subrecipients may help individuals and families at-risk of homelessness to maintain their existing housing or transition to new permanent housing. Homelessness prevention must be administered in accordance with 24 CFR part 576.

Safe Havens

The Safe Haven program component is no longer eligible under the CoC Program. No **new** Safe Haven projects will be funded, but the CoC Program interim rule explicitly states that all projects eligible under the McKinney-Vento Act before passage of the HEARTH Act, including Safe Havens, may be renewed in order to continue ongoing leasing, operations, supportive services, rental assistance, HMIS operation, and administrative functions beyond the initial funding period. The CoC Program NOFA will provide additional details.

Section 8 Moderate Rehabilitation SRO

The Section 8 Moderate Rehabilitation SRO program component is no longer eligible under the CoC Program. No **new** SRO projects will be funded. Current SRO projects will continue to be renewed under the Multifamily Assisted Housing Reform and Affordability Act of 1997.

4.4 Eligible Costs

CoC Program funding can only be used to support eligible costs, illustrated in Exhibit 1. Not all costs are eligible in each program component, and in some cases, certain costs cannot be combined in a structure. The eligible costs are summarized below.

Acquisition

Acquisition of real property is an eligible cost category under the PH, TH, and SSO program components. Grant funds may be used for up to 100 percent of the cost of purchasing property for the purpose of providing permanent Housing, transitional housing, and supportive services only activities.

Rehabilitation

Rehabilitation of structures is an eligible cost category under the PH, TH, and SSO program components. Eligible rehabilitation costs include installing cost-saving energy measures and bringing a structure up to health and safety standards. Rehabilitation on leased properties is ineligible.

New Construction

New construction of structures is eligible under the PH and TH program components. New construction may include building entirely new facilities, constructing an addition to an existing structure that increases the floor area by 100 percent or more, and the cost of land for construction.

Projects must demonstrate that construction is more cost-effective than rehabilitation. Unlike the previous regulations, the CoC Program interim rule establishes no maximum grant limits for rehabilitation or new construction, and grant funds may be used for up to 100 percent of costs (as long as the match requirement is met through other means (see Section 5.1 of this guide). New construction on leased properties is ineligible.

Leasing Costs

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD-determined fair market rents. Leasing funds may not be used for units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the lease must be between the recipient or the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule.

Rental Assistance Costs

Rental assistance is an eligible cost category under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rental assistance may be short-term for up to 3 months; medium-term for 4 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as shown in their funding application to HUD, but, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

- **TBRA.** Tenants select any appropriately sized unit within the CoC's geographic area, although recipients or subrecipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC's geographic area.
- **SBRA.** Tenants must reside in housing owned or leased by a sponsor organization and arranged through a contract between the recipient and the sponsor organization.
- **PBRA.** Tenants must reside in housing provided through a contract with the owner of an existing structure whereby the owner agrees to lease subsidized units to program participants. Tenants may not retain their rental assistance if they relocate to a unit outside the project.

Rental assistance for a unit vacated by a program participant before the end of the lease may continue for a maximum of 30 days from the end of the month in which the unit was vacated. No additional rental assistance may be paid until the unit is occupied by another eligible person. Property damage costs may be provided only once per program participant per unit and only at exit from a housing unit (i.e., not during tenancy).

When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Supportive Services Costs

Supportive services are eligible costs under the PH, TH, and SSO program components. The CoC Program interim rule specifies all eligible services (listed in the box below) and clarifies that any cost not listed in the rule is ineligible. As in the past, services must be offered to residents of PSH and TH for the full period of their residence. RRH programs must require program participants to meet with a case manager at least monthly.

Services may be provided to formerly homeless individuals for up to six months after their exit from homelessness, including the six months following exit from a transitional housing project. Recipients and subrecipients continue to be required to perform an annual assessment of the service needs of their program participants and to adjust services accordingly. Eligible costs include the cost of providing services, the salary and benefits of staff providing services, and materials and supplies used in providing services.

Supportive Services: Eligible Types of Services

- Annual assessment of service needs
- Assistance with moving costs
- Case management
- Child care operations or vouchers
- Education services
- Employment assistance and job training
- Food (meals or groceries for program participants)
- Housing search and counseling
- Legal services
- Life skills training
- Outpatient mental health services
- Outpatient health services
- Outreach services
- Outpatient substance abuse treatment services
- Transportation
- Utility deposits

Operating Costs

Operating costs are eligible under the PH, TH, and HMIS program components. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same structure, and operating costs are not eligible under the SSO program component.

HMIS Costs

Costs related to contributing client data to or maintaining data in the CoC's HMIS or a comparable database for victim services providers or legal services providers are eligible costs under the PH, TH, SSO, and HMIS program components. Eligible HMIS costs include hardware, equipment and software costs; training and overhead; and staffing costs associated with contributing data to the HMIS designated by the CoC for its geographic area.

Project Administration

Recipients and subrecipient may use up to 10 percent of any grant, excluding the amount for CoC planning and UFA costs established through the CoC Program NOFA for project administrative costs. These costs include expenses related to the overall administration of the grant (24 CFR part 578.59), such as management, coordination, monitoring, and evaluation activities and environmental review. Costs for staff and other overhead expenses directly associated with carrying out activities under any of the five CoC program components are not considered administrative costs. Instead, they are considered eligible costs under the applicable CoC program component. Recipients that are not UFAs must share at least 50 percent of project administrative funds with subrecipients. UFAs that carry out projects may keep up to 10 percent of their project amount, and must share all remaining project administration funds with subrecipients.

Match Requirements

All eligible funding costs except leasing must be matched with no less than a 25 percent cash or in-kind match.

Project administration must be matched.

5. PROGRAM REQUIREMENTS

5.1 Highlights of Critical Changes

The sections below summarize critical changes from the SHP and the S+C programs.

Match

The match requirements under the CoC Program interim rule are simplified from the SHP and the S+C program. All eligible funding costs, except leasing, must be matched with no less than a **25 percent cash or in-kind contribution**. No match is required for leasing. The match requirements apply to project administration funds, CoC planning costs, and UFA costs, along with the traditional expenses—operations, rental assistance, supportive services, and HMIS. Match must be met on an annual basis.

For an in-kind match, the recipient or subrecipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or subrecipient had to pay for such items with grant funds, the costs would have been eligible. If third-party services are to be used as a match, the recipient or subrecipient and the third-party service provider that will deliver the services must enter into a memorandum of understanding (MOU)—**before the grant is executed**—documenting that the third party will provide such services and value towards the project.

Lease and Occupancy Agreement Requirements

Under the CoC Program interim rule, recipients and subrecipients must sign occupancy agreements or leases (or subleases) with all program participants residing in housing, including TH. For permanent housing, program participants must enter into a lease agreement for a term of at least one year, which is terminable for cause. The lease must be automatically renewable upon expiration for a minimum term of one month.

Program participants in transitional housing must enter into an agreement for a term of at least one month. The agreement must be automatically renewable upon expiration, except on prior notice by either party, for up to 24 months.

Housing Quality Standards

All housing leased with CoC Program funds or where rental assistance payments are made with CoC Program funds must meet applicable Housing Quality Standards.

5.2 Summary of Additional Program Requirements

In addition to the CoC Program requirements described above, the following program requirements should be noted:

Additional Program Requirements	
Supportive Services Agreement	<p>In housing programs, recipients and subrecipients may require program participants to take part in supportive services provided through the project as a condition of continued program participation, as long as the services are not disability-related (e.g., mental health, outpatient health services).</p> <p>Only projects whose primary purpose is to provide substance abuse treatment services may require program participants to take part in substance abuse treatment services as a condition of continued program participation.</p>
Program Fees	<p>Programs are no longer permitted to impose program fees on program participants.</p>
Timeliness	<p>Construction must begin within 9 months of signing the grant agreement and must be completed within 24 months of signing the agreement; activities in the facility must begin within 3 months of completing construction.</p> <p>Recipients must distribute funds to subrecipients (in advance) no later than 45 days after a request and draw down funds at least once per quarter.</p>

Additional Program Requirements	
Termination	Termination is expected to be limited to only the most severe cases. Projects providing PSH to "hard-to-house" populations should exercise judgment and examine all extenuating circumstances when determining if violations are serious enough to warrant termination.
Retention of Assistance	Non-disabled household members of a qualifying (i.e., disabled) PSH resident may retain assistance until the end of the lease term in the event of the qualifying resident's death, long-term incarceration, or long-term institutionalization.
Recordkeeping	The CoC Program interim rule requires recordkeeping by the CoC to demonstrate compliance with the CoC Program interim rule. The documentation and recordkeeping requirements are specified for each CoC responsibility. In addition, the CoC Program interim rule specifies client and project records that have long been required for monitoring.



Kansas Statewide Homeless Coalition Balance of State CoC Action Plan

Goal: Increase Participation and Representation of agencies in the Balance of State CoC						
Strategy	Action Steps	Person/ Organization Responsible	Timeframe	CoC Check-up Element(s)	Relevance FSP Goal(s)	HEARTH PM(s)
Improve representation at all levels to include a broad range of stakeholders in the CoC	Monthly structured agendas, coordinated regional reporting, rotating locations, and consistent monthly date for CoC Committee meetings	BoS CoC Committee BoS Coordinator	January 2012	1.3.1.1	A-D	C
	Recruit board members to represent missing stakeholder groups including representatives from all regions in the BoS.	CoC Lead	2 nd Quarter 2012	1.3.1.1	A-D	C
	Enhance education and outreach to all areas of the BoS. Ensure there is a clear understanding for stakeholders about the structure and functions of agencies included in the process.	CoC Lead BoS CoC Committee Regional Coordinators BoS Coordinator	Plan in place by 9/2012	1.2.1, 1.4.1, 1.4.6	A-D	C
Clearly define the roles and responsibilities of the decision-making group.	Enhance education and outreach by having CoC Committee meetings in all areas of the BoS.	CoC Lead	January 2012	1.3.1.1	A-D	C
Improve structure of the decision-making process to be better understood by stakeholders in the BoS	Develop tutorial-type organizational flow chart for the Kansas Statewide Coalition and the BoS Continuum of Care with all committees represented. Further define their roles in the process through policies and procedures.	CoC Lead BoS CoC Committee BoS Coordinator	June 2012	1.2.1, 1.2.3	A-D	C
	Bring the CoC Lead to the regional level in the form of conference calls or town hall meetings. This puts a face to the Board and includes all sections of the BoS.	CoC Lead BoS Coordinator	3 rd Quarter 2012	1.4.1	A-D	C
Increase effectiveness of regional coordination and recruitment.	Increase communication between Regional Coordinators, BoS CoC Committee, and CoC Lead. Streamline list serves and contact lists, ensuring all stakeholders are kept informed.	CoC Lead BoS CoC Committee Regional Coordinators BoS Coordinator	3 rd Quarter 2012	1.4.1	A-D	C
	Convene quarterly provider meetings that ensure communications with each provider/entity and allow for reporting to the BoS CoC Committee at their meeting. Distribute information at regional meetings and work to link resources within the region.	Regional Coordinators	3 rd Quarter 2012	2.3, 1.3, 1.5, 4.4	A-D	C
	Increase website information for clearer understanding of the CoC process and to serve as a resource for the Regional Coordinators to provide to their agencies in the form of an electronic clearinghouse.	BoS Coordinator Regional Coordinators	3 rd Quarter 2012	1.3, 1.4, 4.1, 4.2, 4.3, 4.4	A-D	A-G
	Enhanced contact by Regional Coordinators with all agencies in region, ensuring questions are answered and processes are explained in a timely manner. Implement outreach and education mechanisms for recruitment of new BoS CoC members in the regions. Allow for regional open houses and other interactions in conjunction with the monthly rotating BoS CoC Committee meeting.	Regional Coordinators BoS Coordinator BoS CoC Committee	3 rd Quarter 2012	1.3.1.1	A-D	C

Kansas Statewide Homeless Coalition Balance of State CoC Action Plan

Strategy		Action Steps	Person/ Organization Responsible	Timeframe	Relevance		
					CoC Check-up Element(s)	FSP Goal(s)	HEARTH PM(s)
<p>Maintain sufficient staff to manage administrative tasks relative to CoC funding and commitments</p>	<p>Seek additional funding opportunities for staffing. Include fundraising in job expectations of BoS Coordinator.</p> <p>Maintain compliance with SRS contract which supports CoC administrative functions</p>	<p>CoC Lead</p> <p>BoS Coordinator</p>	<p>April 2012</p>	<p>3.1.2</p>	<p>A-D</p>	<p>D</p>	
		<p>CoC Lead</p> <p>BoS Coordinator</p>	<p>March 2012</p>	<p>3.1.2</p>	<p>A-D</p>	<p>D</p>	
		<p>BoS Coordinator</p> <p>BoS CoC Committee Chair</p>	<p>June 2012</p>	<p>3.1.3 3.2.2</p>	<p>A-D</p>	<p>D</p>	
		<p>CoC Lead</p> <p>BoS CoC Committee</p> <p>BoS Coordinator</p>	<p>3rd Quarter 2012</p>	<p>3.1.4- 3.2.3</p>	<p>A-D</p>	<p>A-G</p>	
<p>Enhance monitoring of HUD-funded projects for compliance with program and financial regulations</p>	<p>Increase monitoring of HUD-funded projects to identify areas that need attention.</p> <p>Develop mechanism for the BoS Evaluation Sub-Committee to assist the BoS Coordinator with performance evaluation. Ensure that Regional Coordinators are kept apprised of items that need attention as well as ensuring they are in the line of communication regarding program expectations.</p> <p>Implement a process for projects to respond to non-compliance with performance management expectations.</p>	<p>BoS Coordinator</p> <p>BoS Evaluation Sub-Committee</p> <p>BoS Regional Coordinators</p>	<p>3rd Quarter 2012</p>	<p>3.1.4 - 3.2.3</p>	<p>A-D</p>	<p>A-G</p>	
		<p>BoS CoC Committee</p> <p>BoS CoC Evaluation Sub-Committee</p> <p>All Stakeholders</p>	<p>3rd Quarter</p>	<p>3.1.4 - 3.2.3</p>	<p>A-D</p>	<p>A-G</p>	
		<p>CoC Lead</p> <p>BoS CoC Committee Chair</p>	<p>2nd Quarter 2012</p>	<p>3.1.4 - 3.2.3</p>	<p>A-D</p>	<p>A-G</p>	
		<p>CoC Lead</p> <p>HMIS Lead Agency BHOC</p>	<p>3rd Quarter 2012</p>	<p>3.3.1 3.3.2 3.3.6</p>	<p>A-D</p>	<p>A-G</p>	
<p>Maintain useful and reliable data from chosen HMIS</p>	<p>Develop a training process for all agencies regarding HMIS system reporting capabilities, data entry processes, and technical assistance contacts.</p>	<p>BoS Coordinator</p> <p>HMIS Lead Agency</p>	<p>3rd Quarter 2012</p>	<p>3.5.1 3.8.4</p>	<p>A-D</p>	<p>A-G</p>	
		<p>BoS Coordinator</p> <p>HMIS Lead Agency</p> <p>HMIS Provider</p>	<p>4th Quarter 2012</p>	<p>3.3.3</p>	<p>A-D</p>	<p>A-G</p>	

Kansas Statewide Homeless Coalition Balance of State CoC Action Plan

Goal: Increase access to services in rural/frontier areas.		Relevance		
Strategy	Action Steps	Person/Organization Responsible	Timeframe	
		CoC Check-up Element(s)	FSP Goal(s)	
			HEARTH PM(s)	
Assist Regional Coordinators in improving collaboration within regions	Identify the continuum of care for homeless services in each region of the BoS in collaboration with stakeholders.	4.1.1	A-D	A-G
	Strengthen regions by identifying providers that are missing from the table. Expand regional meetings to include providers of supportive services/mainstream resources, in addition to housing providers. Work closely with those providers to ensure their input is used in determining needs.	4.1	A-D	A-G
	Using PIT and HIC information, and working closely with providers and consumers, determine the need for services and gaps that exist in each region.	4.1	A-D	A-G
	Provide BoS contacts to each stakeholder with description of agency functions and programs.	4.1	A-D	A-G
Enhance the capacity of agencies in each region to provide an array of services to homeless individuals	Investigate best practices in Supportive Housing programs with intensive case management. Develop template of highly successful programs and regional approaches.	4.1	A-D	A-G
	Provide information on KS Statewide Homeless Coalition website to assist with template, program, and process questions.	4.1	A-D	A-G
	Provide time during monthly and regional meetings to allow for discussions on best practices and a forum for questions that stakeholders have in their agencies.	4.1	A-D	A-G
	Provide education and training as required to enhance the capacity of agencies in each region to develop services to meet identified gaps	4.1	A-D	A-G
Develop a central point of contact/triage for persons experiencing a housing crisis	Evaluate mechanisms currently in place to determine if they could serve as a central point of contact in the BoS.	4.2.3.2	A-D	A-G
	If appropriate, begin conversations with existing referral providers regarding an expansion of service to those who are homeless	4.2.3.2	A-D	A-G
	If existing information and referral systems are not deemed appropriate, to serve as central point for persons experiencing a housing crisis, begin to develop plans for a new system.	4.2.3.2	A-D	A-G
	Implement central point of contact/triage	4.2.3.2	A-D	A-G

Kansas Statewide Homeless Coalition Balance of State CoC Action Plan

Goal: Develop Strategic Plan to End Homelessness						
Strategy	Action Steps	Person/ Organization Responsible	Timeframe	CoC Check-up Element(s)	Relevance FSP Goal(s)	HEARTH PM(s)
Ensure CoC has a strategic plan to prevent and end homelessness	Develop template and guidelines for a needs assessment for all levels of the CoC	CoC Lead	4 th Quarter 2012	2.1.1	A-D	A-G
	Provide opportunity for all stakeholders to provide input.	CoC Lead BoS CoC Committee Regional Coordinators	4 th Quarter 2012	2.1.1.4	A-D	A-G
In addition to the CoC strategic plan, ensure BoS CoC regions have a strategic plan to prevent and end homelessness.	Develop mechanism for a liquid document that can be amended as best practices arise. Can be an addition to a written plan.	CoC Lead BoS CoC Committee	4 th Quarter 2012	2.1.1	A-D	A-G
	Coordinate with all agencies and stakeholders in the region to provide a wrap-around approach to ending homelessness. Collaborate with BoS strategic plan to incorporate essential state-wide components.	BoS CoC Committee Regional Coordinators BoS CoC Committee Regional Coordinators	1 st Quarter 2013	2.1.1.5	A-D	A-G
Ensure discharge plans exist and are understood by stakeholders as they relate to the strategic plan.	Coordinate with supportive service agency representatives to ensure effective intertwining of services to meet the overarching goal of preventing and ending homelessness.	CoC Lead KS Interagency Council on Homelessness	2 nd Quarter 2013	2.1.1, 2.1.1.5	A-D	A-G
	Ensure participation by agencies with discharge plans on both a statewide and a regional level.	CoC Lead KS Interagency Council on Homelessness	2 nd Quarter 2013	2.1.1.14	A-D	A-G
	Seek best practices from other CoC's or regions with proven success in the area of discharge.	CoC Lead KS Interagency Council on Homelessness	2 nd Quarter 2013	2.1.1.5	A-D	A-G

Policy Advisory Committee

July 2012

The National Low Income Housing Coalition Board of Directors has ultimate authority and responsibility for establishing the public policy positions taken by the organization. The Board of Directors establishes goals and the policy agenda for NLIHC for the coming year at its regular November board meeting. Members of the National Low Income Housing Coalition are encouraged to inform the public policy setting process through participation in the Policy Advisory Committee (PAC). The purpose of the PAC is to examine emerging public policy issues and recommend positions to be taken by NLIHC.

The Chair and Co-Chair of the PAC are appointed by NLIHC Board Chair. Each NLIHC Board member serves on the PAC. In addition, the PAC is also comprised of NLIHC members who have an interest in participating in discussions around the formation, direction, and application of NLIHC's policy positions. The PAC is staffed by NLIHC's Senior Vice President for Policy and Research.

NLIHC members who wish to participate in the PAC must be appointed by the NLIHC Board Chair, who strives to assure a range of perspectives are included. The PAC meets regularly by conference call to hear updates on Congressional and Administrative policy issues, to discuss particular policies, and to discuss the nature and format of NLIHC's response to various policies. And, a call for a PAC meeting can come from any member. NLIHC staff are responsible for disseminating information necessary for the calls to PAC members, including call-in information, background information on agenda items, and other materials as needed.

The PAC Chair and Co-Chair set the PAC's agenda, facilitate the regular calls, and determine whether certain policy issues merit formal NLIHC Board action. While the issues considered by the PAC will generally intersect with NLIHC's Policy Agenda, issues may arise that are not currently on our Policy Agenda but could or should be. PAC calls will also include updates of policy items of interest. The Chair, Co-Chair and NLIHC staff together are responsible for assuring that positions recommended by the PAC are consistent with the NLIHC mission and goals. If there are divergent opinions among PAC members, the Chair and Co-Chair of the committee will bring the issue to the Board of Directors for a final decision. If necessary, the Chair of the NLIHC Board of Directors will call a special meeting of the board.

The PAC will meet monthly.

National Low Income Housing Coalition
Policy Agenda 2012

NLIHC supports all policy initiatives that advance our mission and our goals.

Mission:

NLIHC is dedicated solely to achieving socially just public policy that assures people with the lowest incomes in the United States have affordable and decent homes.

Our three goals are:

- to preserve existing federally assisted homes and housing resources
- to expand the supply of low income housing; and
- to establish housing stability as the primary purpose of federal low income housing policy.

In 2012, NLIHC will focus its resources proactively on the policy objectives listed below, while monitoring the policy environment and responding to emerging issues as needed.

National Housing Trust Fund

- Obtain funding for the NHTF of at least \$5 billion a year, with goal of \$30 billion a year for 10 years.
- Advance Ellison bill on Mortgage Interest Deduction reform and funding for the NHTF.
- Monitor and influence federal housing finance reform legislation to protect the statutory authority for the NHTF and to insure that dedicated funding for NHTF is in final bill.
- Develop and advance legislation to direct 20% of profits of FHLBs into NHTF after they have reached required levels of reserves.
- Develop and advance legislation to 1) move statutory authority for NHTF to more compatible and less vulnerable section of the federal code, and 2) assure rents for NHTF units are affordable for all extremely low income households.
- Advance S. 489 and H.R. 1477 to fund NHTF through proceeds of TARP.
- Advocate for publication of NHTF rule in timely manner.

Balanced Housing Policy

- Advance Ellison bill on Mortgage Interest Deduction reform to create mortgage interest credit and funding for NHTF.
- Monitor and influence federal housing finance reform legislation to assure balanced attention to both rental housing and mortgaged housing.

Housing Choice Vouchers

- Advance Section 8 Savings Act without MTW, time limits, or minimum rent increases.
- Develop and advance legislation to incentivize state and regional voucher administration.
- Advocate for increase in incremental vouchers and assure full funding for all current vouchers in FY13 HUD budget.
- Monitor Small Area FMR demonstration.

Preservation of Public and Assisted Housing

- Advocate for full funding of Section 8 project based contracts and the operating accounts. Advocate for sufficient funding to meet annual capital costs of public housing and increased funding to address the public housing capital needs backlog.
- Advocate for enactment of Rental Assistance Demonstration program.
- Oppose expansion of MTW in absence of resident protections.
- Advance legislation to require unique identifier of each and every federally assisted housing property and to establish a national preservation inventory.
- Advocate for tools and resources for residents and advocates to work on preservation of public and assisted housing.
- Support administrative reforms to protect existing units.

Federal Budget

- Advocate for the highest possible FY13 appropriations for HUD and USDA Rural Housing, while assuring sufficient funding to preserve all existing low income housing resources and prevent loss of units affordable to or rental assistance for extremely low income households.
- Advocate for sufficient funding for U.S. Census.
- Explore moving all rent assistance programs to mandatory side of budget.
- Oppose deficit reduction plans that do not include increased revenues.
- Oppose cuts to discretionary and mandatory programs that will cause harm to low income people.
- Oppose across the board cuts.
- Advance Ellison bill on Mortgage Interest Deduction reform and funding for the NHTF.

Foreclosure Intervention

- Advance legislation to make permanent the Protecting Tenants in Foreclosure Act (PTFA).
- Monitor and influence implementation of PTFA by federal agencies and GSEs.

Disaster Housing

- Advance S. 1630, the Disaster Recovery Act of 2011 (Stafford Act reform).

Planning for Just Communities

- Monitor and influence improvements to the Consolidated Plan process.
- Monitor and influence the regulations to Affirmatively Further Fair Housing.
- Develop and advance legislation to incentivize state and regional voucher administration.

Housing Plus Services

- Monitor and influence implementation of HEARTH Act.
- Monitor and influence implementation of 811 and 202 legislation.
- Advance H.R. 3254, Affordable Communities Employment Act of 2011 (Section 3).

30% for the 30%

Low Income Housing Tax Credits

- Develop and advance legislation to require that a minimum 30% of units subsidized by LIHTC be affordable to and occupied by ELI households.
- Protect LIHTC in context of any tax reform and deficit reduction legislation.

HOME

- Develop and advance legislation to require that a minimum of 30% of units subsidized by HOME funds be affordable to and occupied by ELI households.
- Advocate for HOME funding of at least \$2 billion.

Federal Home Loan Banks

- Develop and advance legislation to require that a minimum of 30% of units subsidized by AHP funds be affordable to and occupied by ELI households.

On behalf of NLIHC Policy Advisory Committee Chair Leonard Williams and Co-Chair Chris Estes, I want to let you know that NLIHC is seeking state coalition partners to serve on our Policy Advisory Committee.

One Polity Advisory Committee

Per the decision of NLIHC's Board of Directors on July 24, NLIHC's four Policy Advisory Committees (Resident Issues, Saving Housing Resources, Housing Plus Services, and Production) will now be consolidated into a single Policy Advisory Committee of NLIHC's Board of Directors, on which both Chair Williams and Co-Chair Estes serve. Please see the attached description of the Policy Advisory Committee.

Do you want to serve on the Policy Advisory Committee?

Please let me know if you or someone else from your organization would like to be considered to serve on NLIHC's Policy Advisory Committee. NLIHC staff will submit a slate of recommended Committee members to NLIHC Board Chair Mark Allison, who officially appoints NLIHC members (yes, you do have to be a current NLIHC member) to the new consolidated Committee.

What can you expect?

The Chair and Co-Chair anticipate having regular monthly conference calls that will part updates, part discussion – with the topic areas dependent on what's happening on the Hill or at HUD (or what we'd like to see happen). The Committee will also work on content for our 2013 conference and on our 2013 Policy Agenda.





**KANSAS STATEWIDE
HOMELESS COALITION**

Safe, appropriate and affordable housing for Kansans

Appendix I

2012 Letter of Intent Notice For HUD Continuum of Care NOFA

This Letter of Intent form, must be submitted by any agency interested in proposing a project to be located in the Kansas Balance of State (BoS) Continuum of Care (CoC) 101 counties, for funding under the 2012 HUD Continuum of Care NOFA.

A Letter of Intent is required for all projects to be submitted, but it does not obligate you to submit a proposal.

Supportive Housing Program funds are targeted to provide housing and supportive services to those experiencing homelessness throughout Kansas *excluding* areas covered by the Wichita/Sedgwick County CoC, the Topeka/Shawnee County CoC, the Overland Park/Shawnee/Johnson County CoC and the Kansas City/Wyandotte County CoC.

Letters of Intent (LOI) are due to the Kansas Statewide Homeless Coalition BoS Coordinator's office by August 17th, 2012. Completed forms should be e-mailed to doug@kshomeless.com, faxed to 785-354-1448, or mailed to the address above. For questions please call Doug at: 785-354-4990.

Additional information on the types of CoC grant funds available and targeted service populations can be found at www.hudhre.info. Please review program information before submission of the Letter of Intent.

This Letter of Intent form must include a cover letter on agency letterhead.

1. This LOI is for a
 New Project
 Expansion of existing project _____
 Renewal

2. Please provide the following information for your project:

Name of Lead Agency/Applicant	
Name of Project Sponsor Agency (if different from lead Agency)	
Proposed Project Name	
HUD Grant Type (SHP, S+C, or SRO)	
HUD Grant component (SHP-PSH, S+C)	
Lead Agency Contact Person	
Contact Phone Number	
Contact E-mail	
Address of Lead Agency City, State, and Zip	
Project Address (if applicable) City, State and Zip	

3. Please indicate which population(s) your project is intended to address.
Indicate at least one under each heading:

Sub-populations of Homeless Persons

- Chronic Homelessness
- Mental Illness
- Substance Abuse
- Physical Disability
- Domestic Violence
- HIV/AIDS
- General

Populations of Homeless Persons

- Individuals
- Families
- Unaccompanied Youth
- Seniors

Project is intended to serve primarily veterans: YES €NO

4. Program Type

- Permanent Supportive Housing/Leasing Scattered Site Apartments
- Permanent Supportive Housing/Project Based (one site building)
- Transitional Housing/Leasing Scattered Site Apartments
- Transitional Housing/Project Based (one site building)
- Safe Haven
- Supportive Services Only

5. Description of Your Proposed Project: Please provide a brief description of your project and how it will address the priorities of the KSHC BoS/CoC. Include a list of your anticipated partners and their roles in the project. **(limit of 500 words)**

6. HUD requires that projects serving homeless families have a designated staff person to ensure that the children are enrolled in school and receive educational services, as appropriate.
Will your proposed project have a designated staff person? (Yes, No, Not applicable)

If Yes, please describe how this staff person will ensure that children are enrolled in school and connected to the appropriate services within the community, such as Head Start.

7. Estimated Project Budget:

- New SHP Project-1 year budget
- New SHP Project-2 year budget
- New SHP Project-3 year budget
- New S+C Project-5 year budget

- New S+C Project-10 year budget
- New SRO Project-10 year budget
- Renewal Project – 1 year budget

Project Activities	SHP, Shelter +Care, or SRO Funding	Cash Match	Total estimated Project Budget
Acquisition			
Rehabilitation			
New Construction			
Real Property Leasing			
Supportive Services			
Operations			
HMIS			
Subtotal			
Administration (not to exceed 5% of subtotal)			
Total			

Review of Bylaws of the Kansas Statewide Homeless Coalition
Joyce Schau

1. Capitalization of Board, Member, Officer, etc. is inconsistent throughout the document.
2. Section 2.2 – Other Offices - Is our Kansas registration up to date? Who can check?
3. Section 3.2 – Admission to Membership – Do we have an application form? A discussion is needed as to dues. One way or another we need to change the bylaws to match what we do.
4. Section 3.4 – Dues – Same as #3.
5. Section 3.7 – Quorum and Action – Based on the dues discussion we need to look at this as currently it says only dues paying members vote.
6. Article IV – Board of Directors – we need to add a Section for Ex-officio members, i.e. our Regional Coordinators. In this section we would want to spell out their terms of service, i.e. as long as they serve in that capacity, and what, if any, voting rights they will have.
7. Section 4.4 – Removal – Should the secretary be the person keeping track of Board member attendance? Is anyone doing it now? Is the year the calendar year, a rolling year or another period?
8. Section 4.9 – Telephone Meetings – Do we want to set a limit on the number of Board meetings each year can be attended via telephone? Would we be comfortable with 100% of attendance being via phone?
9. Section 6.2 – This section refers to the Coalition and not the Corporation. Should corporation be used throughout the document?
10. Section 6.5 – The wording should match 7.5.
11. Article VII – Membership Committees – Do we want to list any others, i.e. Evaluation Subcommittee (what is it a sub of?), etc.
12. Section 8.1 – Add a title, i.e. Directors Duties. Currently there is none.
13. Section 11.2 – Checks, Drafts, Etc. – this section needs to be revised to be consistent with Section 5.6 which was amended in May. Also, the last sentence refers to a President, or a Vice-President. We have none so this should be Chair or Vice-Chair.
14. 14.1 – Amendment – If I read this right, currently only Members can amend the bylaws, not Directors. This is not how we have been doing business.

15. Articles IX, X, and XIII – I'm leaving the review of these sections to Melena, our resident attorney.