

Minutes for KSHC Board of Directors Meeting

July 18, 2012

Board Members Present: Chris Bailey (Phone), Melena Levi-Kauffman, Peg McFadden, Joyce Schau (Phone), Brad Schmidt (Phone), Erick Vaughn, Tate Toedman, Margene Swarts, and Emily Wagner (Phone).

Members Absent: Heather Davis, Donnie Grose, and Marilyn Roberts

Ex-officio Members Present: Becky Gray (Phone) and Marion Nichols (Phone)

Ex-officio Members Absent: Donna Dedonder, Robert DeLeon, Dani Dresslar, Andy Martin, and Beth Waddle

Staff Present: Doug Wallace

The meeting was called to order by Peg, Chair.

Peg made a motion to approve the minutes from the June Board meeting. Erick 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. Margene reported on the status of our Constant Contact account. It appears that we are not using Constant Contact and are paying a monthly fee. Margene recommended that we discontinue our subscription to Constant Contact due to the lack of use. A general discussion ensued. Margene made a motion to discontinue Constant Contact. Peg seconded the motion, which was approved. There was a general discussion regarding our need to use QuickBooks. Transferring our financial information to QuickBooks may be too much for Doug to accomplish. It was suggested that we explore having Deborah Coan enter the information into QuickBooks. Margene made a motion for the acceptance of the treasurer report. Tate seconded the motion, which was approved.

The minutes will reflect that via an email poll, the Board approved July 6 a request from Doug to enter into a contract with Progressive Solutions in the amount of \$50 per hour, but not to exceed \$500, for IT support including installing software and helping attach printers to work stations.

New Business

Margene presented the proposed 2012 budget and provided some history on how it was developed. She used a format that was created by Randy and updated it by entering current expenses and moving around some of the entries. There was a general discussion regarding the start date of our contract with SRS. The renewal contract will be in place for 7/1/12 – 6/30/13. The budget presented by Margene is predicated on the first year award for the Balance of State tasks, which totaled \$35,000. The budget is based on the calendar year of 2012 with the income being based on funding from the State award in 2011 and half of the award for 2012. Margene clarified that the income for the summit listed in the budget is for the 2012 Summit. We will receive additional funds for the 2013 Summit. Margene reviewed the budget line by line with the Board. She recommended that the interest amount be reduced to \$50 and to further reduce it in 2013. She also recommended that we take out the annual appeal amount. With the recommended changes, the income amount reduced to \$94,150.

Margene then reviewed the expenses, including the salary amounts paid to the Coordinators. Margene recommended that we increase the amount allocated for IT support, since we have already reached the current amount allocated. There was a discussion regarding Doug's request to increase the amount of rent paid to CRC to allow for use of their storage area. Doug described his need to move some items (file cabinet, bookcases, and other office supplies) out of his office to open up space. Margene expressed her support for this increase and made a motion to authorize an increase in the amount of rent paid to CRC to \$225 to allow us the use of their storage space. Melena seconded the motion, which was approved. Doug expressed this gratitude for the approval of the rent increase.

There was a discussion regarding the use of the Coalition's copier. There is a question if we are still paying the lease amount and if we need to continue with this copier. Doug reported that we still have 2 years left on our current contract. The copier does not work very well and has a history of problems. Doug will investigate whether we can end our contract with Century United (company leasing the copier to us) and if there will be a fee for doing so. Doug will also investigate if it would be cost effective to use a printer service, such as Kinkos, for bulk printing instead of leasing the copier.

Margene reported on the travel expenses. Some of Doug's travel expenses were listed under the Regional Coordinator line item, since this travel was directly related to coordination with the Regions. Margene recommended we increase the amount allocated for office supplies to \$2,500. Margene discussed the insurance expense and recommended we look into this further. She recommended we increase the amount allocated for meetings to \$350 for the remainder of the year. She also recommended we increase the amount allocated for dues and subscriptions to \$300 to budget for the possibility of becoming a member agency of CRC. Doug will provide a report to the Board in August regarding the advantages of doing so. Margene recommended we budget \$2,500 for the "mini-summits". Doug provided a detailed review of the mini-summit in Dodge City and described the plan to have mini-summits in each of the regions in 2013. Doug and Dani plan to have 1 or 2 additional mini-summits yet in 2012.

Doug presented his request for the Board to approve a stipend of \$500 for the Chair of the BoS CoC Committee. A general discussion ensued regarding the need to reimburse the Chair for her expenses related to Balance of State activities, especially since the CoC Committee meetings are now held in different regions to encourage attendance, and since the Chair will be traveling with the BoS Coordinator to help facilitate the Regional "mini-summits and PIT/HIC trainings. There was concern regarding allocating a stipend for the chair of the CoC Committee and not for the chairs of other subcommittees. It was felt that if we pay one chair, we have to pay the same to the other chairs. Instead of a set stipend amount, it was recommended that the Board approve that the chair of the CoC Committee will be reimbursed for expenses up to \$500 for the remainder of the year and look at possibly increasing it to \$1,000 for 2013. Margene expressed her support of reimbursing the chair of the CoC Committee only, since this position is different than the chair of the subcommittees and since the expenses of the chair for the CoC Committee have increased. Joyce was in favor of exploring the possibility of reimbursing the chair for expenses, but thought this would bring up other issues for the Board to consider. It was also felt that if we pay for the reimbursement of expenses, we may need to look at accountability of that

position. Chris Bailey made a motion to approve the chair of the CoC Committee being reimbursed for expenses up to \$500. Tate seconded the motion which passed with one dissenting vote. The new CRC contract and Regional Coordinator stipend schedule will be sent to all Board members.

A discussion ensued regarding the travel expenses of the BoS Coordinator. It was recommended that we develop parameters for the expenses, i.e. meals, lodging, etc. Doug will forward previous fiscal policies to the Board for their review. Doug asked that when these policies/parameters are set, that flexibility be built in to allow for continued travel to the regions as needed.

Margene reviewed the Regional Coordinator stipends and provided an explanation for that expense. The amount of each stipend will decrease in 2013 due to having more Regional Coordinators active with the regions. Peg will send out the MOU for the Regional Coordinators to the Board for review.

Doug and Margene updated the budget with the recommended changes. Margene reviewed the revised 2012 budget and made a motion to approve as revised. Erick seconded the motion which passed.

BoS Coordinator's Report

Doug completed an information gathering audit for our worker's compensation company covering the July 2011 to June 2012 payroll. The audit asked about what we do as a Coalition. He will send out the completed report to all Board members for informational purposes.

Doug provided a final report on the mini-summit held in Dodge City in July. He felt the summit was a huge success. The final count indicated 60 people attended, including non profit agencies, law enforcement, a representative from the fire department, local government, faith-based organizations, schools, and other concerned individuals. All of the evaluation forms received during the mini-summit were positive about the event. Doug described the plan to host these mini-summits in each region in 2013. The summit will be extended to 6 hours, to allow more time for the presentations and for networking. The summits will be held every other month and will alternate with the CoC Committee meetings. Peg asked Board members to support these efforts.

An MOU has been developed to send out to all grantees of the HUD Continuum of Care funds. The MOU is being presented to the Board later in the agenda for final approval. Once approved, Doug will send it to all current grantees with a deadline for it to be returned.

Doug is working with the Evaluation Subcommittee on a draft for the monitoring policy. The score sheet for new projects is being completed then the committee will look at the renewal score sheet. Current grantees will be asked to complete a brief survey that will help us determine a monitoring schedule, i.e. set priorities based on need. We need to determine who will comprise the Monitoring Team to avoid conflicts of interest. Doug reported he had already talked to persons who indicated they would be interested in serving on the Rank and Review Committee

for the 2012 NOFA application. He will be recruiting more. No HMIS Subcommittees meetings have occurred to date.

Doug and Peg developed, with the support of Joyce and Dani, a NOFA Application packet to send out to the BoS Stakeholders including the BoS CoC Committee listserv, Community Mental Health providers, PATH providers, etc. Doug reviewed the NOFA packet with the Board. The deadline for the return of the Letter of Intent is August 17th. Grantees must be allowed to re-apply but there the Continuum of Care has the option to include them in the application. Technical assistance will be provided to grantees with under-performing projects. We want to be supportive and not punitive.

Doug is working on submitting an Emergency Solutions Grant application to KHRC. If awarded, the funds will be used to develop a Data Quality manager to help grantees with their data entry into MAACLink and to help with the implementation of the PIT count. There was not time to submit the Community Transformation Grant previously discussed.

Doug reported he is getting out to the regional meetings. Andy Martin with the Saline Area United Way is the new regional coordinator for the North Central Region. They have had two regional meetings so far and have identified two potential NOFA applicants.

The minutes will reflect the Board approved on June 29 amending the SRS contract to fully expend 2011 funds by moving the remaining monies over to purchase office supplies and equipment necessary for Doug to continue traveling and provide statewide education, including presentations, in addition to conferencing. Peg will forward to the Board a list of proposed expenses faxed to Christy, along with the 2nd quarterly invoice and detailed report. Peg and Doug provided a report on the plan to request an amendment to the 2012 SRS contract. Peg will not be requesting additional funds to develop a PIT Data Manager since we will be submitting for that in the ESG grant application. However, Peg and Doug plan to proceed with the plan to submit a letter requesting additional funds for the development of training for Housing Specialists. Doug reviewed the proposal for the development of the Housing Specialist training and certification project. Erick suggested we increase the amount being requested for administrative costs to 10%. Doug will send the letter and proposal to Christy. Peg has submitted the final report with all expenses for our 2011 SRS contract to Christy.

CoC Report

In Dani's absence Doug provided the CoC report. The CoC Committee did not meet in July due to the mini-summit held in Dodge City.

The PIT Subcommittee has not met yet. Representatives from each region are needed to attend regular planning meetings the first of which will be scheduled soon. Doug and Dani are working on revising the survey instrument as well as discussing the process.

Summit Information

Becky provided a detailed update on the planning for the 2013 Statewide Homeless Summit. The bid from the Pittsburg Convention Center was selected by the Summit Planning Committee. The Pittsburg Convention Center provided three potential dates for the Summit. A discussion ensued regarding them. Margene made a motion that the summit be held on April 15th, 16, and 17th. Melena seconded the motion which passed. The 15th will be pre-registration with an evening reception. The 16th and 17th will be full days of workshops. Becky reviewed the proposed expenses of the summit and provided a detailed description of the location.

Following a lunch break the Board reconvened at 1:05pm. Returning Board members included Peg McFadden, Brad Schmidt, Chris Bailey, Melena Levi-Kauffman and Joyce Schau. A quorum was not present after lunch. Peg will send out the MOU to the Board and request a vote via email for the approval.

By-laws Update

Joyce is working on updating the By-laws and encouraged everyone to review the current by-laws and send her comments/suggestions. Joyce has already received feedback that the role of the Ex-Officio members needs to be clearly spelled out.

Melena made a motion to adjourn. Erick seconded the motion, which was approved. The next meeting will be August 15, 2012 at the Topeka Public Library.

Respectfully submitted by,



Joyce Schau, Secretary

Attachments: July Treasurer's Report
Draft KSHC/Grantee Memorandum of Understanding
NOFA Application Packet

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, July 2012
Date: July 17, 2012

Attached are account summaries (with the account number illegible) from Envista Credit Union and The Fidelity Banks. KSHC holds two accounts with Envista. There is a Business Share account with a balance as of 6-30-12 of \$5.08 and the Premier Plus Checking which is the primary operating account for KSHC. The balance of this account was \$22,797.96 as of 6-30-12. Expenses include final Summit expenses, KSHC payroll, worker's compensation insurance, June office rent, Constant Contact, Cox Communications, IT assistance, and office supplies. Deposits are closed the Fidelity accounts, Summit registrations, and the monthly account dividend.

Using the Envista Premier Plus Checking account, between 7-1-12 and 7-17-12, checks/debit card expenses totaling \$6,198.70 were for July office rent, KSHC payroll, office supplies and equipment, regional coordinator reimbursement, SW Region Mini Summit expenses, and IT assistance. There were no deposits. The balance as of 7-17-12 is \$12,707.51 for the Premier Plus checking and remains \$5.08 for the Business Share account.

One additional deposit was made for the Summit and one final bill was paid. All expenses have been paid and all income is deposited so the final REVISED accounting for the Summit is Income - \$10,572.73; Expense - \$8,351.29 for a total positive cash flow of \$2,221.44. Initial expenses indicate the SW Region Mini Summit in Dodge City to be just under \$1,000.00.

The proposed 2012 budget for KSHC BoD approval is hereby submitted for consideration. It includes the budget as well as detailed expenses to date.

Margene K. Swarts, Treasurer
KSHC Board of Directors

Envista

credit union

KS HOMELESS COALITION Business
 MARGENE K SWARTS
 ROBERT T TOEDMAN
 DOUGLAS D. WALLACE
 501 SE JEFFERSON STE 30
 TOPEKA, KS 66607

Account Number Starting Date Ending Date
 06/01/2012 06/30/2012

SHARE ACCOUNT 1 BUSINESS SHARES

| DATE | DESCRIPTION | AMOUNT | BALANCE |
|------|------------------|--------|---------|
| | PREVIOUS BALANCE | | \$5.08 |
| | NEW BALANCE | | \$5.08 |

SHARE ACCOUNT 9 PREMIER PLUS CHK

| DATE | DESCRIPTION | AMOUNT | BALANCE |
|-------|---|-------------|-------------|
| | PREVIOUS BALANCE | | \$31,353.99 |
| 06/06 | Withdrawal Check #1246 Trace: 09810054 | -\$561.75 | \$30,792.24 |
| 06/06 | Withdrawal Check #1245 Trace: 09810053 | -\$1,384.37 | \$29,407.87 |
| 06/07 | Deposit | \$429.97 | \$29,837.84 |
| 06/07 | Purchase POS 00000068 SOU BEST BUY #48 061 TOPEKA KS 06/07 REF# 948447 Card# ****2339 | -\$699.20 | \$29,138.64 |
| 06/07 | Withdrawal Check #1249 Trace: 09801159 | -\$200.00 | \$28,938.64 |
| 06/12 | Withdrawal Check #1250 Trace: 03678089 | -\$32.12 | \$28,906.52 |
| 06/13 | Withdrawal IRS-USATAXPYMT | -\$1,096.94 | \$27,809.58 |
| 06/13 | Withdrawal KSDEPTOFREVENUE-TAXDRAFTS | -\$191.92 | \$27,617.66 |
| 06/14 | Withdrawal Check #1247 Trace: 09807705 | -\$466.00 | \$27,151.66 |
| 06/18 | Purchase POS 395700069100 CTC*CONSTANTCONTACT.CO 866- 2892101 MA 06/18 REF# 27319 Card# ****2339 | -\$30.00 | \$27,121.66 |
| 06/19 | Purchase POS 295351095886 TECHSOUP 415-633-9300 CA 06/18 REF# 30495 Card# ****7974 | -\$31.00 | \$27,090.66 |
| 06/19 | Withdrawal Check #1251 Trace: 09815350 | -\$254.08 | \$26,836.58 |
| 06/19 | Withdrawal Check #1252 Trace: 09815351 | -\$1,384.37 | \$25,452.21 |
| 06/20 | Purchase POS VISATERM OFFICE MAX 2109 SW FAI TOPEKA KS 06/20 REF# 440979 Card# ****7974 | -\$290.87 | \$25,161.34 |
| 06/21 | Purchase POS 24544101 WAL-MART #5441 TOPEKA (N) KS 06/21 REF# 465394 Card# ****7974 | -\$16.34 | \$25,145.00 |

| | | | |
|-------|--|-------------|--------------------|
| 06/22 | Deposit | \$25.00 | \$25,170.00 |
| 06/25 | Withdrawal CF427 COXCOMM-BILLPAY | -\$90.47 | \$25,079.53 |
| 06/25 | Withdrawal Check #1253 Trace: 09807103 | -\$147.17 | \$24,932.36 |
| 06/25 | Withdrawal Check #1254 Trace: 03888796 | -\$1,000.50 | \$23,931.86 |
| 06/27 | Purchase POS 421284077888 KANSAS.GOV KANPAY 785-296-5059 KS 06/26 REF# 278 Card# ****7974 | -\$10.00 | \$23,921.86 |
| 06/30 | Purchase POS VISATERM OFFICE MAX 2109 SW FAI TOPEKA KS 06/30 REF# 804057 Card# ****7974 | -\$860.57 | \$23,061.29 |
| 06/30 | Purchase POS VISATERM OFFICE MAX 2109 SW FAI TOPEKA KS 06/30 REF# 805903 Card# ****7974 | -\$82.77 | \$22,978.52 |
| 06/30 | Purchase POS VISATERM OFFICE MAX 2109 SW FAI TOPEKA KS 06/30 REF# 820069 Card# ****7974 | -\$81.44 | \$22,897.08 |
| 06/30 | Purchase POS 650000005534600 HOLIDAY INN & SUITES SALINA KS 06/28 REF# 21619 Card# ****7974 | -\$103.40 | \$22,793.68 |
| 06/30 | Deposit Dividend APY 0.191% APYE 0.191% (06/01/2012 - 06/30/2012) | \$4.28 | \$22,797.96 |
| | NEW BALANCE | | \$22,797.96 |

DRAFTS IN SEQUENCE ORDER

| DATE | DRAFT | AMOUNT | DATE | DRAFT | AMOUNT | DATE | DRAFT | AMOUNT |
|-------|-------|-------------|-------|--------|-----------|-------|-------|-------------|
| 06/06 | 1245 | -\$1,384.37 | 06/07 | 1249 * | -\$200.00 | 06/19 | 1252 | -\$1,384.37 |
| 06/06 | 1246 | -\$561.75 | 06/12 | 1250 | -\$32.12 | 06/25 | 1253 | -\$147.17 |
| 06/14 | 1247 | -\$466.00 | 06/19 | 1251 | -\$254.08 | 06/25 | 1254 | -\$1,000.50 |

STATEMENT SUMMARY

| | | | | | |
|----------------------------------|---------|----------------------------------|--------|------------------------|--------|
| Total Dividends This Year: | \$24.71 | Total IRA Dividends: | \$0.00 | Total Finance Charges: | \$0.00 |
| Dividends Withheld Year to Date: | \$0.00 | Dividend Penalties Year to Date: | \$0.00 | | |

Account Summary for**Shares**

| | Description | Avail. Balance | Current Balance |
|---|--------------------|---------------------------|----------------------------|
| 1 | BUSINESS SHARES | \$0.08 | \$5.08 |
| 9 | PREMIER PLUS CHK | \$14,738.31 | \$14,738.31 |
| | Total | \$14,738.39 | \$14,743.39 |



KANSAS STATEWIDE HOMELESS COALITION

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Memorandum of Understanding Between Kansas Statewide Homeless Coalition (KSHC) and Balance of State (BoS) Continuum of Care (CoC) HUD Grantee

I. BACKGROUND AND INTENT

This Agreement for participation in the development, implementation and management of programs to end homelessness in the Balance of State Continuum of Care, is entered into between the Kansas Statewide Homeless Coalition, Inc (KSHC) and _____ (Grantee).

The KSHC has formally adopted a Continuum of Care Plan which sets forth the following goals and objectives toward ending homelessness in the area;

The goals of the Balance of State CoC will be

- To prevent homelessness
- To rapidly re-house those that do become homeless
- To end chronic homelessness
- To promote self-sufficiency
- To promote access to mainstream services
- To collect reliable data and to perform reliable data analysis

The sole purpose of this Memorandum of Understanding is to encourage cooperation between KSHC and _____, and to further detail the separate and distinct roles and responsibilities of each party with regards to the operation and implementation of projects to end homelessness in our community; and,

Each member of the Continuum (Grantee) understands that certain activities must be undertaken in order to meet federal, state and local requirements for funding; and

To that end, each member of the Continuum (Grantee) agrees to:

- Comply with all HUD Supportive Housing Program rules and regulations including the timely submission of required reports including the Annual Progress Report;
- Enter client level data in the HMIS/MAACLink system so that data can be submitted to the Department of Housing and Urban Development and the Kansas Statewide Homeless Coalition in the manner in which they prescribe;
- Provide bed capacity and point-in-time data to the PIT Committee during each Point-in-Time Count and Housing Inventory Count;



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- Participate in annual or biennial monitoring conducted by the KSHC, including, but not limited to providing the following information to the KSHC BoS Coordinator and/or BoS Evaluation Subcommittee:
 - **Copy of most recent Annual Performance Review;**
 - **Documentation of financial management of project by submitting history of LOCCS draws or other requested financial documentation;**
 - **All requested documentation listed on the SHP Monitoring Checklist ;**
 - **Reports from any HUD monitoring including correction actions taken**
- Provide all information requested by the KSHC and/or BoS CoC Committee in order to complete the BoS Monitoring desk audit;
- Comply with a monitoring site visit by allowing the BoS Evaluation team to tour the project, audit Project files, audit client files, and review the financial management of the project.
- Engage the KSHC in discussion should any significant change and/or amendment be needed to the project or grant agreement;
- Discuss alternatives with the KSHC should the agency decide to discontinue the grant/project;
- Advocate on behalf of the homeless community and participate in the Continuum's homeless awareness and homeless prevention activities;
- Attend the KSHC Annual Summit and Annual Meeting;
- Actively participate in the Continuum's committees by attending 75% of the BoS CoC Committee meetings and volunteering to serve on at least one of the BoS CoC Subcommittees. The member understands that participation in the Continuum is one of the review criteria establishing priorities for funding;
- Provide accurate data in a timely fashion as determined and requested by the Continuum. Accuracy and timeliness of data is understood to be of critical importance to funding agencies such that failure to provide the data could result in unpleasant consequences including funding failure and termination of this agreement.
- Act as a liaison with the community at large and with their respective agencies to provide information about the Continuum's activities;
- Participate in the development of the evaluation and selection criteria to determine priorities for the Continuum;
- Participate in funding opportunities following state and federal criteria;
- Work with other agencies in the community to prevent a duplication of effort and services to serve the needs of the homeless;



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- Work with the KSHC to ensure that there are no gaps in service to the homeless or at risk of homelessness population in our community and;

The KSHC is obligated by certain federal and state statutes to review and prioritize projects.

_____ will review the work of the Continuum and support its decisions.

II. GUIDING PRINCIPLES

All parties under this Memorandum of Understanding jointly recognize that individuals with very low-income, and representing the specified target populations, are diverse in terms of their strengths, motivation, goals, backgrounds, needs and disabilities:

- Those individuals are members of the community with all the rights, privileges, and opportunities afforded to the greater community;
- Those individuals have a right to meaningful choices in matters affecting their lives; and
- Input of the individuals shall be sought in designing and implementing services.

III. TERM

This Agreement will begin _____, and will continue until terminated in accordance with Section IV below.

IV. TERMINATION

The partners may terminate their participation with this Agreement for any reason by giving the other parties ninety (90) days prior written notice. **Failure to comply with the stipulations listed in Section 1 will result in termination of this agreement and possible loss of funding for the grantee.**

V. PROJECT SCORING

All project applications (new and renewal) will be reviewed by the BOS CoC Committee and by the Rank and Review Committee. Project applicants must have a signed Memorandum of Understanding with the KSHC in order to meet the threshold criteria for submitting an application in the Continuum of Care funding competition.

VI. CONFIDENTIALITY

The partners agree that by virtue of entering into this Agreement, they will have access to certain confidential information regarding each other's operations related to the KSHC Balance of State Continuum of Care's activities. The partners agree that they will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this Agreement or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this agreement. Where appropriate, releases will be secured before confidential information on an individual is exchanged. Confidential information will be handled with the utmost discretion and judgment.



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VII. NONDISCRIMINATION

There shall be no discrimination of any individual on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the operation of the apartments.

VIII. SEVERABILITY

In the event any provision of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the validity, legality and enforceability of the remainder of the Agreement.

IX. AMENDMENTS

This Agreement may be amended only with the mutual written consent of the partners.

X. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT

The persons signing this Agreement on behalf of the partners hereto certify by said signatures that they are duly authorized to sign this Agreement.

KSHC Representative (Print) **Date**

KSHC Representative (Signature) **Date**

Program Representative (Print) **Date**

Program Representative (Signature) **Date**



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SHP Monitoring Checklist

Please have these items ready for review.

- 10 Participant Files for past 2 years (please explain if you cannot produce 10 files)
- Program Acceptance or Denial Policy
- Program Termination Policy
- Program Participant Application
- Program Participant Homeless Certification
- Disability Documentation (permanent housing programs)
- Confidentiality Policy
- Participant Service Plan
- Verification of Income
- Rent Calculation Worksheet (if applicable - leasing activities)
- Copy of lease for participant (if applicable - leasing activities)
- Rent Reasonableness Checklist (if applicable – leasing activities)
- Proof of Supportive Services (case notes, class schedules, attendance sheets, referrals MAACLink printouts, etc.)
- Habitability Standards and Lead-Based Paint Checklist
- Case Notes/ Progress Notes (proof of on-going program evaluation)
- Program Entry and Exit Dates
- Exit Questionnaire/Survey
- Re-Evaluation (how is this determined)
- Follow-Up (how is this completed)
- Financial Policies and Procedures
- Job Descriptions for Program Staff
- LOCCS Draw Documentation
- Proof of Eligible Activities for Draws
- Proof of Match
- MAACLink Service Summaries for last 6 months (proof of MAACLink usage)
- Drug Free Workplace Policy
- Proof of Participant Participation in Policymaking or HUD approved waiver
- Proof of Participant Participation in Project Development, Operations and Provision of Services
- Most Recent Annual Performance Review
- Documentation of HUD Approved Grant Amendments



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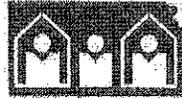
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Balance of State/Continuum of Care

2012 HUD CoC Application Process and Timeline for All Renewal & New Project Applications

The focus of the KSHC BoS/Continuum of Care includes increasing services needed in the State of Kansas and supporting the involvement of all agencies and programs Statewide. The Kansas Statewide Homeless Coalition, as the lead agency for the BoS/CoC, will continue to facilitate increased commitment from area service providers and governments.

501 SE Jefferson Street, Suite 30, Topeka, KS 66607 785.354.4990(phone) 785.354.1448(fax)
www.kshomeless.com



KANSAS STATEWIDE HOMELESS COALITION

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2012 HUD Balance of State/Continuum of Care Application Process and Timeline New and Renewal Project Applications

The Kansas Statewide Homeless Coalition is the lead agency responsible for the oversight of the decision making process of the Balance of State (BoS) Continuum of Care (CoC) committee for the 2012 HUD Continuum of Care Homeless Assistance Funding Application.

HUD requires that the BoS CoC develop a process to determine which projects up for renewal are;

- Performing satisfactorily and;
- Effectively addressing the needs for which they are designed

The Kansas BoS CoC is also responsible for managing the application process for programs seeking new HUD funding. The KSHC, as the lead agency, is available to provide limited technical assistance to support the submission of Exhibit 2 funding applications.

This packet contains information that will be used for the 2012 funding round. Currently funded SHP and S+C projects that will expire in calendar year 2013 must request renewal funding in the 2012 process. Programs seeking NEW HUD funding must also submit an application during this process.

This information has been developed before the release of the HUD 2012 Notice of Funding Availability (NOFA). It is subject to change depending upon the content of the NOFA.

Under the requirements set forth by the KSHC and the BoS CoC, the information provided in this packet, along with all necessary forms, may be found on the KSHC web site at www.kshomeless.com. ALL UPDATED INFORMATION WILL BE FOUND ON THIS SITE ALSO.

Only applications that meet *all* of the threshold requirements established in this KSHC BoS CoC packet will be eligible to receive a review process and consideration for award of funds through the BoS CoC.

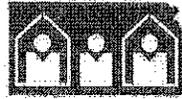


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The following projects submitted Exhibit 2 applications for new funding in the 2011 CoC Competition.

Cowley County Safe Homes Inc.- Permanent Housing Project

Safe Homes Inc. has provided services to victims of domestic violence and sexual violence since 1986, including emergency and transitional housing services. They are now proposing expansion into permanent housing. This program will include six scattered-site leased units of which four will provide family housing and two will provide individual housing. Five units in Cowley County and one unit in Sumner County. Single family homes/townhomes/duplexes: 6 units, 12 bedrooms, 12 beds. Subpopulations for service include severely mentally ill, chronic substance abuse and victims of domestic violence. **SHP AWARD \$245,335**

Catholic Social Service of Dodge City - Transitional Housing

Catholic Social Services provides services to a 28 county region in the southwestern part of Kansas. They are proposing a transitional housing program for 10 homeless families. A scattered-site approach across their region will be taken. Housing assistance and on-site supportive services will be provided. Leasing: 10 units, 28 bedrooms, 28 beds. Subpopulations for service include chronically homeless, severely mentally ill, chronic substance abuse, veterans, and victims of domestic violence. **SHP Award: \$188,987**

Mid Kansas CAP Inc. – Cowley Transitional Housing Program

Mid Kansas CAP Inc. is an experience provider to persons faced with homelessness. They have a transitional housing program already that serves Butler, Harvey and Sumner Counties. The new proposal is an expansion into Cowley County to further Transitional Housing resources. This program will provide housing and services to four homeless families and two homeless individuals. Leasing: 6 units, 11 bedrooms, 25 beds. Subpopulations for service include severely mentally ill, veterans and victims of domestic violence. **SHP Award: \$58,259.00**



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2011 Continuum of Care (Exhibit 1) Score

For the FY2011 CoC Competition, The U.S. Department of Housing and Urban Development (HUD) scored all CoC Exhibit 1 applications and awarded a total of 100 points for the following scoring categories: CoC Housing, Services and Structure, Homeless Needs and Data Collection, CoC Strategic Planning, CoC Performance, and Emphasis on Housing Activities.

The following provides the high, low and median scores for all Exhibit 1 applications received in the FY2011 CoC Competition. The minimum score needed for new funding was set at 65.

High Score: 90.25

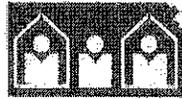
Low Score: 44.5

Median Score: 74.22

Funding Line: 65

The following chart provides the points awarded to the BoS CoC application:

| Scoring Category | Maximum Score (Points) available | BoS CoC Score (Points) |
|---|---|-------------------------------|
| <i>CoC Housing, Services, and Structure</i> | 14 | 13 |
| <i>Homeless Needs and Data Collection</i> | 26 | 18 |
| <i>CoC Strategic Planning</i> | 22 | 19.75 |
| <i>CoC Performance</i> | 32 | 20.75 |
| <i>Emphasis on Housing Activities</i> | 6 | 4 |
| Total CoC Score | 100 | 75.5 |



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2012 Timeline

The Kansas BoS Continuum of Care Homeless Assistance NOFA from HUD has not been released; Last year, HUD released an announcement of the 2011 CoC NOFA on August 30th. It is anticipated to be released in August, but can come sooner or later.

Therefore, the following dates and submission deadlines below are subject to change upon the release of the NOFA and the due date of the Exhibit 1 submission. **Depending upon the due date of Exhibit 1, the timeline below may be shortened. Changes in dates will be communicated via email, and the KSHC web site.**

Please note there are separate submission deadlines for renewal and new projects.

The application will be electronic. Information about the electronic process may be found at www.hudhre.info. Web-based training is offered on that site as well. Additional activities and/or meetings may be added to this timeline.

| 2012 | Action Step |
|-------------|--|
| July 1 | KSHC distributes information about the CoC grant and the required Letter of Intent to Apply for BoS CoC renewal agencies and prospective new applicants. |
| August 17 | The Letter of Intent to Apply (LOI), along with the organizations SF-424, must be submitted to the KSHC BoS Coordinator via email attachment at doug@kshomeless.com by 4:00 p.m. with originals mailed to 501 SE Jefferson, Suite 30, Topeka, KS 66607. All LOI's must include a cover letter along with a Letter of Acknowledgement from the Regional Coordinator/regional planning group. |
| August 30 | HUD releases Notice of Funding Availability (NOFA) and the guidelines for Exhibit 1 and Exhibit 2. |
| September 5 | The KSHC BoS Coordinator will gather the Letters of Intent submitted and provide copies for the BoS CoC Committee for feedback. The BoS CoC Committee will review the LOI's for compliance with HUD regulations and priorities. |



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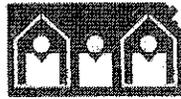
| | |
|-------------------|--|
| September 7 | KSHC sends prospective applicants a reminder to check hudhre.info website for access to e-snaps and Exhibit 2. Applicants should begin completion of Exhibit 2. If agency does not have an applicant profile, this needs to be completed in e-snaps at www.hud.gov/esnaps . DO NOT SUBMIT EXHIBIT 2 AT THIS TIME |
| September 14 | KSHC begins Orientation and TA to all prospective new applicants by conferencing and web site. |
| September 19 – | The CoC Committee begins the process of completing the Exhibit 1 in light of community needs and prospective agency applications. The exchange of communication regarding Exhibit 1 contents will be formalized through KSHC Board of Director leadership in the BoS CoC Committee with routine reporting to the KSHC Board. |
| September 24 | The KSHC BoS Coordinator will send a reply letter to all prospective applicants with feedback following the BoS CoC Committee review. |
| September 19 – 28 | KSHC CoC Committee will recruit a slate of nominations and develop a Ranking and Review (R & R) Committee for approval by the Board. |
| October 1 | RENEWALS ONLY – SUBMIT THE MOST RECENT GRANT ANNUAL PERFORMANCE REPORT (APR) TO doug@kshomeless.com |
| October 1 | 3:30 – 5:00 pm. Technical Assistance Conference Call – For New or Renewal Applications. Call 712-432-0075 – Pin #378379. |
| October 5 | NEW PROJECT Exhibit 2 applications created in e-snaps should be exported to pdf and sent via email to the KSHC BoS Coordinator at doug@kshomeless.com no later than 12:00 pm. Required HUD forms for Exhibit 2 should be sent as separate attachments. New Agency applicants submitting a proposal to the CoC may have additional materials requiring original signatures which must be mailed or hand delivered. Do not submit Exhibit 2 in e-snaps at this time. Copies of new projects will be sent via email to the BoS CoC Committee for review by 5:00 p.m. |
| October 8 | The BoS CoC Committee will meet to review drafts for new project Exhibit 2's and HUD forms and provide recommendations on actions to strengthen them if necessary. Agency applicants will be notified of requested technical corrections and other feedback by the BoS CoC Committee Chair via email no later than 5:00 pm. |
| October 10 | Revised new and renewal Exhibit 2 applications created in e-snaps should be exported and sent to the KSHC BoS Coordinator at doug@kshomeless.com no |



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| | |
|------------|--|
| | later than 10:00 am. Do NOT submit Exhibit 2's in e-snaps at this time. |
| October 10 | The KSHC BoS CoC Committee will review new and renewal applications and appeals and provide instructions to the Ranking and Review Committee. Copies of the new Exhibit 2's will be sent via email to the Ranking and Review Committee by 5:00 p.m. |
| October 12 | The Ranking and Review Committee will review all new applications and make a final recommendation on project ranking and acceptance for new agency applications. Final ranking results will be distributed by email to the BoS no later than 5:00 p.m. |
| October 16 | Any appeals for new project scoring are due by 5:00 p.m. via email to the KSHC Board Chair at info@kshomeless.com . The appeal must describe the rationale for requesting it limited to one page. |
| October 17 | The KSHC Board of Directors will meet to review appeals and approve the final project ranking recommendation of the Ranking and Review Committee. Final ranking results will be distributed by email to the BoS by 5:00 p.m. |
| October 22 | All Exhibit 2's (new and renewal) must be submitted in e-snaps to the KSHC CoC Committee by 2:00 p.m. KSHC will conduct a final review of Exhibit 1 and approve its submission to HUD. |
| October 24 | Submission of the entire BoS CoC application in e-snaps is completed by 5:00 p.m. |
| October 26 | HUD deadline for submission of the Exhibit 1 (11:59 p.m.) |



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Letter of Intent

Agencies interested in submitting new or renewal applications with the 2012 HUD Continuum of Care grant competition must submit a Letter of Intent to apply to the Balance of State Coordinator. The Letter of Intent packet is included in Appendix I.

Memorandum of Understanding

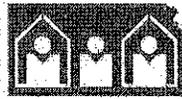
All HUD Continuum of Care funded grantees must sign a Memorandum of Understanding (MOU) between the Grantee and the Kansas Statewide Homeless Coalition. Failure to sign the MOU will result in a significant loss of scoring points during the Rank and Review Process. The MOU is intended to clarify the relationship between the KSHC, as the Lead Agency for the BoS Continuum of Care, and the Grantee. Included in this MOU are stipulations expected of the HUD grantee. A copy of the Memorandum of Understanding is included in Appendix II.

Monitoring Policy

Purpose:

The U.S. Department of Housing and Urban Development (HUD) requires that a Continuum of Care (CoC) monitors projects to determine continued project priorities and funding. The Kansas Statewide Homeless Coalition is the Lead Agency for the Balance of State Continuum of Care and will monitor projects to assure that services and funds are being managed according to the grant award including any amendments as approved by HUD. Renewal applications will be monitored to assure the projects continues to meet the priorities of the BoS and HUD in serving targeted populations.

Beginning with the 2012 Kansas Balance of State Continuum of Care funding competition, renewal projects will be considered for continued funding based on their past performance and capacity requirements. The BoS CoC Committee in conjunction with the Kansas Statewide Homeless Coalition Board of Directors will reserve the right to reject any renewal project application for which the project has had serious capacity issues, including performance or financial problems or unresolved monitoring findings in which there is no evidence that the Grantee has attempted to correct the findings.



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Monitoring Determinants:

1. Grantee and Project Sponsor have participated in the BoS CoC planning process by attending at least 75% of the CoC Committee and local work group meetings. This will be assessed through the submission of the attendance sheets.
2. Grantee and Project Sponsor can document performance toward plans and goals established in the initial grant application have been accomplished including any approved amendments by HUD. This will be determined by a review of the original application, proof of approved grant amendments by HUD and a review of program files.
3. Assisting program participants to achieve and maintain independent living or permanent supportive living. This will be determined by a review of participant files and proof of program activities.
4. Expenditure of grant funds in a timely manner with timely being defined as at least quarterly. This will be assessed through the Grantee's spending pattern as documented by LOCCS reports provided by the grantee during the monitoring visit.
5. Proof of continued program and fiscal capacity of the Grantee and/or Project Sponsor. This will be determined by a review of audit reports and HUD monitoring reports for findings and proof by the Grantee and/or Project Sponsor that corrective action steps are being implemented.
6. HMIS participation. This will be determined by MAACLink user and service summary reports provided by the Grantee and Project Sponsor during the monitoring visit.

Agencies that fail to cooperate with monitoring and technical assistance efforts by the Monitoring Committee will risk the rejection of their renewal application by the BoS.

Rank and Review Process

HUD requires that all applications that are submitted as part of a Continuum's Exhibit 1 be given a priority "ranking". Ranking means that a numerical priority will be assigned to each application to reflect its standing among all projects submitted. Example: there will be a number one prioritized project, a number two project, etc. This prioritization will be established by the Ranking and Review Committee in keeping with the previously identified priorities of the BoS CoC and the quality/strength of the application. The priority ranking of the projects will be based on the score the project receives from the Rank and Review Committee during the review project. Appendix III provides the sample scoring sheets for New and Renewal projects.

Renewal projects will be reviewed by the BoS CoC to determine if applications meet renewal eligibility standards as stated in the current NOFA for continued funding recommendations to HUD and CoC standards set by the BoS CoC Committee.



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Each agency/entity will be provided with a timeframe to make suggested changes and/or to request an appeal to the Ranking and Review process. All appeals must be submitted in writing to the Chair of the KSHC Board of Directors. Appeals must address specific concerns that were noted by the KSHC Board of Directors and describe the rationale used for requesting the appeal. Appeals are limited to one page and must be submitted before deadline established in the timeframe for appeals. The KSHC Board of Directors will review the appeal and provide a response to the applicant based on the established timeline.

The Ranking and Review process will be confidential. RRC members will be required to sign a confidentiality agreement that they will not disclose details of the Ranking and Review process with anyone outside of the Ranking and Review Committee, the KSHC Board of Directors and/or staff as appropriate. Individual project application scores will not be shared with other applicants or the general CoC.

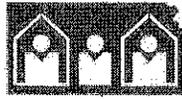
HMIS

A Homeless Management Information System (HMIS) provides communities with a tool to collect and analyze data on people using homeless service programs. An HMIS is a computerized data collection system that captures client level data and can generate an unduplicated count of clients served within the continuum. The Balance of State Continuum of Care's HMIS, MAACLink, is administered by the Mid America Assistance Coalition (MAAC). All homeless service programs are encouraged to participate with MAACLink. However, HUD funded programs, included those funded through the ESG grant, are required to enter client level data into MAACLink. The Kansas Statewide Homeless Coalition in cooperation with KHRC monitors the level of participation with MAACLink among the HUD funded grantees located within the Balance of State Continuum. Training and technical assistance with MAACLink will be provided by Mid America Assistance Coalition and Kansas Housing Resources Corporation.

HEARTH ACT

The Hearth Act, enacted into law in 2009, required HUD to write six sets of regulations, including the Definition of Homelessness, the Consolidated Plan Conforming Amendments, the Emergency Solutions Grant, Homeless Management Information Systems Requirements, the Continuum of Care Program and the Rural Housing Stability Assistance Program.

Within this act, HUD redefined the definition of homelessness, adding new categories of homeless. HUD has defined homelessness to include individuals and families at Imminent Risk



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of becoming homeless and to include unaccompanied youth and families with a history of housing instability.

The HEARTH Act also provides direction to the Continuum of Care Lead Agencies. According to recommendations from HUD, the Lead Agencies should review all renewal project budgets and spending rates to help prevent HUD from recapturing funds from the grantees. Under the HEARTH Act, performance and compliance will be a significant part of the competitive selection process. HUD recommends that Lead Agencies start reviewing the current projects to examine the project's expenditure of funds and performance toward program goals.

Homeless Definition as defined in the HEARTH Act:

| | |
|---------------------------------------|--|
| Literally Homeless | Individual or family who lacks a fixed, regular, and adequate nighttime residence, including those residing in places not meant for human habitation, emergency shelters, domestic violence shelters and exiting an institution where they have resided for 90 days or less and resided in a emergency shelter or place not meant for human habitation immediately before entering the institution. |
| Imminent Risk of Homelessness | Individual or family who will imminently lose their primary nighttime residence |
| Homeless Under other Federal statutes | <p>Unaccompanied youth under 25 or families with children and youth who;</p> <ul style="list-style-type: none"> • Are defined as homeless under the other listed federal statutes; • Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; • Have experienced persistent instability as measured by two or more moves during the preceding 60 days; AND • Can be expected to continue in such status for an extended period of time due to special needs or barriers. |
| Fleeing/Attempting to Flee DV | An individual or family who is fleeing or attempting to flee a domestic violence situation and who has no other residence and lacks the resources to obtain other permanent housing. |



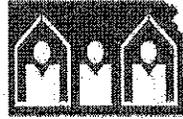
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Checklist for components required for the submission of new HUD Exhibit 2 SHP applications.

Please refer to SHP Desk guide for detailed instructions for developing SHP Projects, including how to develop the project budgets and setting performance measures.

- **Registration with E-snaps** – applicants must register with e-snaps prior to submission.
- **Completion of SF-424** – applicants must complete all sections of SF-424 and submit to e-snaps prior to having access to the Exhibit II funding application.
- **Sections / Questions found on the Exhibit II application:**
 1. Compliance question – Is the application subject to Review by State Executive Order 12372 process?
 2. Identification of Project Sponsors
 3. Experience of Applicant, Sponsors, and other Partners
 4. Project Description
 5. Housing type and Scale
 6. Project Locations – scattered site or one location
 7. Projected number of participants that will be served by project
 8. Outreach plan for participants enrolled in project
 9. Discharge planning Policy – Does the State have a Discharge Policy?
 10. Performance Measures
 11. Project Budgets for leasing, supportive services, and operations.
 12. Attachments that will be required
 - a. Sponsor Nonprofit Documentation Attachment – Proof of the sponsor’s nonprofit status
 - b. PHA Certification Letter – Non-PHA Applicants for S+C SRO and Section 8 SRO projects must submit a signed and dated letter from an authorized representative of the local PHA certify that the Applicant is authorized to act on behalf of the PHA.
 - c. Other attachments supporting the project’s funding request



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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 | | | |



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Appendix II

Memorandum of Understanding Between Kansas Statewide Homeless Coalition (KSHC) and Balance of State (BoS) Continuum of Care (CoC) HUD Grantee

I. BACKGROUND AND INTENT

This Agreement for participation in the development, implementation and management of programs to end homelessness in the Balance of State Continuum of Care, is entered into between the Kansas Statewide Homeless Coalition, Inc. (KSHC) and _____ (Grantee).

The KSHC has formally adopted a Continuum of Care Plan which sets forth the following goals and objectives toward ending homelessness in the area;

The goals of the Balance of State CoC will be

- To prevent homelessness
- To rapidly re-house those that do become homeless
- To end chronic homelessness
- To promote self-sufficiency
- To promote access to mainstream services.
- To collect reliable data and to perform reliable data analysis

The sole purpose of this Memorandum of Understanding is to encourage cooperation between KSHC and _____, and to further detail the separate and distinct roles and responsibilities of each party with regards to the operation and implementation of projects to end homelessness in our community; and,

Each member of the Continuum (Grantee) understands that certain activities must be undertaken in order to meet federal, state and local requirements for funding; and

To that end, each member of the Continuum (Grantee) agrees to:

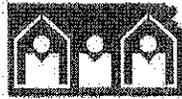
- Comply with all HUD Supportive Housing Program rules and regulations including the timely submission of required reports including the Annual Progress Report;
- Enter client level data in the HMIS/MAACLink system so that data can be submitted to the Department of Housing and Urban Development and the Kansas Statewide Homeless Coalition in the manner in which they prescribe;
- Provide bed capacity and point-in-time data to the PIT Committee during each Point-in-Time Count and Housing Inventory Count;



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- Participate in annual or biennial monitoring conducted by the KSHC, including, but not limited to providing the following information to the KSHC BoS Coordinator and/or BoS Evaluation Subcommittee:
 - Copy of most recent Annual Performance Review;
 - Documentation of financial management of project by submitting history of LOCCS draws or other requested financial documentation;
 - All requested documentation listed on the SHP Monitoring Checklist ;
 - Reports from any HUD monitoring including correction actions taken
- Provide all information requested by the KSHC and/or BoS CoC Committee in order to complete the BoS Monitoring desk audit;
- Comply with a monitoring site visit by allowing the BoS Evaluation team to tour the project, audit Project files, audit client files, and review the financial management of the project.
- Engage the KSHC in discussion should any significant change and/or amendment be needed to the project or grant agreement;
- Discuss alternatives with the KSHC should the agency decide to discontinue the grant/project;
- Advocate on behalf of the homeless community and participate in the Continuum's homeless awareness and homeless prevention activities;
- Attend the KSHC Annual Summit and Annual Meeting;
- Actively participate in the Continuum's committees by attending 75% of the BoS CoC Committee meetings and volunteering to serve on at least one of the BoS CoC Subcommittees. The member understands that participation in the Continuum is one of the review criteria establishing priorities for funding;
- Provide accurate data in a timely fashion as determined and requested by the Continuum. Accuracy and timeliness of data is understood to be of critical importance to funding agencies such that failure to provide the data could result in unpleasant consequences including funding failure and termination of this agreement.
- Act as a liaison with the community at large and with their respective agencies to provide information about the Continuum's activities;
- Participate in the development of the evaluation and selection criteria to determine priorities for the Continuum;
- Participate in funding opportunities following state and federal criteria;
- Work with other agencies in the community to prevent a duplication of effort and services to serve the needs of the homeless;



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- Work with the KSHC to ensure that there are no gaps in service to the homeless or at risk of homelessness population in our community and;

The KSHC is obligated by certain federal and state statutes to review and prioritize projects.

_____ will review the work of the Continuum and support its decisions.

II. GUIDING PRINCIPLES

All parties under this Memorandum of Understanding jointly recognize that individuals with very low-income, and representing the specified target populations, are diverse in terms of their strengths, motivation, goals, backgrounds, needs and disabilities:

- Those individuals are members of the community with all the rights, privileges, and opportunities afforded to the greater community;
- Those individuals have a right to meaningful choices in matters affecting their lives; and
- Input of the individuals shall be sought in designing and implementing services.

III. TERM

This Agreement will begin _____, and will continue until terminated in accordance with Section IV below.

IV. TERMINATION

The partners may terminate their participation with this Agreement for any reason by giving the other parties ninety (90) days prior written notice. **Failure to comply with the stipulations listed in Section 1 will result in termination of this agreement and possible loss of funding for the grantee.**

V. PROJECT SCORING

All project applications (new and renewal) will be reviewed by the BOS CoC Committee and by the Rank and Review Committee. Project applicants must have a signed Memorandum of Understanding with the KSHC in order to meet the threshold criteria for submitting an application in the Continuum of Care funding competition.

VI. CONFIDENTIALITY

The partners agree that by virtue of entering into this Agreement, they will have access to certain confidential information regarding each other's operations related to the KSHC Balance of State Continuum of Care's activities. The partners agree that they will not at any time disclose confidential information and/or material without the consent of that party unless such disclosure is authorized by this Agreement or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this agreement. Where appropriate, releases will be secured before confidential information on an individual is exchanged. Confidential information will be handled with the utmost discretion and judgment.



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SHP Monitoring Checklist

Please have these items ready for review.

- 10 Participant Files for past 2 years (please explain if you cannot produce 10 files)
- Program Acceptance or Denial Policy
- Program Termination Policy
- Program Participant Application
- Program Participant Homeless Certification
- Disability Documentation (permanent housing programs)
- Confidentiality Policy
- Participant Service Plan
- Verification of Income
- Rent Calculation Worksheet (if applicable - leasing activities)
- Copy of lease for participant (if applicable - leasing activities)
- Rent Reasonableness Checklist (if applicable – leasing activities)
- Proof of Supportive Services (case notes, class schedules, attendance sheets, referrals MAACLink printouts, etc.)
- Habitability Standards and Lead-Based Paint Checklist
- Case Notes/ Progress Notes (proof of on-going program evaluation)
- Program Entry and Exit Dates
- Exit Questionnaire/Survey
- Re-Evaluation (how is this determined)
- Follow-Up (how is this completed)
- Financial Policies and Procedures
- Job Descriptions for Program Staff
- LOCCS Draw Documentation
- Proof of Eligible Activities for Draws
- Proof of Match
- MAACLink Service Summaries for last 6 months (proof of MAACLink usage)
- Drug Free Workplace Policy
- Proof of Participant Participation in Policymaking or HUD approved waiver
- Proof of Participant Participation in Project Development, Operations and Provision of Services
- Most Recent Annual Performance Review
- Documentation of HUD Approved Grant Amendments