



KS BOS COC GOVERNANCE CHARTER

2026



Kansas Statewide
Homeless Coalition

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Background

The Continuum of Care (CoC) is a community-based planning body established- to coordinate housing and services for individuals and families experiencing homelessness within a defined geographic area. CoCs bring together nonprofit organizations, local governments, service providers, and other stakeholders to develop a comprehensive approach for addressing homelessness and to apply collaboratively for federal funding through the U.S. Department of Housing and Urban Development (HUD).

HUD introduced the Continuum of Care planning process in 1994 to improve coordination of homeless assistance programs and consolidate competitive funding applications. Prior to this approach, applicants applied individually for multiple homeless assistance grants, which often led to fragmented planning and service delivery. This process was later codified by Congress under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, and subsequent regulations governing the program were published in 2012.

The CoC Program is designed to promote a community-wide commitment to ending homelessness by prioritizing rapid rehousing, permanent housing interventions, and coordinated planning. CoCs are responsible for assessing local needs, establishing priorities, developing a coordinated application for HUD funding, and ensuring the effective use of resources to improve system-wide outcomes.

KS BoS CoC Regional Structure

The Kansas Balance of State Continuum of Care (KS BoS CoC) covers 101 of the 105 counties in Kansas, excluding only Johnson, Sedgwick, Shawnee, and Wyandotte counties, which are served by separate CoCs. To ensure local representation and coordination across this broad geography, the KS BoS CoC is divided into nine (9) regions.

- **Region 1: Northwest** (18 counties)
Rawlins, Decatur, Norton, Phillips, Smith, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Wallace, Logan, Gove, Trego, Ellis, Russell
- **Region 2: Southwest** (28 counties)
Greeley, Wichita, Scott, Lane, Ness, Rush, Barton, Hamilton, Kearny, Finney, Hodgeman, Pawnee, Stafford, Stanton, Grant, Haskell, Gray, Ford, Edwards, Pratt, Morton, Stevens, Seward, Meade, Clark, Comanche, Kiowa, Barber
- **Region 3: North Central** (9 counties)
Jewell, Republic, Mitchell, Cloud, Lincoln, Ottawa, Ellsworth, Saline, Dickinson
- **Region 4: South Central** (12 counties)
Rice, McPherson, Marion, Chase, Reno, Harvey, Butler, Greenwood, Kingman, Harper, Sumner, Cowley
- **Region 5: Northeast** (7 counties)
Nemaha, Brown, Doniphan, Jackson, Atchison, Jefferson, Leavenworth
- **Region 6: Douglas County** (1 county)
Douglas
- **Region 7: East Central** (9 counties)
Wabaunsee, Morris, Lyon, Osage, Franklin, Miami, Coffey, Anderson, Linn

- **Region 8: Southeast** (11 counties)
Woodson, Allen, Bourbon, Elk, Wilson, Neosho, Crawford, Chautauqua, Montgomery, Labette, Cherokee
- **Region 9: Flint Hills** (6 counties)
Washington, Marshall, Clay, Riley, Pottawatomie, Geary

Purpose and Mission

Purpose & Duration

The purpose of this Governance Charter is to define the structure, roles, and responsibilities of the Kansas Balance of State Continuum of Care (KS BoS CoC, KS-507), and to outline how it fulfills its obligations under HUD’s Continuum of Care Program interim rule (24 CFR Part 578). This includes responsibilities related to planning, coordination, governance, and oversight of homeless response activities across the CoC’s geographic area.

This Charter serves as the foundational document guiding the operations of the KS BoS CoC and shall be reviewed and approved by the CoC voting membership no less than annually. Any revisions to this Charter must be proposed, reviewed, and formally adopted by the CoC voting membership in accordance with the decision-making process described herein.

Mission and Values:

The KS BoS CoC believes that housing is a basic human right. The CoC’s mission is to end homelessness for all families and individuals throughout the 101 counties of the KS BoS CoC through providing leadership and coordination of services and support, partnerships, and resource navigation.

CoC Membership

Membership Eligibility

Membership to the Kansas Balance of State CoC shall be open and free to all individuals and organizations that support the mission of the CoC. Eligible members must reside in, work within, or provide services within the geographic area covered by the KS BoS CoC.

To maintain active membership status, individuals and organizations must complete and submit a [CoC Membership Form](#) annually, as prescribed by the Collaborative Applicant.

The KS BoS CoC, will actively recruit for a broad membership including, but not limited to persons with lived experience of homelessness, nonprofit homeless assistance providers, victim service providers, veteran service organizations, faith-based organizations, local governments, tribal organizations, organizations serving historically marginalized populations, funders, advocates, public housing agencies, school districts, social service providers, mental health and substance abuse agencies, hospitals and healthcare providers, universities, affordable housing developers, landlords, business representatives, law enforcement, criminal justice providers and organizations that serve people who are homeless or formerly homeless (24 CFR 578.5(a)).

CoC membership is not limited to agencies that receive CoC Program funding. Any individual or organization committed to ending homelessness in the Kansas Balance of State CoC area is welcome to join. While membership does not guarantee funding, organizations that meet

eligibility requirements and are active CoC members may apply for CoC Program funding through the competitive application process.

The KS BoS CoC recognizes three types of membership: General Membership, Organizational Representative Membership, and Unaffiliated Individual Membership. Each type carries different participation and voting rights, as described below.

General Membership (Non-Voting)

General membership in the Kansas Balance of State Continuum of Care (KS BoS CoC) is open to any individual who meets the eligibility requirements set forth in this Charter, regardless of organizational affiliation.

General members may include:

- Individuals not affiliated with any CoC Member organization
- Individuals affiliated with an organization that is a CoC member, including employees, board members, or volunteers but are not voting representatives for that organization

General members may:

- Attend CoC membership meetings
- Participate in discussions
- Serve on CoC committees and workgroups
- Engage in other CoC activities, as outlined in this Charter

General members do not possess voting privileges. Voting rights are limited to designated Organizational Representatives or approved Unaffiliated Individual members, as defined in subsequent sections of this Charter.

Organizational Representative Membership

Organizational Representative membership is available to individuals who are affiliated with an organization eligible for membership in the KS BoS CoC. Organizational affiliation is defined as current employment with, or service on the governing board of, a participating organization.

Organizational Representative members may include:

- One designated primary voting representative per organization
- One designated alternate voting representative per organization

Organizational Representative members may:

- Participate in all activities available to general members
- Represent the organization in all CoC-related decision-making processes
- Cast one vote per organization on matters requiring CoC member approval

Only one vote per organization may be cast on any CoC decision, regardless of how many individuals from that organization participate in general membership activities.

Unaffiliated Individual Membership

Unaffiliated Individual membership is available to individuals who are not affiliated with any organization participating in the KS BoS CoC. Organizational affiliation is defined as current employment with, or service on the governing board of, a participating organization.

Unaffiliated Individual members may include:

- Individuals who are not employed by or serving on the board of a CoC member organization
- Individuals with lived experience of homelessness or community members who are otherwise unaffiliated

Unaffiliated Individual members may:

- Participate in all activities available to general members
- Represent themselves in CoC-related decision-making processes
- Cast one vote as an individual on matters requiring CoC member approval

Individuals who are affiliated with a CoC member organization are not eligible to serve as Unaffiliated Individual members for voting purposes. Such individuals may participate in the CoC as general members.

Membership Application Process

Any individual or organization that meets the criteria for membership shall be granted membership upon submission of a completed membership application. New members will be listed on the CoC Membership Agenda, with their membership status and voting privileges clearly indicated. As outlined in the CoC Membership application.

Responsibilities of CoC Members

All members of the Kansas Balance of State Continuum of Care (KS BoS CoC) are expected to actively support the mission of the CoC and contribute to its planning, coordination, and decision-making efforts. Membership responsibilities are outlined below and apply based on the type of membership held.

General Responsibilities (All Members)

CoC members are encouraged to:

- Support the mission and goals of the CoC
- Complete and submit a CoC Membership Form annually
- Attend CoC membership meetings, with a minimum of two per year
- Participate in discussions and planning efforts relevant to CoC activities such as Point in the Count (PIT) and Housing Inventory Count (HIC).
- Attend CoC Regional Meetings in accordance with the applicable CoC Regional Plan.
- Engage in CoC committees, workgroups, or task forces
- Promote communication, resource sharing, and coordination across the CoC
- Support Coordinated Entry implementation and collaboration with partner agencies
- Contribute to data quality and system performance, as applicable
- Operate in good faith, maintain transparency, and uphold CoC policies

- Avoid conflicts of interest and disclose potential conflicts in accordance with CoC guidelines

Additional Responsibilities (Voting Members Only)

Voting members additionally:

- Vote on the CoC Governance Charter and any proposed revisions
- Vote on the selection or designation of the Collaborative Applicant
- Vote on Steering Committee representation or other elected leadership positions
- Ensure compliance with CoC conflict of interest policies when voting

CoC Membership Meetings

The Kansas Balance of State Continuum of Care (KS BoS CoC) shall convene membership meetings at least twice per year. These meetings will be announced through a public invitation that includes a standing request for new members to join the CoC. The Collaborative Applicant is responsible for distributing CoC membership meeting invitations, written agendas, and public announcements encouraging membership participation and recruitment.

These meetings provide an opportunity for CoC members to:

- Coordinate efforts to prevent and end homelessness across 101 counties in Kansas
- Review and approve governance decisions and strategic priorities
- Receive updates on funding, system planning, and performance outcomes
- Participate in trainings and informational sessions related to preventing and ending homelessness
- Share information, collaborate, and ask questions relevant to CoC activities

While the KS BoS CoC currently holds membership meetings on a monthly basis, this Governance Charter establishes the minimum requirement of two official membership meetings per calendar year. Additional attendance expectations may apply to members applying for or receiving CoC Program funding, please refer to the KS BoS CoC NOFO Policies and Procedures for details.

KS BoS CoC Steering Committee

The Steering Committee serves as the governing body of the Kansas Balance of State Continuum of Care (KS BoS CoC), providing leadership, oversight, and decision-making to support the mission and operations of the CoC. It acts on behalf of the full membership in areas where authority is designated through this Governance Charter and serves as the central coordinating body for CoC governance, planning, and system-level functions.

CoC Steering Committee Composition

The KS BoS CoC Steering Committee shall consist of no fewer than 19 members and no more than 38 members. The Steering Committee includes both designated seats and elected seats to ensure geographic representation and sector-specific expertise across the CoC's 101 counties.

Designated Seats

Designated seats are reserved for specific entities or regions with a formal or ongoing role in the operations and planning of the CoC. These seats help ensure consistent representation from key geographic areas and partners that directly contribute to the effectiveness of the CoC system.

Designated seats include (up to 11 seats):

- Nine seats to represent each of the regions in the KS BoS
- One seat for the Emergency Solutions Grant recipient for the State (Kansas Housing Resource Corporation)
- One seat for the Lived Experience Advisory Board

Each Region elects one Regional Representative who serves on the Steering Committee. The Regional Representative may also serve the role of Regional Coordinator, or those positions may be filled by two separate individuals. Each Region should also elect an Alternate to fill in for the Regional Representative in the event of their absence or a conflict of interest. The Regional Representative and Alternate must be CoC members but need not be voting members. Regional Representatives represent the needs of their region on the Steering Committee and in any Standing Committee in which they serve. Regional Representatives should keep their Region updated on CoC priorities and activities and encourage participation by local organizations in the CoC membership.

The Lived Experience Advisory Board selects its Steering Committee representative through an internal voting process. This seat ensures that individuals with lived experience of homelessness are directly represented in CoC decision-making.

The Kansas Housing Resources Corporation, as the state-designated recipient of Emergency Solutions Grant (ESG) funds, is allocated a designated seat on the Steering Committee. HUD requires ESG recipients to coordinate with the Continuum of Care when planning and allocating ESG resources. This seat supports direct collaboration between state-administered ESG funding and CoC-level strategies and activities.

Representatives for designated seats are submitted to the CoC for placement on the Steering Committee roster. These appointments are made by the respective entity or region and are not subject to a vote by the CoC membership body. All nominations must be submitted no later than November prior to the end of the current representative's term, or as needed throughout the year to fill vacancies.

Elected Seats

Elected seats are intended to ensure broad sector representation and subject matter expertise across the CoC. These seats represent key populations, systems, and service areas that support the CoC's efforts to prevent and end homelessness throughout the KS BoS.

Elected seats include (up to 27 seats):

- Four seats for service providers working to end homelessness
- Three seats for elected public officials
- Two seats for federal partners working to end homelessness
- Two seats for law enforcement representatives working to end homelessness

- One seat for a substance use treatment provider
- One seat to represent local government
- One seat for philanthropic funders/partners
- One seat for business representative working with the CoC to end homelessness
- One seat to represent Public Housing Authorities
- One seat for the state Emergency Food and Shelter Program
- One seat for Native and Indigenous populations
- One seat for an interfaith representative
- One seat for the domestic violence/survivor community
- One seat for the education community
- One seat for the criminal justice system
- One seat for organizations serving immigrants and refugees
- One seat for the senior and/or disabled community
- One seat for the youth and/or families community
- One seat for the veteran community
- One seat for an individual with lived experience

Elected persons may represent more than one seat, depending on their experience and expertise. All CoC Steering Committees members must also be CoC general members.

All elected seats are filled through an open nomination and selection process facilitated by the CoC lead. Individuals may self-nominate or be nominated by other CoC members. Candidates must meet eligibility requirements as defined in this Governance Charter. Final approval of individuals to fill elected seats is determined by a vote of the CoC membership.

Membership Terms

Members of the Steering Committee serve 2-year terms. At the end of their term, they may seek re-election (elected seats) or reappointment (designated seats). No Steering Committee may serve more than three consecutive 2-year terms. To ensure continuity and smooth governance, Steering Committee terms are staggered so that approximately half of all seats expire each year.

Steering Committee Officers

The Steering Committee will have a chair and a vice chair, who will be elected by the Steering Committee to terms of one year, with the opportunity to seek up to a total of three consecutive one-year terms.

Steering Committee Roles and Responsibilities

The CoC Steering Committee is the decision-making and planning body for the CoC, and responsible for ensuring that the CoC ends homelessness for all families and individuals throughout the 101 counties of the KS BoS CoC. Its primary role is to guide and oversee the CoC's planning, coordination, and decision-making processes in accordance with this Governance Charter and applicable federal regulations. The Steering Committee is responsible for:

- Providing strategic leadership to advance the CoC's mission to prevent and end homelessness across the KS BoS

- Serving as the primary decision-making body for CoC matters that do not require a vote of the full membership
- Oversight of CoC operations, including system planning, performance monitoring, funding priorities, and regulatory compliance
- Establishing and supporting standing committees, workgroups, and task forces to carry out specific functions and make recommendations on key CoC activities
- Reviewing and approving policy recommendations drafted by committees and workgroups, including the creation or revision of CoC-wide policies and procedures
- Reviewing and approving key items related to the CoC Program NOFO (Notice of Funding Opportunity), including project ranking recommendations, funding priorities, and application materials
- Monitoring the performance of the CoC Lead and HMIS Lead, including reviewing reports, evaluating deliverables, and ensuring accountability in line with the Governance Charter and Memoranda of Understanding
- Reviewing and approving recommendations from standing committees, including the Coordinated Entry System Committee, the Performance and Compliance Committee, and the HMIS Oversight Committee
- Maintaining accountability to the full CoC membership by ensuring transparency in governance, adherence to CoC policies, and responsiveness to member input
- Annual review and update governance documents, including this Charter and the Memorandum of Understanding with the Collaborative Applicant and the HMIS Lead

The Steering Committee does not carry out day-to-day operations but provides oversight, direction, and final authority on matters brought forward by CoC partners and committees.

Resignation

Any Steering Committee member may resign at any time by providing written notice to the Chair of the Steering Committee and/or the CoC Lead. Resignations become effective upon receipt unless a later date is specified.

Removal for Cause

A Steering Committee member may also be removed for just cause, including but not limited to:

- Failure to fulfill responsibilities as outlined in this Charter
- Failure to attend more than six (6) normally scheduled Steering Committee meetings within a twelve-month period
- Violations of the CoC Conflict of Interest policy
- Engaging in conduct that compromises the integrity or effectiveness of the CoC

In such cases, removal must be approved by a two-thirds vote of the CoC voting membership. The Steering Committee may recommend such removal to the CoC membership, and documentation must be provided to support the recommendation.

Collaborative Applicant/CoC Lead

The CoC membership must designate a legal entity that is eligible to apply for CoC Program funds under 24 CFR part 578 to serve as the Collaborative Applicant, also referred to throughout this Charter as the CoC Lead. This entity is responsible for carrying out all HUD-mandated

duties of a Collaborative Applicant, as well as additional responsibilities delegated to it by the CoC through this Governance Charter and the Memorandum of Understanding (MOU) with the CoC Steering Committee.

Core Responsibilities

The Collaborative Applicant is responsible for:

- Collecting, reviewing, and compiling all required application materials from eligible and renewal CoC Program projects within the KS BoS geography
- Preparing and submitting the annual Continuum of Care Program Consolidated Application to HUD, including project rankings and the Planning Grant application
- Applying for and managing CoC Planning funds, if applicable
- Coordinating with the Performance and Compliance Committee to support the development of funding priorities, ranking criteria, and monitoring tools
- Submitting a final draft of the CoC Consolidated Application to the CoC Steering Committee for review and approval prior to HUD submission

Planning and Operational Support

In addition to HUD-required duties, the Collaborative Applicant also:

- Provides administrative and staff support to the CoC Steering Committee and other committees, workgroups, and task forces
- Facilitates CoC-wide planning, capacity building, and training efforts in support of the CoC's mission
- Maintains records, meeting documentation, and policy archives for the CoC
- Manages communications, including notices, agendas, meeting materials, and updates to CoC members and stakeholders

Regional Support

To support the effective implementation of CoC strategies across the KS BoS geography, the Collaborative Applicant may, as funding and capacity allow, engage both volunteer and paid staff to serve as Regional Coordinators. These individuals may provide localized technical assistance, support regional planning activities, and act as a liaison between regional stakeholders and the broader CoC structure. The availability, structure, and responsibilities of Regional Coordinators may vary based on the availability of CoC Planning funds or other supplemental funding sources.

Selection of Collaborative Applicant

The CoC membership is responsible for the initial selection of the Collaborative Applicant, which is currently the Kansas Statewide Homeless Coalition (KSHC). The Collaborative Applicant will be selected at least once every five years, but this can be revisited by the CoC membership at any time. The CoC Steering Committee is responsible for the development and execution of a Memorandum of Understanding (MOU) with the Collaborative Applicant, which will further detail the expectations of both the Collaborative Applicant and the CoC Steering Committee, to ensure a successful and collaborative relationship for the community.

Evaluation of the Collaborative Applicant

The CoC Steering Committee will hold the Collaborative Applicant accountable for performance through the development of an MOU that is reviewed annually.

CoC Committees

Standing Committees

Many of the tasks vital to the operation of a CoC will be carried out by Standing Committees. Committee membership is open to all CoC members, including Steering Committee Members. Each standing committee will be led by a Chair and a possible Co Chair. The Collaborative Applicant will provide staff support to the standing committees. Standing committees will provide regular updates to the Steering Committee and membership. Committees will serve as subject matter experts and policy advisors for decisions that are made by the full membership or steering committee. The Steering Committee provides high-level oversight and may delegate authority to a Standing Committee to make specific decisions on behalf of the CoC as appropriate. Steering Committee should ensure that Committee Membership is representative, informed, and absent of conflict of interest before delegating decision-making responsibilities. In addition to the standing committees, the CoC Standing Committees may form short-term workgroups or more long-term sub-committees on an as-needed basis to accomplish certain tasks. The CoC Steering Committee may also form specialized stakeholder groups, such as shelter providers or persons with lived experience, which meet regularly to network, share best practices, and provide input to the Steering Committee and Standing Committees as needed.

Performance and Compliance Committee

The Performance and Compliance Committee determines CoC Program funding priorities and develops a rank and review process for CoC Program NOFO(s). The Committee develops monitoring processes and protocols for the CoC Program. The Collaborative Applicant supports the work of this committee. In total, no more than one third of all Planning and Compliance Committee members may be affiliated with organizations funded through the competitive CoC Program Award process, and no more than one person from any funded organization. Their ability to vote and influence decisions will be guided by the CoC conflict of interest policy.

HMIS Oversight Committee

The HMIS Oversight Committee shall be the overall body for the HMIS implementation including but not limited to agency/end user access, user access levels, policies, procedures, protocols, security, data quality, data sharing, oversight and training, and the evaluation of CoC funded programs. The Committee develops the performance standards for the CoC Program Award processes. Full details of the composition, and responsibilities of the HMIS Oversight Committee can be found in the HMIS Policies and Procedures.

Coordinated Entry Committee

The Coordinated Entry Committee of the Kansas Balance of State Continuum of Care shall guide the operation of the Coordinated Entry System which includes but isn't limited to selecting/creating an assessment tool, review and update the CES policies, modify the CES process as needed to reflect regional needs, review CES appeals and ensures the implementation of the CES aligns to the CES policies and procedures.

Lived Experienced Advisory Board (LEAB)

The KS BoS CoC Lived Experience Advisory Board (LEAB) is a CoC wide board made up of persons who have who have experienced homelessness and/or housing instability within the 101 counties of the Kansas Balance of State during their lifetime. The KS BoS CoC recognizes that the members of this board are experts in their own experiences and must have a distinguished role in the decision-making process throughout CoC sponsored activities. The LEAB connects persons with lived experience to spaces where they can create positive outcomes and provides members with support and tools to have meaningful and authentic engagement and involvement in homelessness advocacy. The members of the LEAB will select a primary representative from its membership to serve on the CoC Steering Committee. To ensure that the KS BoS CoC always has adequate representation and inclusion of those with lived experience in the decision-making process, if the selected LEAB member is unable to attend or participate in a Steering Committee activity such as meetings or other activities the LEAB will appoint another person from its membership to serve as a substitute for the activity.

Regional Planning Meetings

The Kansas Balance of State Continuum of Care (KS BoS CoC) geographic service area covers 101 of Kansas' 105 counties. These counties are divided into nine (9) regions as designated in this charter. KSHC holds regional planning meetings to manage community planning, coordination, and evaluation to ensure that the system of homeless services and housing ends people's homelessness rapidly and permanently in each Region. Each regional planning meeting includes representatives of relevant organizations and stakeholder groups, including persons with lived experience of homelessness, nonprofit homeless assistance providers, victim service providers, faith-based organizations, local governments, tribal organizations, organizations serving historically marginalized populations, funders, advocates, public housing agencies, school districts, social service providers, mental health and substance abuse agencies, healthcare providers, universities, affordable housing developers, landlords, and criminal justice providers. KSHC provides support for each regional planning meeting in conjunction with paid or volunteer Regional Coordinators.

HMIS Lead Agency

Roles and Responsibilities

The HMIS Lead Agency is responsible for the day-to-day administration, training, and support of the local Homeless Management Information System (HMIS). These responsibilities may be delegated to other entities through the HMIS Policies and Procedures. The HMIS Lead Agency is the only eligible applicant for HMIS dedicated grants through HUD and is the primary point of contact with the HMIS software vendor for the CoC. Kansas Housing Resource Corporation currently serves as the HMIS Lead Agency for the Kansas Balance of State Continuum of Care.

Selection of the HMIS Lead Agency

The CoC Steering Committee is responsible for the selection of the HMIS Lead Agency and the HMIS software for the CoC, based on the recommendations of the HMIS Committees. The HMIS Lead will be selected at least once every five years, but this can be revisited by the CoC Steering Committee at any time. The HMIS Committees will work most closely with the HMIS Lead Agency and is responsible for providing the CoC Steering Committee with updates on the performance of the HMIS Lead Agency. The CoC Steering Committee shall enter into a Memorandum of Understanding (MOU) with the HMIS Lead Agency to define roles,

responsibilities, expectations, and reporting requirements. This MOU must be reviewed and updated at least annually, or as needed, to ensure alignment with HUD regulations and local CoC needs.

Evaluation

The CoC Steering Committee will hold the HMIS Lead accountable for performance through an annual review of the HIMS Lead Agency's performance. The HMIS Committee will provide the CoC Steering Committee with its feedback and recommendations on the performance of the HMIS Lead Agency.

Emergency Solutions Grant (ESG)

Each Continuum of Care (CoC) and the Emergency Solutions Grant (ESG) recipient for the State must coordinate in accordance with applicable federal regulations. The ESG Interim Rule at 24 CFR 576.400 sets forth coordination and consultation requirements between ESG recipients and Continuums of Care. Specifically:

- The ESG recipient must consult with each Continuum of Care that serves the recipient's jurisdiction in determining how to allocate ESG funds each program year, develop performance standards for ESG assisted projects and activities, and evaluate ESG program outcomes (24 CFR 576.400(a)).
- The ESG recipient must also consult with each CoC in developing funding, policies, and procedures for the administration and operation of the Homeless Management Information System (HMIS) (24 CFR 576.400(a)).
- Each ESG-funded program or project within the Continuum of Care's area must use that assessment system. The recipient and subrecipient must work with the Continuum of Care to ensure the screening, assessment and referral of program participants are consistent with the written standards required by 24 CFR 576.400(e). A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system (24 CFR 576.400(d)).
- Additionally, ESG recipients and subrecipients must coordinate and integrate ESG funded activities with other programs targeted to people experiencing homelessness, including those operated or coordinated through the CoC, to the maximum extent practicable (24 CFR 576.400(b)).

Evaluation

The Collaborative Applicant, in conjunction with the HMIS Oversight Committee, will evaluate the HUD defined system performance measures for ESG Subrecipients and/or ESG funded agencies on a quarterly basis and report the outcomes to the ESG Grantee, Kansas Housing Resources Corporation.

Appendix A: Conflict of Interest Policy

To maintain transparency, fairness, and integrity in decision-making, all members of the Kansas Balance of State Continuum of Care (KS BoS CoC), including Steering Committee members, general members, committee members, and workgroup participants, must avoid actual or perceived conflicts of interest.

No CoC participant may participate in or influence discussions or decisions concerning the award of a grant or other financial benefits to the organization they represent or to themselves as individuals. Individuals must disclose any actual or perceived conflict of interest as soon as it is known and, whenever possible, prior to discussion of the affected issue. Individuals with a conflict of interest must recuse themselves from related discussions and voting.

A written Conflict of Interest Policy will be approved by the CoC membership annually. The conflict of interest disclosure statement is included in the CoC Membership Form and must be completed upon joining the CoC, when changes in affiliation occur, and annually. Individuals will not be permitted to vote until a signed disclosure is on file. Any participant may voluntarily recuse themselves from voting without disclosing a reason.

Additional Conflict of Interest Safeguards for Steering Committee Composition

No member of the Steering Committee may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents or to themselves as individuals. Therefore, any individual participating in or influencing decision making must identify actual or perceived conflicts of interest as they arise and comply with the letter and spirit of this policy. Disclosure must occur at the earliest possible time and if possible, prior to the discussion of any such issue. Individuals with a conflict of interest must recuse themselves from discussion and voting on any issue in which they may have a conflict. A Conflict-of-Interest Policy will be approved by the CoC membership annually. Written disclosure statements will be reviewed and signed by each member upon joining the board, any time conflicts of interest change, and annually. Members will not be permitted to participate in any discussion or vote until the statement is on file. At any time, Steering Committee members may recuse themselves from voting on the matter without providing a reason.

To maintain a balance of power, ensure diverse representation, and mitigate conflict of interest, the following restrictions apply to the composition of the CoC Steering Committee:

1. Each person will have only one vote, even if they represent more than one stakeholder group.
2. In total, no more than one third of all Steering Committee seats may be held by individuals affiliated with organizations funded through the competitive CoC Program NOFA process, regardless of what stakeholder group(s) they represent. Designated seats will be given priority over elected seats if the one third limit is reached.
3. No more than one person from any organization may serve on the CoC Steering Committee.
4. No individual who is serving as staff or board member for the Collaborative Applicant may simultaneously serve on the Steering Committee.

Appendix B: Procedural Processes

This appendix outlines the procedures for decision-making within the Kansas Balance of State Continuum of Care (KS BoS CoC), including how voting, quorum, and motions function across the CoC membership, Steering Committee, and Regional Committees.

1. CoC Membership Voting

- Decisions by the CoC membership require a simple majority of votes cast by eligible voting members.
- A quorum shall consist of at least 25% of voting members in good standing.
- Voting may occur during scheduled meetings or through approved voting methods as outlined in this Charter.
- Only eligible members listed on the current CoC membership roster may vote.

2. Steering Committee Voting

- Quorum for Steering Committee decisions is defined as 50% of currently filled seats.
- A motion passes with a simple majority of votes cast by present voting members.
- No more than one third (1/3) of Steering Committee seats may be held by affiliates of organizations receiving CoC Program funds.
- Each Steering Committee member has one vote, regardless of affiliations.

3. Regional Committee Voting

- Each KS BoS region may define its own voting processes and quorum standards, as documented in its CoC Regional Plan.
- Regional decisions must be submitted to the CoC Lead as required, particularly for Steering Committee representation.

4. Role of the CoC Lead in Governance

- The CoC Lead (Collaborative Applicant) shall not vote in any CoC membership or Steering Committee decisions. However, the CoC Lead may recommend motions but cannot formally introduce or second a motion. Only eligible voting members may initiate motions.
- Standing committees may, at their discretion, determine whether a CoC Lead staff representative may vote on matters brought before that committee. This authority must be explicitly stated in the committee's charter and cannot be assumed.

Electronic Voting

Electronic voting may be used by CoC entities, including the CoC membership, Steering Committee, committees, workgroups, and other formally recognized bodies, to make decisions outside of scheduled meetings. The following procedures apply:

- Electronic votes may be conducted via email, secure online survey tools, or other approved methods that allow for clear documentation and participant tracking.
- Either the CoC Lead or the Chair/Vice Chair of the relevant CoC entity may recommend the need for an electronic vote.
- A deadline for voting will be determined based on the urgency of the matter.
- All electronic votes must meet the same quorum and majority thresholds as in-person votes for that specific CoC entity.

- Once quorum is met and a majority decision is reached, a written confirmation of the outcome will be shared with the voting body, such as an email summary or statement of results. This may include the number of votes cast, the outcome, and a note of any actions or next steps.
- Only individuals currently listed as eligible voting members of the CoC entity may cast votes. Ineligible votes will be excluded from the final count.

Committee Charters

Committees established by the CoC shall operate under formally adopted Committee Charters. These Charters define the scope, structure, and authority of each CoC entity and ensure consistency, transparency, and alignment with the mission and governance structure of the KS BoS CoC. Workgroups and task forces may also choose to create a charter to guide their work but it is not required.

Each Committee Charter must include but isn't limited to the following elements:

- **Purpose:** A concise statement outlining the function of the committee and its alignment with CoC goals and responsibilities.
- **Goals:** Defined objectives the committee aims to achieve, which guide its work and measure its impact.
- **Responsibilities:** A detailed list of duties assigned to the committee, including recurring tasks, project-specific responsibilities, and deliverables.
- **Meeting Procedures:** A description of how the committee will conduct its meetings, including format (in-person, virtual), quorum expectations, use of parliamentary procedure, and voting protocols.
- **Committee Structure:** The number and types of seats (e.g., chair, general members), term lengths, and the process for selecting members.
- **Membership Requirements:** Expectations for attendance, voting limitations, conflict of interest compliance, and any representation restrictions (e.g., funded agencies).

Committee Charters must be reviewed and approved by the CoC Steering Committee. Once approved, all committees shall operate in accordance with their Charter and provide regular updates to the Steering Committee or other relevant CoC body as applicable.

Appendix C: Definitions

This appendix defines key terms used throughout the KS BoS CoC Governance Charter. Definitions are aligned with HUD regulations where applicable and are intended to ensure clarity and consistency across CoC processes.

- **Collaborative Applicant (CoC Lead):** The legal entity designated by the CoC membership to apply for HUD CoC planning funds on behalf of the CoC. This entity also provides administrative support and fulfills additional responsibilities assigned by the CoC. The terms *Collaborative Applicant* and *CoC Lead* are used interchangeably in this Charter.
- **CoC Membership:** The collective body of individuals and organizations that meet the eligibility criteria to participate in the KS BoS CoC. Membership may be General, Organizational Representative, or Unaffiliated Individual, with voting rights determined by membership type.
- **CoC NOFO (Continuum of Care Notice of Funding Opportunity):** The annual or biannual funding opportunity released by HUD through which CoCs apply competitively for renewal, new, and planning project funding. It includes scoring criteria, project requirements, and deadlines that guide the CoC's annual application process.
- **CoC Program:** A HUD-funded program authorized under the HEARTH Act, designed to promote communitywide efforts to end homelessness through funding for permanent housing, supportive services, and coordinated systems.
- **CoC Steering Committee:** The primary decision-making and leadership body of the KS BoS CoC, responsible for oversight, strategic planning, and approving policies and procedures.
- **Conflict of Interest:** A situation in which a member has a financial or personal interest that could improperly influence their decisions within the CoC. All members must comply with the CoC's Conflict of Interest policy.
- **Continuum of Care (CoC):** A regional or local planning body that coordinates housing and services for individuals and families experiencing homelessness within a defined geographic area.
- **Designated Seat:** A Steering Committee seat reserved for a specific entity, organization, or region, with the representative selected by that group.
- **Elected Seat:** A Steering Committee seat filled through nomination and election by the CoC membership.
- **Emergency Solutions Grant (ESG):** A HUD program that provides funding for homelessness prevention and rapid rehousing. The Kansas Housing Resources Corporation (KHRC) is the ESG recipient for the KS BoS CoC geography.
- **Homeless Management Information System (HMIS):** A HUD-required database used to collect, manage, and report data on homeless individuals and families and the services they receive.
- **HMIS Lead:** The organization designated by the CoC to administer the HMIS, ensure data quality, maintain security protocols, and fulfill HUD reporting requirements.
- **Kansas Housing Resources Corporation (KHRC):** The ESG recipient for the KS BoS CoC geography and the state agency responsible for administering ESG funds across Kansas (excluding metro CoC jurisdictions).

- **Lived Experience Advisory Board (LEAB):** A body composed of individuals who have current or past experience of homelessness and provide input into CoC decision-making.
- **Planning Grant:** A portion of the CoC Program funding that supports planning activities carried out by the CoC Lead, as allowed under 24 CFR 578.39.
- **Quorum:** The minimum number of members required to be present for a vote or decision to be valid. Defined separately for each CoC body in this Charter.
- **Region:** One of nine geographic subdivisions of the KS BoS CoC. Each region elects a representative to serve on the Steering Committee and may conduct its own regional planning activities.
- **Standing Committee:** A permanent committee established by the CoC to address key operational areas (e.g., Coordinated Entry, HMIS Oversight, Performance and Compliance).
- **System Performance Measures (SPMs):** HUD-defined metrics used to evaluate how effectively a CoC is reducing homelessness across its geography.
- **Workgroup/Task Force:** A temporary or issue-specific group formed to carry out short-term projects or address emerging needs within the CoC.
- **Written Standards:** CoC-adopted policies that govern the provision of housing and services, prioritization of assistance, and coordination of resources for housing programs within the CoC.