



**Kansas Statewide
Homeless Coalition**

MEMORANDUM OF UNDERSTANDING

between

Kansas Statewide Homeless Coalition

and the

KS-507 Regional Coordinator in the _____ Region

WHEREAS the Kansas Statewide Homeless Coalition, (KSHC), a 501(c)(3), has been designated as the Collaborative Applicant by the KS-507 Continuum of Care Steering Committee, and as such, shall manage the required HUD process on behalf of the CoC Steering Committee.

WHEREAS the Kansas Balance of State Continuum of Care KS-507, which includes 101 counties in the state of Kansas, is divided into eight regions who form regional committees who elect Regional Coordinators to organize and spearhead regional efforts to end homelessness in each region in alignment with statewide efforts.

Therefore, the parties agree to the following:

GENERAL PROVISIONS

KSHC will:

1. Work with CoC Regional Coordinators and other regional stakeholders to develop and implement an effective homeless crisis response system.
2. Serve as the CoC's Lead Agency responsible for the coordination and oversight of CoC planning efforts and serve as the NOFO Collaborative Applicant with the authority to certify and submit homeless-assistance funding applications to HUD.
3. Facilitate a transparent and competitive process for the CoC annual competition.
4. Coordinate and leverage the Homeless Management Information System (HMIS) as a data system that captures client-level, system-wide information over time on the characteristics and service needs of people experiencing homelessness and those at-risk served by both CoC-funded programs and other homeless programs not funded through the CoC. COC will work with the appointed HMIS Lead Agency to ensure that HMIS users receive technical assistance, training, and ongoing customer service.
5. Coordinate and leverage the Coordinated Entry coordinated assessment and housing placement system to ensure that individuals, families, youth, and veterans experiencing homelessness will have timely access to appropriate

resources through a centralized, equitable, person-centered process that preserves choice and dignity.

6. Provide technical assistance and training to CoC Applicants to ensure compliance with CoC regulations, standards, and guidelines, and HUD guidance and HUD-defined best practices.
7. Provide guidance and support and monitoring of provider agencies' programmatic and financial management to ensure compliance with the KS-507 CoC regulations, standards, and guidelines.
8. Coordinate, integrate, and leverage resources to maximize the impact of services for individuals and families experiencing homelessness.
9. Convene, support, and facilitate CoC committees and lead the work activities that are initiated by these committees.
10. Lead the annual effort to conduct the regional Point-in-Time/Housing Inventory Homeless Count and Survey.
 - a. Provide PIT/HIC trainings for Regional Partners and Volunteers
 - b. Develop and provide PIT/HIC survey
 - c. Enter PIT/HIC data into HMIS
11. Provide trainings and networking events for CoC Regional Coordinators, including semi-annual stakeholder meetings.
12. Advocate for homeless-assistance providers and those experiencing homelessness locally and nationally.
13. Provide Regional Coordinators tools to coordinate and manage regional projects.
14. KSHC will track Kancare members and their access to continuum of care housing and related programs in HMIS.
15. Ensure Regional Coordinators have access to needed CoC SharePoint Sites.

The CoC Regional Coordinator will:

1. Serve as the primary communication liaison between its region, other regions and KSHC regarding CoC Regional planning and Coordinated Entry System (CES).
2. Convene, and facilitate regional planning
 - a. Setting agenda items and creating agenda for Regional Planning Meetings.
 - b. Communicate CoC updates to regional partners
 - c. Work closely with KSHC CES staff to ensure CES By-Name-List is properly maintained.
 - d. Work with regional partners and KSHC CES staff to connect homeless Kancare members to permanent and transitional housing.
 - e. Assist in the coordination of street outreach
3. Facilitate and organize its regional efforts to conduct the regional Point-in-Time Survey and the Housing Inventory Count.
 - a. Work with KSHC staff to schedule training for volunteers
 - b. Facilitate PIT/HIC
 - c. Collect PIT/HIC surveys and send surveys to KSHC.
 - d. Serve as the direct contact during the annual PIT/HIC.
4. Coordinate efforts with the KSHC Director of Community Engagement in recruitment campaigns to garner regional homeless service providers to participate in regional meetings and activities.
 - a. Encourage non-HMIS using regional shelters and resources to utilize HMIS

5. Provide direct input and provide necessary information for the NOFO process.
6. Work with CoC Ad-Hoc committees and workgroups to meet the needs of the CoC.
7. Collaborate with regional health care partners and local health departments to improve readiness for public health emergencies.
8. Regional coordinators will work with the KSHC Director of Community Engagement to build collaboration and establish formal relationships with local school districts, school boards, and other youth education providers.
9. The Regional Coordinators will work directly with the KSHC Director of Community Engagement to develop regional specific housing navigation activities such as landlord and tenant engagement and recruitment campaigns, and other housing identification strategies.
10. The Regional Coordinators will strengthen existing and new collaborative relationships in the areas such as Diversion/Rapid Resolution strategies, accessing SOAR advocates, and accessing mainstream benefits such as: KANCARE, SNAP application assistance and access to Coordinated Entry.

REIMBURSEMENT

KSHC will reimburse approved expenses including meeting expenses, attendance to conferences and training opportunities up to the amount listed in addendum A.

CONFIDENTIALITY

Both parties agree that they shall be bound by and shall abide by all applicable federal and Kansas statutes and regulations pertaining to the confidentiality of client records or information, and that any volunteers working on behalf of either party shall be similarly bound. Neither party shall use or disclose any information about a recipient of services provided under this agreement for any purpose not directly related to the party's responsibilities under the agreement, except with the written consent of the recipient, his or her attorney, or his or her parent or guardian.

EQUAL OPPORTUNITY

Each party agrees to be bound by and abide by all anti-discrimination statutes, regulations, policies, and procedures that are applicable to the party under any federal or state contracts, statutes, or regulations or under the party's own policies and procedures. This includes the HUD Equal Access Rule, which ensures non-discrimination for unmarried and non-traditional families, persons who identify as LGBTQ or transgender, and gender non-conforming clients.

TERMS OF AGREEMENT

This MOU shall be effective upon adoption by each signatory agency and entity.

This MOU shall be reviewed and revised as needed to further implementation of the strategic and long-term goals of the parties.

This MOU can be expanded, modified, or amended, as needed, at any time by the consent of both parties.

This MOU shall be in effect until the Regional Coordinator steps down from the role of Regional Coordinator unless the MOU is terminated by mutual agreement in writing prior to this date.

Collaborative Applicant Signature

Printed Name

Title

Date

Regional Coordinator Signature

Printed Name

Title

Date

ADDENDUM A

In 2022, the KS-507 regional coordinators will be reimbursed for approved expenses up to \$4,275. Approval must be in writing from KSHC Executive Director. Examples of approved expenses are: Protective Personal Equipment for Point-In-Time volunteers; training, registration for conferences and expenses for attending the conferences such as hotel, air flight, ground transportation, tools to aid with regional coordination.