



Governance Charter

2023-2024



Kansas Statewide
Homeless Coalition

Written by Kansas Statewide Homeless Coalition

www.kshomeless.com

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Purpose & Mission

PURPOSE & DURATION:

The purpose of this charter is to identify and describe how the KS BoS CoC (KS-507) will fulfill the planning duties of the Continuum of Care, as described in the U.S. Department of Housing and Urban Development's (HUD's) [CoC Program interim rule](#) (24 CFR Part 578).

The CoC voting membership has the authority to review and approve this charter and will do so at least annually. Any changes to the charter must be reviewed and approved by the CoC voting membership.

MISSION & 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 DEFINITION:

Membership to the Kansas Balance of State CoC shall be open and free to all parties who support the mission of the CoC. Organizations and unaffiliated individuals residing or working within or providing services within the KS BoS geography may be members of the CoC. The KS BoS CoC, through the Nominations and Membership Committee, will actively recruit for a broad and inclusive membership including, but not limited to 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.

COC MEETINGS:

CoC membership shall be convened at least twice per year, through an open invitation and announcement requesting new members to join the CoC. The Collaborative Applicant is responsible for the distribution of the CoC membership meeting invitation, written agendas and the announcement requesting new members.

CoC Membership

GENERAL MEMBERSHIP

General membership is open to any individual, whether or not they are affiliated with an organization. Multiple individuals affiliated with the same organization may participate in general membership.

UNAFFILIATED INDIVIDUAL

Individual persons who are not affiliated with a represented organization may apply for an individual membership. Individuals that are affiliated as employees or board members with a member organization are not permitted to be individual voting members but may apply for general membership.

ORGANIZATION REPRESENTATIVE

Voting membership of the CoC shall be limited to only one voting member per organization, to ensure that no organization has more representation or input than another. Organizational affiliation is defined as being an employee or board member of an organization. Organizations may designate a primary and alternate voting representative. Organizations can have multiple representatives actively participate in CoC general membership, but only one person per organization may cast a vote on any given CoC decision.

RESPONSIBILITIES OF COC MEMBERSHIP

Voting Members Only: Review and approve the CoC governance charter, at least once annually. Select the Collaborative Applicant for the CoC. Review and approve the proposed slate of members to the CoC Steering Committee.

All Members: Attend CoC membership meetings, participate in CoC committees and ad hoc workgroups, and apply to serve on the CoC Steering Committee.

MEMBERSHIP APPLICATION PROCESS

Interested parties must complete a Kansas Balance of State CoC Membership Application and submit the application to the Nominations and Membership Committee.

The Nominations and Membership Committee will review membership applications for eligibility and coordinate with the Collaborative Applicant to maintain a list of active members. The Collaborative Applicant will maintain the list to disseminate information and convene CoC Membership Meetings.

CoC Steering Committee

MEMBERSHIP

The CoC Steering Committee shall include no more than 32 members and no fewer than 19 members. Designated seats on the Steering Committee are those which represent a particular entity such as the Youth Action Board or region. Representatives for designated seats are selected by the entity or region that they represent. Elected seats are open to nomination and selection by the CoC membership, and 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.

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.

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 appointment (designated seats). No Steering Committee may serve more than three consecutive 2-year terms.

To ensure a consistent and smooth operation of the CoC, the Steering Committee members will serve staggered terms. Ongoing, all Steering Committee members will serve 2-year terms, with half of the Steering Committee turning over each year.

LEADERSHIP OF STEERING COMMITTEE

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

CoC Steering Committee

MEMBERSHIP SEATS

All eleven (11) designated seats of the steering committee are to be selected by the regional partners, or by the Membership and Nominations Committee for the Emergency Solutions Grant State recipient and the KS BoS Youth Action Board. All 11 nominations shall be submitted to the for placement onto the Steering Committee roster no later than November prior to the end of the current representative's term or as needed throughout the year to fill vacancies.

Designated seats include (up to 11 seats):

- Nine seats to represent each of the regions in the KS BoS; each Region is responsible for the selection of their representative
- One seat for the Emergency Solutions Grant recipient for the State (Kansas Housing Resource Corporation)
- One seat for the KS BoS Youth Action Board Chair Person

All twenty-three (23) elected seats prescribed within the governance charter are to be filled through recruitment and volunteer efforts of the Membership and Nominations Committee in the following way:

Elected seats include (up to 23 seats):

- Four seats for service providers working to end homelessness
- Two seats for people who are currently or formerly homeless, with stipend provided through CoC Planning Grant
- Two seats for federal partners working to end homelessness
- One seat to represent local government
- One seat for philanthropic funders/partners
- 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 the LGBTQ+ community
- 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 a state disaster response organization representative

COC 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. To ensure the Steering Committee the productivity of the Committee quorum is set at 50% of filled seats where only 40% of the total seats available may be filled by CoC funded agency affiliates.

The CoC membership will select the Collaborative Applicant. The Steering Committee will develop and at least annually review and update a Memorandum of Understanding (MOU) with the Collaborative Applicant. The MOU will set mutual expectations for the Collaborative Applicant and the Steering Committee; will detail the work of the Collaborative Applicant; and will define how the Steering Committee will evaluate and provide feedback to the CoC membership on the performance of the Collaborative Applicant.

RESIGNATION OR REMOVAL OF STEERING COMMITTEE MEMBERS

CoC Steering Committee members must provide their resignation in writing to the leadership of the Steering Committee, and to the Collaborative Applicant (who provides staffing support to the Steering Committee). The CoC membership may vote to remove a Steering Committee Member for just cause, including, but not limited to failure to meet Steering Committee responsibilities, lack of participation in Steering Committee meetings or violation of Conflict-of-Interest policies. At least two thirds of the CoC voting membership must vote in favor of removing a member.

CONFLICTS OF INTEREST

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.

Collaborative Applicant

PURPOSE OF THE COLLABORATIVE APPLICANT

The CoC membership must designate a legal entity that is also a CoC Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all CoC Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars.

These and any additional responsibilities are documented in the Memorandum of Understanding between the Collaborative Applicant and the CoC Steering Committee.

Before the submission of the annual application to HUD for CoC Program funding, the Collaborative Applicant must work closely with the Performance and Compliance Committee to develop recommended funding priorities and must submit a final draft of the application to the CoC Steering Committee for approval.

The Collaborative Applicant will also provide staff support and resources to the various committees and workgroups that constitute the CoC, including the CoC Steering Committee. The Collaborative Applicant is the primary staff organization for the CoC, and responsible for several, critical planning duties. KSHC utilizes volunteer and paid staff to serve as Regional Coordinators to provide additional support to each of the regions.

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 COLLABORATIVE APPLICANT

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

PLANNING AND COMPLIANCE COMMITTEE

The Planning 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

This 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.

Youth Action Board

YOUNG KANSANS FOR ACTION PROJECT

The Young Kansans for Action Project (YK4A) is a CoC-wide board of young people who have experienced unaccompanied homelessness while under the age of 25. These young adults are the experts in their own experiences and must be included in conversations about youth homelessness and share decision making power with adults working on the issue of homelessness. The YK4A Project connects youth and young adults to spaces where they can create positive outcomes and provides them with support and tools to have meaningful and authentic involvement in youth homelessness advocacy. The Young Kansans for Action Project serves as the Youth Action Board for the Kansas Balance of State CoC.

Young Kansans for Action Board Structure

The YK4A is made up of a selected group of 9-13 young persons between the ages of 16-24 who have experienced unaccompanied homelessness and/or housing instability within the 101 counties of the Kansas Balance of State while under the age of 25. The members of the YK4A will elect a Chair, Vice Chair, and Secretary regularly, as defined in YK4A Policies and Procedures. The elected Chair person of the YK4A Project will serve on the CoC Steering Committee as the primary representative, and the Vice Chair will serve as the secondary representative for the CoC's YAB designated voting position on the CoC Steering Committee. YK4A members work alongside YK4A mentors to make project related decisions that reflect the core values and perspectives of the YK4A project.

DEFINITION OF YOUNG KANSANS FOR ACTION MENTOR

Mentors are adults who are well connected to Kansas social serving organizations and are invested in the work and mission of the YK4A. Mentors are registered members of the Continuum of Care and volunteer their time to help the YK4A project grow and to empower individual members of YK4A with the tools to be successful advocates.

Regional Planning Meetings

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 to each regional planning meeting in conjunction with paid or volunteer Regional Coordinators.

STEERING COMMITTEE - REGIONAL REPRESENTATIVES

Each Regional Committee 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. The Regional Committee 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. To maximize regional participation and mitigate conflict of interest, either the Representative or the Alternate for each region should be an individual not affiliated with organizations funded through the competitive CoC Program NOFA process or requesting CoC funding.

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 Regional Committees updated on CoC priorities and activities and encourage participation by local organizations in the CoC membership.

HMIS LEAD AGENCY

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 Governance Charter. The HMIS Lead Agency is the 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 Committee. 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 Committee 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.

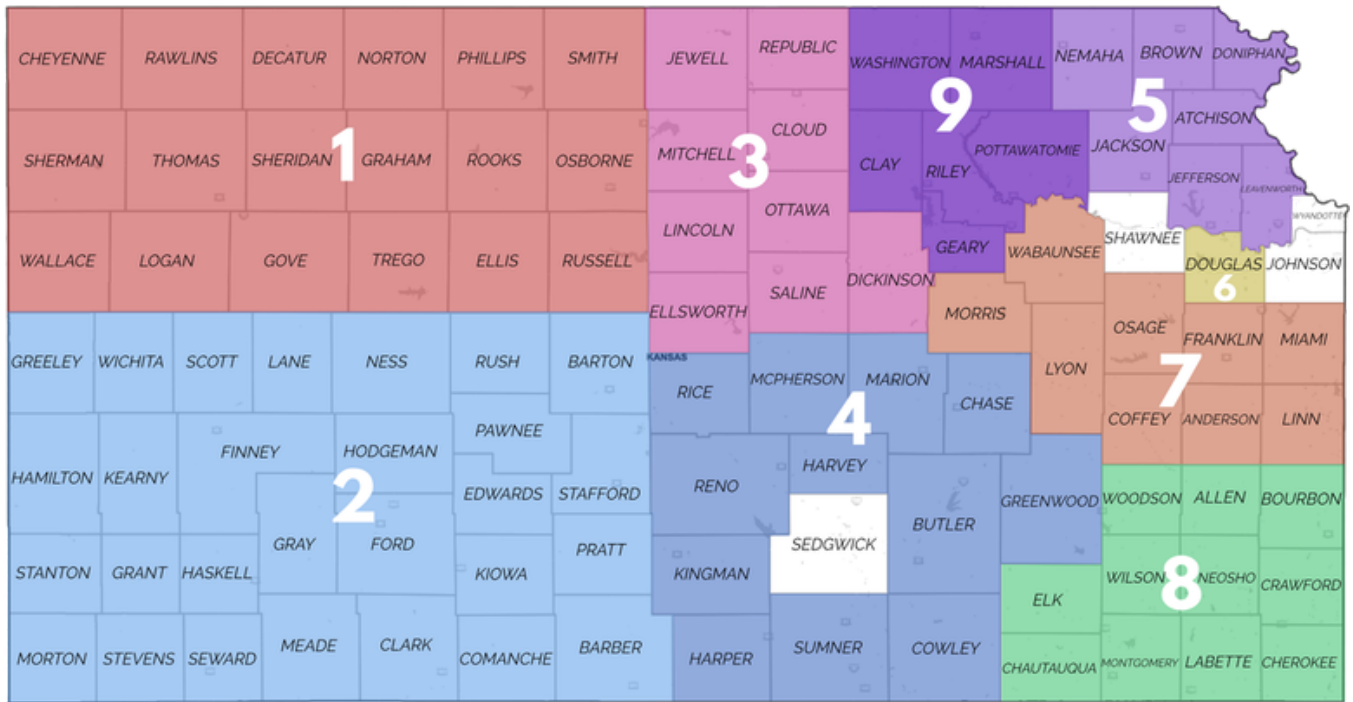
EVALUATION OF THE HMIS LEAD AGENCY

The CoC Steering Committee will hold the HMIS Lead accountable for performance through an annual review of the HMIS 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 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.

CoC Regions



Region 1: Northwest – 18 counties

Cheyenne, 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, Geary, 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

Appendixes & Attachments

CoC Membership Application and Conflict of Interest Form- [Click Here](#)

CoC Roles and Responsibilities - [Click Here](#)

CoC Steering Committee Membership Selection-[Click here](#)

CoC Steering Committee Nominations Application - [Click Here](#)

CoC Steering Committee & Collaborative Applicant MOU - [Click Here](#)

CoC Steering Committee & HMIS Lead Agency MOU - [Click Here](#)

Collaborative Applicant & CoC Agency MOU - [Click Here](#)

CoC Written Standards - [Click Here](#)

KS BoS CoC Conflict of Interest Policy- [Click Here](#)

CoC NOFO Policy -[Click here](#) (See NOFO Policies, under CoC Governance)

Reallocation Appeal Policy and Procedures -[Click here](#)

Monitoring & Technical Assistance Guidelines-[Click here](#)

CoC-Wide Anti-Discrimination Policy - [Click here](#)

Committee Charters

- *CoC Steering Committee Charter* - [Click Here](#)
- *Nominations & Membership Committee Charter* - [Click Here](#)
- *Performance & Compliance Committee Charter* - [Click Here](#)
- *Equity Committee Charter* - [Click Here](#)
- *HMIS Oversight Committee Charter* - [Click Here](#)
- *HMIS & CES End User Committee Charter* - [Click Here](#)
- *Coordinated Entry System Committee Charter* - [Click Here](#)
- *Survivor Centered Services Governing Council Charter* - [Click Here](#)
- *Survivor Centered Services Committee Charter* - [Click Here](#)

HMIS Policies and Procedures - [Click Here](#)

CES Policies and Procedures - [Click Here](#)