



Kansas Statewide
Homeless Coalition

KS-507 BOS COC
HUD COC APLICANT ELIGIBILITY REQUIREMENT POLICY AND PROCEDURES

Approved Performance & Compliance Committee:7.14.2022	Approved Steering Committee: 7.21.2022
Revised Performance & Compliance Committee:	Revised Steering Committee:

POLICY

The Kansas Balance of State Continuum of Care (KS BoS CoC) establishes membership and participation guidelines for agencies and their programs. The timeframe to receive full participation points will match the regular calendar year January 1st – December 31st. For currently funded agencies, participation scores in each of the following categories will be set annually in the NOFO competition and will be tiered. Fully satisfying participation expectations as laid out in this policy will receive full points, with less participation receiving fewer to no points. For new applicant agencies, NOFO competition scoring does not include attendance/participation points, but this policy identifies applicable participation requirements should they be funded.

- Ks BoS CoC Membership and Participation: Agencies must be a current member organization in good standing.
 1. Currently Funded Agencies: Agencies currently funded by CoC and ESG (Continuum of Care and Emergency Solutions Grant) dollars must participate in at least 80% of BoS CoC monthly membership meetings to receive full Membership participation points in the local NOFO competition.
 2. New Applicant Agencies: Membership must be established by the time the letter of intent is due as described in the annual local NOFO competition timeline. New applicants must commit to at least 80% participation.

- Coordinated Entry Participation:
 1. Currently Funded Programs: To receive full Coordinated Entry points in the local NOFO competition, each CoC-funded and ESG RRH-funded program must:
 - Exclusively accept participants referred through the CoC’s Coordinated Entry System as evidenced by HMIS-enrollment (or for victim service providers, good-faith assertion of such enrollment);
 - Utilize the CoC’s HMIS (Homeless Management Information System), or for victim service providers, a HMIS-comparable database; and Participate in at least 80% of scheduled Regional Coordinated Entry Case Conference meetings. See associated procedures in the Ks BoS CoC *Coordinated Entry Policies and Procedures*



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2. New Applicant Programs: Each CoC-funded and ESG RRH-funded program, by the start of its funding cycle, must commit to:
 - Exclusively accepting participants referred through the CoC's Coordinated Entry System as evidenced by HMIS-enrollment (or for victim service providers, good-faith assertion of such enrollment);
 - Utilizing the CoC's HMIS (Homeless Management Information System), or for victim service providers, a HMIS-comparable database; and
 - Participating in at least 80% of scheduled Regional Coordinated Entry Case Conference meetings. See associated procedures in the *Ks BoS CoC Coordinated Entry Policies and Procedures*

- Committee or Workgroup Participation: HUD requires stakeholder engagement in the local Continuum of Care; thus, HUD mandates funded agencies to meaningfully participate in committee work. To participate meaningfully means agencies send a consistent representative(s) who is authorized to represent the needs/views of the agency and its clientele and who adheres to established committee roles and responsibilities. Ks BoS CoC expects a learning curve for all new committee members.

1. Currently Funded Agencies: Currently funded agencies must be members of and have documented a minimum of 80% attendance and meaningful participation in at least one committee or workgroup as recognized by the Ks BoS CoC in order to receive full Committee/Workgroup participation points. Committees/Workgroups include but are not limited to: Steering Committee, Performance & Compliance Committee, HMIS Committee, Coordinated Entry Committee, Domestic Violence Committee, Mainstream Benefits Workgroup, and Veterans Workgroup.

2. New Applicant Agencies: Each CoC-funded program, by the start of its funding cycle, must commit to formally joining, and meaningfully participating in, at least one committee or workgroup.

Procedures:

1. Agencies and individuals seeking to increase involvement in the Continuum of Care shall visit the Ks BoS CoC website, www.kshomeless.com which is the repository of information regarding membership and participation including:
 - a. the Ks BoS CoC Membership application,
 - b. agency contact information, and
 - c. committee contacts and meeting details.
2. Funded agencies shall participate as required in the policy.
3. As the Collaborative Applicant Kansas Statewide Homeless Coalition (KSHC) staff shall record and track agency participation at every meeting.
4. KSHC staff shall notify member agencies of participation or participation delinquency.



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5. *The Performance & Compliance Committee will annually:*
 - a. *establish a scoring matrix based on applicant status as either an existing or new project so new projects are not disadvantaged in the competition.*
 - b. *seek documentation of adherence to the participation policy; and*
 - c. *assign a participation score for the NOFO competition based on compliance with this policy and the scoring matrix.*