



**Kansas Balance of State Continuum of Care Governance Charter**



# Table of Contents

- 1. Purpose and Duration of Charter ..... 3
- 2. Values and Mission of the Kansas Balance of State CoC ..... 3
- 3. CoC Membership..... 3
  - a. Definition of CoC membership ..... 3
  - b. Types of membership..... 3
  - c. Responsibilities of CoC membership ..... 4
  - d. CoC meetings ..... 4
  - e. Membership Application Process ..... 4
- 4. CoC Steering Committee ..... 4
  - f. CoC Steering Committee Membership ..... 4
  - g. CoC Steering Committee Membership Terms ..... 5
  - h. Resignation or Removal of Steering Committee Members ..... 6
  - i. Leadership of Steering Committee ..... 6
  - j. Conflicts of Interest..... 6
  - k. CoC Steering Committee Roles and Responsibilities ..... 6
- 5. Regional Committees and Regional Representatives ..... 7
- 6. Standing Committees ..... 7
  - a. Nominations and Membership Committee ..... 8
  - b. Performance and Compliance Committee ..... 8
  - c. HMIS Committees ..... 8
  - d. Coordinated Entry Committee ..... 8
- 7. Ad Hoc Workgroups and Advisory Councils..... 9
- 8. Collaborative Applicant..... 9
  - a. Selection of Collaborative Applicant ..... 9
  - b. Purpose of the Collaborative Applicant..... 9
  - c. Evaluation of Collaborative Applicant ..... 9
- 9. HMIS Lead Agency.....10
  - a. Selection of the HMIS Lead Agency.....10
  - b. Evaluation of HMIS Lead Agency .....10
- Appendices .....11

**Appendix 1: List of Regions and BoS..... 11**  
**Appendix 2: List of CoC Roles and Responsibilities..... 12**  
**Appendix 3: Membership Application: TBD..... 14**  
**Appendix 4: CoC Steering Committee and Collaborative Applicant MOU: TBD ..... 14**  
**Appendix 5: SC Nominations Form: TBD ..... 14**  
**Appendix 6: CoC Written Standards: TBD ..... 14**  
**Appendix 7: HMIS Charter ..... 14**  
**Appendix 8: Committee Standards: TBD ..... 14**

## KANSAS BALANCE OF STATE (BoS) CONTINUUM OF CARE (CoC) GOVERNANCE CHARTER

### 1. Purpose and Duration of Charter

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.

### 2. Values and Mission of the Kansas Balance of State CoC

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.

### 3. CoC Membership

#### a. Definition of CoC membership

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.

#### b. Types of 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.

##### **Voting Membership: Organizational 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.

### **Voting 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.

#### **c. Responsibilities of CoC membership**

- ***Voting members only:*** Review and approve the CoC governance charter, at least once annually
- ***Voting members only:*** Select the Collaborative Applicant for the CoC
- ***Voting members only:*** 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

#### **d. 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, and the announcement requesting new members.

#### **e. 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. Membership to the Kansas Statewide Homeless Coalition will not automatically transfer to CoC membership; Coalition members will still need to complete the CoC Membership Application. The Nominations and Membership Committee will review membership applications for eligibility (as defined above) 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.

### **4. CoC Steering Committee**

#### **f. 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 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 Committee members must also be CoC general members. In order 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:

- i. Each person will have only one vote, even if they represent more than one stakeholder group.

- ii. 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.
- iii. No more than one person from any organization may serve on the CoC Steering Committee.
- iv. No individual who is serving as staff or board member for the Collaborative Applicant may simultaneously serve on the Steering Committee.

**Designated seats include (up to 9 seats):**

- **Eight** 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)

**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

**g. CoC 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 two year terms.

To ensure a consistent and smooth operation of the CoC, the Steering Committee members will serve staggered terms. For the first CoC Steering Committee, the CoC membership will vote half of the Steering Committee to two year terms, and half to just one year. Ongoing, all Steering Committee members will serve two year terms, with half of the Steering Committee turning over each year.

**h. 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.

**i. 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.

**j. 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.

**k. 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.

As stated in section 3d of this document, 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.

The full list of responsibilities of the CoC Steering Committee are listed in Appendix 2 of this governance charter.

## **5. Regional Committees and Regional Representatives**

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 eight (8) regions as designated in Appendix 1 of this charter. Regional Committees are the lead workgroups responsible for managing 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. Regional committees include 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.

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.

## **6. 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 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.

The CoC includes the following standing committees:

**a. Nominations and Membership Committee**

The CoC's Nominations and Membership Committee will develop a Membership Application and process, which will be reviewed and approved by the CoC Membership. The Committee actively recruits diverse stakeholders to the CoC Membership, Steering Committee, and other Committees, including outreach and engagement to organizations serving historical marginalized populations.

**b. Performance and Compliance Committee**

The Performance and Compliance Committee (previously the NOFA Committee) determines CoC Program funding priorities and develops a rank and review process for the CoC Program NOFA. The Committee develops performance goals, monitoring tools and protocols for the CoC Program. The Collaborative Applicant supports the work of this committee. Individuals affiliated with organizations funded through the competitive CoC Program NOFA process or requesting CoC funding are prohibited from participating in this committee.

**c. HMIS Committees**

The CoC members and the HMIS Partnering Agencies actively participate with the HMIS Lead Agency through the HMIS Committees in the management and implementation of the HMIS. The HMIS Committees are responsible for establishing policies, procedures, and protocols for functions essential to the viability and success of the HMIS, including, but not limited to, data privacy, data quality, analysis, reporting and data sharing protocols. All COC HMIS participating agencies will be represented on the HMIS committees to ensure shared responsibilities and accountability. The HMIS Governance Charter outlines the specific membership and responsibilities of each of the following HMIS Committees:

- HMIS Governance Committee
- HMIS Oversight Committee
- HMIS Data Usage/Reports Committee
- HMIS End User Committee

**d. Coordinated Entry Committee**

The Coordinated Entry Committee is responsible for developing CoC coordinated entry policies and procedures including coordinated entry monitoring protocols to be reviewed and approved by the Steering Committee. The Committee is responsible for facilitating CoC-wide case conferencing and responding to client grievances.

**e. Equity Committee**

The Equity Committee is charged with defining and pursuing community-wide goals related to equity. This work will happen in coordination with the HMIS Committee, the Coordinated Entry Committee, the Performance and Compliance Committee and both the HMIS Lead and Collaborative Applicant. Work

will be informed by local data on equity, feedback from people with lived experience, and emerging best practices and guidance from federal partners on this issue.

## **7. Ad Hoc Workgroups and Advisory Councils**

In addition to the standing committees, the CoC Steering Committee may form short-term workgroups 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.

## **8. Collaborative Applicant**

The Collaborative Applicant is the primary staff organization for the CoC, and responsible for several, critical planning duties.

Please see Appendix 2 of this charter for a full list of the roles and responsibilities of the Collaborative Applicant.

### **a. 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.

### **b. 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.

### **c. 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.

## **9. HMIS Lead Agency**

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.

Please see Appendices 2 and 7 of this charter for a full list of the roles and responsibilities of the HMIS Lead Agency.

### **a. 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.

### **b. Evaluation of HMIS Lead Agency**

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.

# Appendices

## Appendix 1: List of Regions and BoS

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 eight (8) regions as designated below:

*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: North East – 14 counties*

Washington, Marshall, Nemaha, Brown, Doniphan, Clay, Riley, Pottawatomie, 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: South East – 11 counties*

Woodson, Allen, Bourbon, Elk, Wilson, Neosho, Crawford, Chautauqua, Montgomery, Labette, Cherokee

## Appendix 2: List of CoC Roles and Responsibilities

CoC Responsibilities (per the <a href="#">CoC Program interim rule</a> )	Role of CoC membership	Role of CoC Steering Committee	Role of Regional Coordinators	Role of Standing Committees	Role of Collaborative Applicant
Select the local Collaborative Applicant	Vote to approve selection of the Collaborative Applicant	Recommend to the CoC membership who should serve as the Collaborative Applicant; develop and execute MOU with Collaborative Applicant	N/A	N/A	Apply for CoC Program Planning funds to carry out duties of the Collaborative Applicant; execute MOU with CoC SC
Hold meetings of the full CoC membership, with published agendas, at least semiannually.	Attend	Convene and facilitate	Attend	Attend	Staff CoC membership meetings
Issue a public invitation for new members from within the CoC's geographic area at least annually.	N/A	Develop invitation	Circulate invitation	Circulate invitation and actively recruit a diverse and inclusive membership of the CoC	Distribute invitation
Adopt and follow a written process to select a CoC board ("Steering Committee") to act on behalf of the CoC. The CoC must review, update, and approve the selection process at least once every five years.	Review, update and approve process	Adhere to CoC approved process	N/A	Membership and Nominations Committee to support development of process	Provide staff support to SC for process
Appoint additional committees, subcommittees, or work groups as needed	Participate in CoC committees and groups	Appoint additional groups	N/A	N/A	Ensure charter reflects new groups, as needed
Adopt, follow and update annually, a governance charter, in consultation with the collaborative applicant and the Homeless Management Information System (HMIS) lead.	Review and approve	Review and recommend updates to charter, based on feedback	Work with Regional Committee to suggest updates to charter	Suggest updates to the charter	Update charter, based on SC recommendations
Monitor recipient and subrecipient performance and outcomes of ESG and CoC Programs, and report to HUD.	N/A	Review and approve monitoring tool	N/A	Performance and Committee: Develop monitoring tool and protocols.	Complete monitoring and summarize results to SC
Establish performance targets appropriate for population and program type in consultation with recipients and subrecipients, then monitor recipient and subrecipient performance, evaluate outcomes, and take actions against poor performers	.N/A	Review, update and approve performance targets. Review data on system and project level performance.	N/A	Performance and Compliance Committee: Develop performance targets.	Work with HMIS Lead to prepare reports on performance targets and report back up to SC.
Establish and operate a coordinated entry system, in consultation with the	N/A	Review and approve CE Policies and Procedures.	Work with Regional Committee to	CE Committee: Develop CE Policies and Procedures,	Ensure agency compliance with CE regulations and

CoC Responsibilities (per the <a href="#">CoC Program interim rule</a> )	Role of CoC membership	Role of CoC Steering Committee	Role of Regional Coordinators	Role of Standing Committees	Role of Collaborative Applicant
recipients of Emergency Solutions Grants program funds		Designate evaluation entity to complete an at least annual CE Evaluation.	ensure that any regional nuances to CE are reflected in the CoC's CE Policies and Procedures. Ensure regional implementation of CE.	including monitoring protocols.	best practices, including CE Policies and Procedures.
Establish and consistently follow written standards for providing CoC assistance, in consultation with the recipients of Emergency Solutions Grants program funds.	N/A	Develop and approve CoC and ESG Written Standards.	Work with Regional Committee to suggest changes to Written Standards.	Suggest changes to Written Standards	Work with SC to draft Written Standards, and ensure compliance with CoC and ESG regulations.
Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS	N/A	Designate HMIS Lead and HMIS software, based on recommendation from HMIS Committee.	N/A	HMIS Committee: Recommend the HMIS Lead and HMIS software.	Work with HMIS Committee and SC to ensure HMIS agreements are in place and in compliance with HMIS requirements.
Review, revise, and approve privacy, security, and data quality plans	N/A	Review and approve HMIS Policies and Procedures, including privacy, security and data quality plans.	N/A	HMIS Committee: Develop and recommend to SC, HMIS Policies and Procedures.	Work with HMIS Lead to ensure HMIS Policies and Procedures are in place.
Ensure consistent participation of recipients/subrecipients in HMIS	N/A	Support and encourage the use of HMIS. Review and use HMIS data to inform local decision making.	N/A	HMIS Committee: Provide support to agencies to ensure HMIS participation.	As part of the monitoring process, monitor for participation in HMIS.
Ensure that the HMIS is administered in compliance with HUD requirements	N/A	Review HMIS vendor contract.	N/A		HMIS Lead: Negotiate and enter into a contract with HMIS vendor.
Coordinate the implementation of a housing and service system	N/A	Review and approve CE Policies and Procedures. Designate evaluation entity to complete an at least annual CE Evaluation.	Work with Regional Committee to ensure that any regional nuances to CE are reflected in the CoC's CE Policies and Procedures.	CE Committee: Develop CE Policies and Procedures, including monitoring protocols.	Ensure agency compliance with CE regulations and best practices, including CE Policies and Procedures.

CoC Responsibilities (per the <a href="#">CoC Program interim rule</a> )	Role of CoC membership	Role of CoC Steering Committee	Role of Regional Coordinators	Role of Standing Committees	Role of Collaborative Applicant
Conduct, at least biennially, a Point-in-Time count of homeless persons that meets HUD requirements	N/A	Review PIT Count data prior to submission to HUD by Collaborative Applicant.	Ensure local participation in CoC wide PIT count	HMIS Committee to work with HMIS Lead and Collaborative Applicant to complete PIT Count	Work with HMIS Lead and HMIS Committee to complete and submit PIT Count.
Conduct an annual gaps analysis of homelessness needs and services	N/A	Review and approve gaps analysis information prior to submission to HUD.	N/A	HMIS Committee and Performance and Compliance Committee to provide reviews of gaps analysis and recommend changes.	Complete gaps analysis with HMIS Lead and Performance and Compliance Committee. Submit information to HUD.
Provide information required to complete the Consolidated Plan(s)	N/A	Review and approve Con Plan information, prior to finalization.	N/A		Submit information required for Con Plan
Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs	N/A	Review and use data on CoC and ESG programs to evaluate performance.	N/A	HMIS and Performance and Compliance Committees to provide reviews of data and make recommendations to SC.	Work with HMIS Lead and ESG recipient to collect reporting and evaluation information.

**Appendix 3: Membership Application: TBD**

**Appendix 4: CoC Steering Committee and Collaborative Applicant MOU: TBD**

**Appendix 5: SC Nominations Form: TBD**

**Appendix 6: CoC Written Standards: TBD**

**Appendix 7: HMIS Charter**

**Appendix 8: Committee Standards: TBD**