



Greater Kansas City Coalition to End Homelessness

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## MO-604 Policy and Procedures: Participation Requirements for Eligible HUD CoC Applicants

<b>Original Approval</b>	11/6/2020
<b>Approved Revisions</b>	

**Policy:** Greater Kansas City Coalition to End Homelessness (GKCCEH) establishes membership and participation guidelines for agencies and their programs. The timeframe to receive full participation points will match the common APR period established by GKCCEH for program and system-wide evaluation: 1/1-12/31. For currently funded agencies, participation scores in each of the following categories will be set annually in the NOFA 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, NOFA competition scoring does not include attendance/participation points, but this policy identifies applicable participation requirements should they be funded.

- **GKCCEH 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 GKCCEH monthly membership meetings to receive full Membership attendance points in the local NOFA competition.
  - 2) **New Applicant Agencies:** Membership must be established by the time the letter of intent is due as described in the annual local NOFA competition timeline. New applicants must commit to at least 80% attendance.
  
- **Coordinated Entry Participation:**
  - 1) **Currently Funded Programs:** To receive full Coordinated Entry points in the local NOFA 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 Housing Solutions Team meetings.  
See associated procedures in the *Housing Solutions Team Attendance Policy*.
  - 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 Housing Solutions Team meetings.  
See associated procedures in the *Housing Solutions Team Attendance Policy*.
- 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. GKCCEH 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 GKCCEH in order to receive full Committee/Workgroup participation points. Committees/Workgroups include but are not limited to: Board of Directors, Administration Committee, Community Standards Committee, Coordinated Entry Work Group (or one of its subcommittees, e.g., Hub Captains, Youth, Domestic Violence, Housing Retention Team), Education and Training Committee, Progress and Evaluation Committee, and Supportive Services Committee.
    - 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 GKCCEH website, [gkcceh.org](http://gkcceh.org), which is the repository of information regarding membership and participation including:
  - a. the GKCCEH Membership application,
  - b. staff contact information, and
  - c. committee contacts and meeting details.
2. Funded agencies shall participate as required in the policy.
3. GKCCEH staff and/or Committee Chair(s) shall record and track attendance at every meeting.
4. Committee Chairs shall notify members of attendance or participation delinquency.

5. The Administration Committee will annually:
  - a. create scoring matrix based on applicant status as either an existing or new project so new projects are not disadvantaged in the competition;
  - b. notify applicants during the NOFA process;
  - c. seek documentation of adherence to the participation policy; and
  - d. assign a participation score for the NOFA competition based on compliance with this policy and the scoring matrix.