

Commission on Homelessness for Volusia & Flagler Counties

Collaborative Applicant

Memorandum of Understanding

Between

FL-504 Commission on Homelessness for Volusia & Flagler Counties (CoH)

And

The Volusia-Flagler County Coalition for the Homeless (VFCCH)

The FL504 Commission on Homelessness for Volusia & Flagler Counties (CoH) serves the geographic area of the Daytona Beach/Deltona/Volusia-Flagler Counties FL504, which includes Volusia and Flagler Counties, Florida. In accordance with the U. S. Department of Housing and Urban Development (HUD) requirements set forth in 24 CFR 578 Subpart A, the CoH designates the Volusia-Flagler County Coalition for the Homeless as the Collaborative Applicant for the FL504 effective September 1, 2018 and shall remain in effect until terminated by either party. Each party will shall have the right to terminate this agreement as to itself upon 90 days prior written notice.

This MOU sets forth the agreements, roles and responsibilities of the parties, as described below. The CoH and Collaborative Applicant shall at all-time act in accordance with the CoH Governance Charter adopted on October 13, 2016 and any subsequent amendments thereto. This MOU may be amended or revised to meet local, state, or federal requirements for funding or operations of homeless housing or service programs on an as needed basis.

I. Roles and Responsibilities of the Collaborative Applicant

A. Support the CoH in the operations of the CoH, to include maintaining membership roster, conducting the membership drive annually, conducting monthly CoH meetings and the annual meeting, and maintaining CoH Board meeting agendas and minutes to be posted to the CoH website within the times established in the CoH Governance Charter.

B. Keep the CoH Board of Directors and membership up to date on relevant changes in HUD Rules and Regulations.

C. Assist the CoH Board and its Members to prepare, adopt and update a Governance Charter that contains policies and procedures for operations of CoH and Emergency Shelter Grant programs, and any other programs as required by HUD and the CoH.

D. Establish and implement a coordinated process for intake, assessment, and referral of services and housing to prevent and end homelessness

E. Conduct a year-round Continuum of Care planning process and performance evaluation for CoC-funded projects. The CoH process and timeline includes:

1. Annual Point in Time Count: must be conducted within the last 10 days of January each year. The results of the PIT are to be submitted to HUD via the HUDHDX.info software by the required date (usually April 30th of each year).
2. Housing Inventory Chart to be conducted and submitted to HUD via the HUDHDX.info software by the required date (usually April 30th of each year).
3. Gaps Analysis to be conducted during the first quarter of each year. Data to be reported to CoH in the quarterly Collaborative Applicant report.
4. Annual Strategic Plan Update.
5. Submission of the Grant Inventory Worksheet listing all grants to be renewed to HUD on the date required (usually in the summer of each year).
6. Registration of the Continuum of Care to compete in the annual HUD CoC Competition (usually in the summer just prior to the HUD CoC competition).
7. Complete the annual HUD CoC competition submission on the date required (usually in the fall of each year).
8. Complete the Annual Homeless Assessment Report (AHAR) by the required date posted by HUD (usually at the end of the year).
9. Complete requirements set forth by the State of Florida Department of Children and Families for operations of the CoH: complete the annual staffing grant certification (usually in the summer of each year), Emergency Solutions Grant process (usually in the spring of each year) Temporary Assistance for Needy Families and Challenge grant process (usually in the summer of each year).

F. Provide a Quarterly Collaborative Applicant report that includes:

1. Performance of CoC-funded agencies toward goals of the CoH and required performance under CoC, ESG, or Challenge grants and any other funding under the purview of the CoH.
2. Financial report on the expenditures of HUD CoC, ESG, and Challenge grant funds and any other financial awards made to the CoH.
3. HMIS Data quality and CoH overall performance.

4. Conduct the HUD CoC Program Grant process. The Collaborative Applicant shall request authorization to apply for new HUD CoC grants that provide direct services to persons experiencing homelessness or are at risk of homelessness. The Collaborative Applicant is authorized to apply for CoC Planning Grants/ renewal of existing grants or any other grant that requires application by the Collaborative Applicant, as set out in the Notice of Funding Availability (NOFA), and any other grants that would benefit the homeless and at risk of homelessness in Volusia and Flagler Counties.
5. Produce Annual Reports including
 - a) State of the Homeless report on homeless services needs and gaps
 - b) Point in Time Count (PIT)
 - c) Housing Inventory Chart (HIC)
 - d) Annual Homeless Assessment Report (AHAR)
 - e) CoH Program Grant Score Debrief and Improvement Report
 - f) An Annual Financial Report including agency audit, budget and list of board of directors by December 31st of each year.
6. Coordinate and facilitate collaboration among agencies to ensure successful planning and partnerships in the Continuum of Care geographic area.
7. Will provide an insurance writer for the CoH Board.

II. Roles and Responsibilities of the CoH Board of Directors

- A. Advocate for that the funds and resources needed by the Collaborative Applicant for its work outlined in the roles and responsibilities are adequate and available.
- B. Establish funding priorities for CoC Program, Emergency Solutions Grant, other DCF state funds, local public and private funds, state funds, and federal funds assistance through fair, objective, and transparent processes.
- C. Ensure that any potential and or perceived conflicts of interest are addressed in an effective, open, and timely manner.
- D. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
- E. Review and approve the funding application and response to HUD's annual CoC Program NOFA for homelessness assistance resources.
- F. Approval of timeline provided by the Collaborative Applicant along with any data and analysis information needs.
- G. Conduct an annual performance review of the Collaborative Applicant.

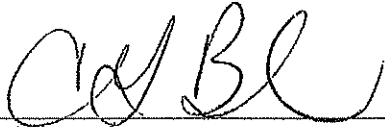
III. Duration and Renewal

A. This MOU will become effective upon signature of the parties and shall remain in effect until terminated by the parties. Each party shall have the right to terminate this agreement as to itself upon 90 days prior written notice.

The signatures of the parties indicate their agreement with the terms and conditions set forth in this document.

For the Commission on Homelessness (FL 504- Daytona Beach/Daytona/Volusia,
Flagler Counties CoC)

By



Carrie Baird

Board Chair, Commission on Homelessness for Volusia Flagler FL-504 CoC

For Volusia/Flagler County Coalition for the Homeless

By



Jeff White, Executive Director