

**CONTINUUM OF CARE COORDINATED ASSESSMENT AGREEMENT
BY AND BETWEEN
COMMISSION ON HOMELESSNESS FOR VOLUSIA & FLAGLER COUNTIES’
COLLABORATIVE APPLICANT
AND
(Agency)**

This Agreement is between the FL504 Commission on Homelessness for Volusia & Flagler Counties’ Collaborative Applicant (Volusia-Flagler County Coalition for the Homeless, Inc., a 501c3 nonprofit corporation, and HMIS lead agency) and _____, hereinafter referred to as “CA”, and (“Agency”). This Agreement which supersedes all previous Agreement, is effective on the date of execution below and will remain in effect for three (3) years, unless terminated by either party with ninety (90) day written notice to the contact and address listed below. The CA reserves the right to request Agency to enter into revisions or addendums to this Agreement as the coordinated assessment and service delivery system is implemented in Volusia and Flagler Counties, the geographic designation of the CA.

In accordance with the U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 578 that sets forth the requirement that homeless Continuums of Care develop a centralized or coordinated assessment process to in aid in the operations of housing and supportive services programs to prevent and end homelessness, the parties agree as follows:

CA and Agency agree to participate in the development and operations of a coordinated assessment and service delivery process for homeless intervention and homeless prevention services in Volusia and Flagler Counties, State of Florida.

The CA will organize, implement, and maintain a coordinated intake, assessment, and referral system for individuals and families at-risk of or experiencing homelessness to increase access to prevention, outreach, short, medium, and long term housing, and supportive or ancillary services or benefits, including but not limited to medical care, mental health care, substance abuse treatment, day care, employment, SSI/SSDI, TANF, SNAPs benefits, educational programs, or any other cash or noncash benefits.

The parties acknowledge that the objectives of the coordinated intake, assessment and service delivery system include but are not limited to the following outcomes:

- Reduce the length of time clients remain homeless: The CA through prioritization will rapidly exit people from their homelessness to stable housing
- Reduce Returns to Homelessness
- Reduce the Number of Homeless Persons
- Increase Employment and Income Change for Persons Residing in Homeless Housing Programs
- Reduce the Number of Individuals and Households Homeless for the First Time
- Prevent Returns to Homelessness
- Increase Housing Placement from Street Outreach

- Increase thoroughness in reaching homeless clients: ensures that the CA identify the most vulnerable and ensure that the hardest to serve get served
- Collaborate with key stakeholders to set quantifiable performance goals; successful outcome measures and timeliness for success: uses HMIS data and shares/analyzes data in a transparent process

The coordinated assessment system includes a comprehensive, coordinated process for people to receive outreach, prevention, housing, and/or other related services. Recent national research has highlighted coordinated assessment as a key factor in the success of homelessness prevention and recovery, including but not limited to:

- (a) Street Outreach programs that prioritize and target the most vulnerable unsheltered homeless and subpopulations such as chronic, veterans, and unaccompanied youth, including Projects for Assistance in Transition to Homeless (PATH) and other outreach programs.
- (b) Coordinated entry or intake for all individuals and families seeking homeless prevention and homeless housing and services, including implementation of a universal intake form.
- (c) A region-wide process involving the coordination of nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals.

Agency and other providers agrees to provide outreach, prevention, housing and/or supportive services to clients referred through the CoC coordinated assessment system from all participating agencies and organizations, in accordance with requirements of programs operated by the agency that are funded to serve the homeless or those at risk of homelessness.

Agency and other providers will be charged annually for any new licenses and the user fees associated with the number of licenses held at the beginning of the Calendar year. Agencies or other providers will be responsible for updating (verifying, increasing or decreasing) the number of users at least one month prior to the beginning of the new calendar year. Agencies may add a new license at any time during the calendar year and will be billed for the new licenses based on the competitive rates charged by the software provider at the time. The agencies will retain the exclusive use of all licenses that they hold annually.

The CA will provide Agency and other providers and partners training and tools, manual or digital, to document referrals and outcomes for individuals and families served via the Homeless Management Information System or comparable database. The CA reserves the right to charge competitive fees associated with these services.

Agency and other providers agrees to participate in training and use tools, materials, and policies and procedures established by the CA in the provision of the following services, as applicable to its services and programs:

- A. Prevention/Rapid Rehousing - rent/mortgage assistance, utility assistance, and other expense allowable under State of Florida or U. S. Department of Housing and Urban Development or other

federal agency regulations, including arrearages, security deposits, credit repair, moving costs, legal expenses.

B. Short, Medium, and Long-term Housing – emergency, transitional, permanent supportive Housing.

C. Medical, Mental Health or Substance Abuse treatment.

The CA will produce and present reports to Agency and other providers showing the clients served, types of programs, and outcomes achieved in accordance with the Federal Strategy to prevent and end Homelessness and the HEARTH Act. The CA may require competitive fees for these services.

The FL 504 CoH adopted the HUD Notice CPD 14-012 on February 26, 2016. This notice has since been superseded by HUD Notice CPD 16-11 as of July 25, 2016. The participating agencies agree to comply with the prioritization notice as outlined within the Notice CPD 16-11 for all HUD Permanent Supportive Housing funded programs and in accordance with the written standards.

The term of this agreement shall commence on the date of the signatures below.

IN WITNESS THEREOF, the parties have executed this Agreement.

**Commission on Homelessness for Volusia & Flagler Counties' Collaborative Applicant / Volusia-Flagler Coalition for the Homeless, Inc.
P. O. Box 444
DeLand, Florida 32721**

AGENCY:

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By: _____
Jeff White /Executive Director

By: _____

Date _____

Date _____