

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
FL504 Volusia-Flagler Continuum of Care (VFCoC)  
and the  
Volusia-Flagler County Coalition for the Homeless (VFCCH)**

The FL504 Volusia-Flagler Continuum of Care (VFCoC) serves the geographic area of the Daytona Beach/Deltona/Volusia-Flagler Counties FL504, which includes Volusia and Flagler Counties, Florida. In accordance with U. S. Department of Housing and Urban Development (HUD) requirements set forth in 24 CFR 578 Subpart A, the VFCoC designates the Volusia-Flagler County Coalition for the Homeless as Collaborative Applicant for the FL504 for the period December 1, 2015 through November 30, 2016. This Memorandum of Understanding (MOU) is renewable annually and can be extended by mutual written agreement of the parties.

This MOU sets forth the agreements, roles and responsibilities of the parties, as described below. The VFCoC and Collaborative Applicant shall at all time act in accordance with the VFCoC Governance Charter adopted on July 25, 2014 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.

**ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE APPLICANT:**

I. Support the VFCoC in the operations of the VFCoC, including maintaining membership roster, conducting the membership drive annually, conducting monthly VFCoC meetings and the annual meeting, and maintaining VFCoC Board meeting

agendas and minutes to be posted to the Coalition website within the times established in the VFCoC Governance Charter.

2. Keep the VFCoC Board of Directors and membership up to date on relevant changes in HUD rules and Regulations

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

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

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

a. 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 30<sup>th</sup> each year).

b. Housing Inventory to be conducted and submitted to HUD via the HUDHDX.info software by the required date (usually April 30<sup>th</sup> each year).

c. Gaps Analysis to be conducted during the first quarter of each year. Data to be reported to VFCoC in the quarterly Collaborative Applicant report.

d. Annual Strategic Plan Update.

e. Submission of the Grant Inventory Worksheet listing all grants to be renewed to HUD on the date required (usually in the summer).

f. 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).

g. Complete the annual HUD CoC competition submission on the date required (usually in the fall).

h. Complete the Annual Homeless Assessment Report (AHAR) by the required date (usually at the end of the year).

i. Complete requirements set forth by the State of Florida Department of Children and Families for operations of the VFCoC: complete the annual staffing grant certification (usually in the summer), Emergency Solutions Grant process (usually in the spring) and Challenge grant process (usually in the summer).

6. Provide a Quarterly Collaborative Applicant report that includes:

a. Performance of CoC-funded agencies toward goals of the VFCoC and required performance under CoC, ESG, or Challenge grants and any other funding under the purview of the VFCoC.

b. Financial report on the expenditures of HUD CoC, ESG, and Challenge grant funds and any other financial awards made to the VFCoC.

c. HMIS Data quality and CoC overall performance

7. Conduct the HUD VFCoC Program Grant process. The Collaborative Applicant must request prior approval from the VFCoC Board to apply for HUD CoC grants or Emergency Solutions Grants. The Collaborative Applicant is authorized to apply for CoC Planning Grants or any other grant that requires application by the Collaborative Applicant, as set out in the NOFA. The Collaborative Applicant is authorized to make application for State of Florida Office on Homelessness funds that require application by the Collaborative Applicant.

8. 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. VFCoC Program Grant Score Debrief and Improvement Report
  - f. An Annual Financial Report including agency audit, budget and list of board of directors by December 31<sup>st</sup> each year.
9. Coordinate and facilitate collaboration among agencies to ensure successful planning and partnerships in the Continuum of Care geographic area

**ROLES AND RESPONSIBILITIES OF THE VFCoC BOARD OF DIRECTORS:**

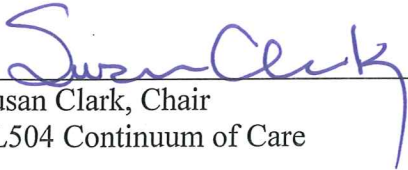
- I. Ensure that the funds and resources needed by the Collaborative Applicant for its work outlined in the roles and responsibilities are adequate and available.
- II. Establish funding priorities for VFCoC Program and Emergency Solutions Grant assistance through fair, objective, and transparent processes.
- III. Ensure that any potential and or perceived conflicts of interest are addressed in an effective, open, and timely manner.
- IV. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
- V. Review and approve the funding application and response to HUD's annual VFCoC Program NOFA for homelessness assistance resources.
- VI. Provide to the Collaborative Applicant an annual planning timeline and data and analysis information needs.

VII. Conduct an annual performance review of the Collaborative Applicant.


**DURATION AND RENEWAL**

The duration of the MOU shall be effective until November 30, 2016. This MOU may be renewed annually or extended through mutual written agreement of the parties.

Signatures:

  
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Susan Clark, Chair  
FL504 Continuum of Care

12/8/15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeff White, Executive Director  
Volusia-Flagler County Coalition for the Homeless

12-8-15  
\_\_\_\_\_  
Date

