**Memorandum of Understanding**

**Between**

**GA-505 Continuum of Care Board**

**and the**

**GA-505 Collaborative Applicant – Home for Good**

**WHEREAS** the Continuum of Care Board of Directors (CoC Board) shall serve the geographic area of the Columbus-Muscogee/Russell County Continuum of Care GA-505, which includes all of Muscogee County, Georgia and Russell County, Alabama, to:

* Promote community-wide commitment to the goal of ending homelessness;
* Provide funding for efforts by nonprofit providers and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation cause to homeless individuals, families, and communities as a consequence of homelessness;
* Promote access to and effective utilization of mainstream programs by homeless individuals and families;
* Optimize self-sufficiency among individuals and families experiencing homelessness; and

**WHEREAS**, the CoC Board shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 to designate a Continuum of Care (CoC) Lead Agency to serve as the Collaborative Applicant to operate the CoC to support year-round CoC planning of homeless and homeless prevention housing and services; and

**WHEREAS**, Home for Good (HfG) has been designated as the Collaborative Applicant by Resolution of the CoC Board, and as such, is the sole eligible applicant for the HUD CoC Program Planning Grant funds, and shall manage the required HUD process on behalf of the CoC Board to ensure the maximum amount of funds are received by the CoC jurisdiction and that the CoC is in compliance with all applicable HUD rules and regulations; and,

**WHEREAS**, HfG has been designated as the Administrator of the Homeless Management Information System (HMIS) by Resolution of the CoC Board,

The parties agree to the following:

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

1. Keep the CoC Board up to date on relevant changes in HUD rules and regulations
2. Provide a Quarterly Collaborative Applicant/CoC Progress Planning report
3. Provide a Quarterly Financial report
4. Conduct the HUD CoC Program Grant Application process
5. Produce Annual Reports including:
   1. State of the Homeless Address report on homeless services needs and gaps
   2. Point in Time (PIT) Count
   3. Housing Inventory Chart (HIC)
   4. Annual Homeless Assessment Report (AHAR)
   5. CoC Program Grant Score Debrief and Improvement Report
   6. Annual Performance Report (PR)
6. Develop CoC performance measures appropriate for each population and program type based on HUD performance standards identified in HUD guidance, NOFAs and notices.
7. Conduct quarterly Performance Monitoring, Evaluation and Reporting of all CoC Program and Emergency Solutions Grant (ESG) Program Recipients and Sub recipients.
8. Serve as the HMIS Lead Agency, operating the HMIS compliant with the HUD HMIS CoC Program Grant and data collection and reporting standards.
9. Coordinate and facilitate collaboration, training, and technical assistance among agencies to ensure successful planning and partnerships in the CoC geographic area.

**ROLES AND RESPONSIBILITIES OF THE COC BOARD**

1. Maintain CoC Board and CoC Committee meeting agendas and minutes. Meeting agendas will be posted to the HfG website. Meeting agendas will be posted to the HfG website in a timely fashion, and no less than 72 hours prior to the meeting times.
2. Collaborate to ensure a systematic approach to the work of HfG
3. Establish funding priorities for CoC Program and ESG assistance through fair, objective, and transparent processes.
4. Approve policies and procedures for the performance monitoring, evaluation and reporting of all CoC Program and ESG Recipients and Sub recipients.
5. Ensure that any potential and/or perceived conflicts of interest are addressed in an effective, open, and timely manner.
6. Collaborate to secure and align local public and private funds, state funds and federal funds to prevent and end homelessness.
7. Review and approve the funding application and response to HUD’s annual CoC program NOFA for homelessness assistance resources
8. Approve CoC performance targets appropriate for each population and program type.
9. Provide to HfG an annual planning timeline and data and analysis information needs.
10. Conduct a biennial performance review of HfG

**DURATION AND RENEWAL**

Except as provided in the termination section, the duration of this MOU shall be from July 1, 2017 through June 30, 2018. This agreement shall renew automatically unless either party gives notification pursuant to the termination section.

**AMENDMENTS/NOTICES**

This MOU may be amended in writing by either party and is in effect upon signature of both parties, Notices shall be mailed, emailed, or delivered to:

1. Columbus-Muscogee/Russell County Continuum of Care Board
2. President / Executive Director, Home for Good

**TERMINATION**

Either party may terminate this MOU at a date prior to the renewal date specified in the MOU by giving 120 days written notice to the other party. If the HUD CoC Program Planning Grant funds relied upon to undertake activities described in the MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

Signatures:

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Beth Schwartz, Chair | Pat Frey, Executive Director |
| CoC GA-505 Board of Directors | Home for Good |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | Date |