

MEMORANDUM OF UNDERSTANDING

BETWEEN

TX 601 Continuum of Care Board and the TX601 Collaborative Applicant – Tarrant County Homeless Coalition

WHEREAS the Continuum of Care Board (CoC Board) shall serve the geographic area of the Fort Worth/Arlington/Tarrant County Continuum of Care TX 601, which includes all of Tarrant and Parker County, Texas, to:

- Promote community-wide commitment to the goal of ending homelessness;
 - Provide funding for efforts by nonprofit providers, States and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities as a consequence of homelessness;
 - Promote access to and effective use 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 CoC Lead Agency to serve as the Collaborative Applicant to operate the Continuum of Care (CoC) to support year-round Continuum of Care planning of homeless and homeless prevention housing and services; and

WHEREAS the Tarrant County Homeless Coalition has been designated as the Collaborative Applicant by Resolution of the CoC Board of Directors, 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 the Tarrant County Homeless Coalition has been designated as the Administrator of the Homeless Management Information System (HMIS) by a Resolution of the CoC Board of Directors,

The parties agree to the following:

ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE APPLICANT:

- I. Maintain CoC Board of Director **and CoC Committee meeting** agendas and minutes. Meeting agendas will be posted to the TCHC website in a timely fashion, **and no less than**

72 hours prior to the meeting times.

- II. Keep the CoC Board of Directors up to date on relevant changes in HUD rules and regulations
- III. Provide a Quarterly Collaborative Applicant/CoC Planning report
- IV. Conduct the HUD CoC Program Grant process
- V. Produce Annual Reports including
 - a. State of the Homeless Address 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. CoC Program Grant Score Debrief and Improvement Report
- VI. Develop CoC performance targets appropriate for each population and program type based on HUD performance standards identified in HUD guidance, NOFAs and notices.
- VII. Conduct Performance Monitoring, Evaluation and Reporting of all CoC Program and ESG Program Recipients and Sub recipients
- VIII. Serve as the HMIS Lead Agency, operating the HMIS compliant with the HUD HMIS CoC Program Grant and data collection and reporting standards
- IX. Coordinate and facilitate collaboration, training and technical assistance among agencies to ensure successful planning and partnerships in the Continuum of Care geographic area

ROLES AND RESPONSIBILITIES OF THE CoC 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 CoC Program and Emergency Solutions Grant assistance through fair, objective, and transparent processes.
- III. Approve policies and procedures for the performance monitoring, evaluation and reporting of all CoC Program and ESG Program Recipients and Sub recipients.
- IV. Ensure that any potential and or perceived conflicts of interest are addressed in an effective, open, and timely manner.

- V. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
- VI. Review and approve the funding application and response to HUD’s annual CoC Program NOFA for homelessness assistance resources.
- VII. Approve CoC performance targets appropriate for each population and program type.**
- VIII. Provide to the Collaborative Applicant an annual planning timeline and data and analysis information needs.
- IX. Conduct a bi-annual performance review of the Collaborative Applicant.

DURATION AND RENEWAL

Except as provided in the TERMINATION section, the duration of the MOU shall be from January 15, 2014 through January 14, 2015. This agreement shall renew automatically unless either party gives notification pursuant to 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. Chair of the Fort Worth/Arlington/Tarrant County Continuum of Care Board of Directors
2. President/Executive Director of the Tarrant County Homeless Coalition

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:

 Chair
 CoC TX601 Board of Directors

 President/Executive Director
 Tarrant County Homeless Coalition