

**MEMORANDUM OF UNDERSTANDING (MOU)**

**BETWEEN**

**MN 504 Continuum of Care Board**

**and the**

**MN 504 Collaborative Applicant – Hearth Connection**

**and the**

**MN 504 CoC Coordinator – Patty Beech Consulting, Inc**

**WHEREAS**, the Continuum of Care (CoC) program is authorized by Subtitle C of Title IV of the McKinney-Vento Homeless Assistance ACT (42 U.S.C 11381-11389) and

**WHEREAS**, Establishing a Continuum of Care; Section 578.5 describes how a CoC is established. Representatives from relevant organizations within a geographic area shall establish a CoC for the geographic area to carry out the duties identified under Section 578.7(a)(3) for the operations of the CoC. Representatives will be comprised of a cross section of nonprofit assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school district providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals, and

**WHEREAS**, the CoC must establish a Board to act on behalf of the CoC using the process established as a requirement by Section 578.7(a)(3) and must comply with the Conflict of Interest requirements, Section 578.95(b), and

**WHEREAS**, the MN 504 Continuum of Care Board (CoC Board or CoC Governing Board) was established by representatives from relevant organizations to serve the geographic area of the NE, which includes Aitkin, Carlton, Cook, Lake, Itasca and Koochiching Counties within the State of Minnesota to:

- Promote community wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers, State and local governments to rehouse 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 has the responsibilities to: Operate the CoC; Designate and Operate a Homeless Management Information System (HMIS); conduct CoC Planning, and develop a Violence Against Women Act (VAWA) Emergency Transfer Plan, and

**WHEREAS**, the CoC Board, Section 578.9, must prepare an application for funds and designate an eligible applicant to be the Collaborative Applicant, and

**WHEREAS**, the CoC Board is governed by the MN 504 CoC Governance Charter, approved May 10, 2018 May 10, 2018, and

**WHEREAS**, Hearth Connection has been designated as the Collaborative Applicant by Resolution of the CoC Board, approved August 10, 2017 and as such is the sole eligible applicant for the Housing and Urban Development (HUD) CoC Planning Grant funds, and

**WHEREAS**, Patty Beech Consulting has been designated as the Coordinator for the 504 CoC by Resolution of the CoC Board, approved September 4, 2018.

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein and other good and valuable consideration, MN 504 Continuum of Care, Hearth Connection and Patty Beech Consulting (the "Parties"), hereby agree as follows:

**I. ROLES AND RESPONSIBILITIES OF THE CoC BOARD**

**A. Operation of the CoC:**

- i. Hold meetings of the full membership, with published agendas, at least semi-annually;
- ii. Issue a public invitation annually for new members to join within the geographic area;
- iii. Adopt and follow a written process to select a CoC Board of Directors and review, update, and approve the process at least once every five (5) years;
- iv. Appoint additional committees, subcommittees or workgroups;
- v. Adopt, follow and update all policies and procedures needed to create:
  - a) Governance Charter
  - b) Memorandum of Understanding (MOU)
  - c) Code of Conduct
  - d) Comply with Designing and Operating an HMIS and other HMIS requirements prescribed by HUD;

Each of the above deliverables will be conducted in consultation with the CoC Board, Collaborative Applicant, CoC Coordinator and the HMIS Lead, as needed;

- vi. For CoC and Emergency Shelter Grant (ESG) grants, establish performance targets appropriate for population and program type in consultation with recipients and subrecipients, monitor recipient and subrecipient performance, evaluate outcomes, take actions against poor performers and report to HUD;
- vii. Establish and operate a centralized or Coordinated Entry (CE) system (CES) in consultation with recipients of ESG funds and establish and follow written standards for providing CoC assistance in consultation with recipients of ESG funds;

- viii. Designate a CoC Coordinator;
  - ix. Annually evaluate the CoC Coordinator with appropriate input from the Collaborative Applicant;
  - x. Approve budget and workplan for CoC Coordination grant funds from Minnesota Housing's Greater Continuum of Care program.
- B. Designation and Operation of a HMIS:
- i. Designate a single HMIS for its geographic area and designate an eligible applicant to manage its HMIS, also referred to as HMIS Lead.
  - ii. Review, revise and approve privacy, security and data quality plans;
  - iii. Ensure consistent participation of recipients and subrecipients in HMIS and ensure that HMIS is administered in compliance with HUD requirements.
- C. CoC Planning:
- i. Coordinate implementation of a housing and service system that meets the needs of homeless individuals and families;
  - ii. Conduct, biennially, a Point-in-Time (PIT) count of homeless persons that meets HUD requirements;
  - iii. Conduct an annual gaps analysis of homelessness needs and services;
  - iv. Provide information required to complete the Consolidated Plan(s);
  - v. Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting and evaluating performance of ESG program; and
  - vi. Develop and implement a CES according to Section 578.7(c)(1).
- D. Preparation of CoC Application for Funds:
- i. Design, operate and follow a collaborative process for the development of applications and approve submission of applications in response to a CoC Program Notice of Funding Availability (NOFA);
  - ii. Establish priorities for funding projects; and
  - iii. Designate the Collaborative Applicant to submit the application.

**II. ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE APPLICANT**

- A. Submit NE MN CoC 504 Collaborative Application in E-SNAPS, after approval by the CoC Governing Board;
- B. Serve as the Grantee for HUD CoC Planning grants and CES grants approved by the CoC Governing Board;
- C. Contract with the CoC Coordinator for activities of HUD CoC Planning grant and CES grant; and
- D. Conduct subrecipient monitoring for General Recordkeeping, Financial Records, and Participant Program Files, as applicable.

**III. ROLES AND RESPONSIBILITIES OF THE CoC COORDINATOR**

- A. Manage and staff the CoC and all associated projects and support work, including meeting preparation, facilitation, and creating accountability for action items;
- B. Maintain CoC Board and CoC Committee meeting agendas and minutes in a timely manner with distribution taking place within three (3) business days of meeting date;
- C. Schedule Committee meetings, assist Committees to establish annual workplans and develop meeting agenda;
- D. Keep CoC Board up to date on relevant changes in HUD rules and regulations;

- E. Maintain relationships with HUD field office, Minnesota Interagency Council and HUD technical assistance providers to communicate issues of concern and work quickly towards resolving issues;
- F. Collaborate with State and CoC Coordinators from other CoC jurisdictions and other agencies and individuals to assist in the goal of ending homelessness in Minnesota;
- G. Coordinate annual PIT count;
- H. Conduct the HUD CoC Program grant process;
- I. Input the Collaborative Application in E-Snaps and work with the Collaborative Applicant upon final submission to HUD;
- J. Produce annual reports including:
  - i. NE Plan to End Homelessness report on homeless services' outcomes and needs;
  - ii. PIT count;
  - iii. Housing Inventory Chart (HIC);
  - iv. Grant Inventory Worksheet (GIW);
  - v. System Performance Measures (SPM);
  - vi. Longitudinal System Analysis (AHAR 2.0);
  - vii. CES Report
  - viii. CoC Program Grant Score Debrief and Improvement Recommendations
  - ix. Operate as the HMIS Local Service Agency (LSA);
  - x. Coordinate and facilitate collaboration, training and technical assistance among agencies to ensure successful planning and partnerships in the CoC geographic area; and
  - xi. Implement the activities of the HUD CoC Planning grant.
- K. Develop budgets and manage the spending for the CoC Planning grant and CES grant. Prepare quarterly invoices and time and effort reports and submit to the Collaborative Applicant 30 days after quarter end. All expenditure documents will be physically located at the CoC Coordinator's place of business and available upon request by the Collaborative Applicant or HUD.
- L. Participate in subrecipient monitoring visits from the Collaborative Applicant or HUD.

#### **IV. DURATION AND RENEWAL**

Except as provided in Section V. TERMINATION, the duration of the MOU shall be from January 17, 2019 through December 31, 2019. This Agreement shall renew automatically unless any of the above mentioned parties provide notice of intent to terminate to the other parties.

#### **V. TERMINATION**

This MOU may be terminated by any Party at any time, with or without cause, upon 120 days written notice to the other Parties. If CoC Planning grant funds are reduced, withdrawn or additional conditions placed by HUD, any of the parties may terminate this MOU within 30 days by providing written notice of termination to the other parties. The termination shall be effective on the date specified in the notice of termination, but will not release any of the parties from fulfilling their responsibilities for time spent under this MOU.

#### **VI. AMENDMENT AND NOTICES**

This MOU may be amended in writing by either of the Parties and is in effect upon signature

of all Parties. Notices shall be mailed, emailed or delivered to the last known address for all Parties. It is the responsibility of each Party to notify the other Parties should legal location change.

Notices shall be addressed and delivered to:

- MN 504 Continuum of Care Board – Chairman of the Board
- MN 504 Collaborative Applicant – Hearth Connection, Executive Director
- MN 504 CoC Coordinator – Patty Beech Consulting, Inc, Principal

**IN WITNESS WHEREOF**, the Parties have caused this MOU to be duly executed intending to be bound thereby.

**MN 504 Continuum of Care Board**

By: Debra Shaff

Title: Chair

Signature:



Date:

August 9, 2019

**HEARTH CONNECTION**

By: Kelby Grovender

Title: Executive Director

Signature:



Date:

August 12, 2019

**PATTY BEECH CONSULTING**

By: Patty Beech-Dziuk

Title: Principal

Signature:



Date:

August 9, 2019

## ATTACHMENT A

### Definitions

#### **Collaborative Applicant**

Collaborative applicant means the eligible applicant that has been designated by the Continuum of Care to apply for a grant for Continuum of Care planning funds under this part on behalf of the Continuum.

#### **CoC Application for Funds**

The application sent to HUD in response to the NOFA, requesting funds for the region. It is generally prepared by the CoC Coordinator in cooperation with grant recipients in the CoC and is submitted by the Collaborative Applicant on behalf of the CoC.

#### **HMIS Lead**

HMIS Lead means the entity designated by the Continuum of Care in accordance with this part to operate the Continuum's HMIS on its behalf.

#### **CoC Board/CoC Governing Board/Continuum of Care Board**

Decision-making body for the Continuum of Care region. Designates the Collaborative Applicant, CoC Coordinator, and HMIS Lead.

#### **CoC Coordinator**

A person or organization who carries out work on behalf of the CoC. Unless otherwise specified, the CoC Coordinator is chosen or designated by the CoC Board.

#### **Planning Grant**

Money from HUD to be used to carry out the administrative duties of the CoC. The planning grant is awarded to the Collaborative Applicant. The money is often used to pay for the CoC Coordinator and any other people who do the work of the CoC.