



**Memorandum of Understanding between the Ventura County Continuum of Care Alliance  
and \_\_\_\_\_ (member agency)**

**PURPOSE**

The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to individuals, families and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness.

This memorandum of understanding (MOU) is entered into by the Ventura County Continuum of Care (VCCoC)'s lead agency and the member organizations. The purpose of this MOU is to set forth expectations and responsibilities of the VCCoC and its member organizations.

**GENERAL PROVISIONS**

**VCCoC Lead Agency will:**

- 1) Serve as the CoC Lead responsible for the coordination and oversight of the CoC planning efforts and has the authority to certify and submit the CoC homeless assistance funding application(s).
- 2) Complete and submit the activities associated with the annual HUD Continuum of Care funding cycle and Emergency Solutions Grant funding.
- 3) Serve as staff to the VC CoC Board, the Alliance and its subcommittees.
- 4) Complete the Annual Strategic Plan update
- 5) Work with the CoC Board and subcommittees to develop an advocacy agenda to inform policies in order to better meet the needs of people experiencing homelessness in Ventura County.
- 6) Coordinate with the HMIS Lead to facilitate using the Homeless Management Information System (HMIS) as a database, to capture client-level, system-wide information over time on the characteristics and service needs of the homeless persons to be served within the CoC geography.
- 7) Provide technical assistance and training to provider agencies to ensure compliance with HUD CoC, ESG and other funding regulations, standards and guidelines.
- 8) Monitor provider agencies' programmatic and financial management to ensure compliance with HUD CoC, ESG and other regulations, standards and guidelines.
- 9) Coordinate, integrate and leverage resources to maximize impact of services for individuals and families experiencing homelessness.
- 10) Submit reports to HUD and other funding entities including (PIT, HIC, AHAR, System Performance and others) with input from providers and partner agencies.

**VC CoC Partner Agencies will:**

- 1) Participate in CoC meetings including VC CoC Alliance and its subcommittee meetings, VC CoC sponsored trainings and other VC CoC initiatives.
- 2) Participate in CoC planning, policy and strategic activities.
- 3) Participate in the annual Point in Time (PIT) Homeless Persons Count by participating in the sheltered and unsheltered count.
- 4) Contribute agency level data for the annual Housing Inventory Count (HIC).
- 5) Participate in Gaps Analysis and Needs Assessment as directed by CoC Board.
- 6) Utilize VC HMIS for data entry for all programs dedicated to serving people experiencing homelessness while following the VC HMIS policies and procedures as agreed to in the HMIS participating agency MOU. HMIS agreements include but are not limited to:
  - a) Participating in HMIS meetings and forums
  - b) Following all security, privacy and data integrity guidelines
  - c) Complying with annual training requirement
  - d) Complying with license fee requirements
- 7) Follow locally adopted VC CoC policies and procedures which include:
  - a. Program standards for administering CoC and ESG assistance
  - b. Pathways to Home policies and procedures
- 8) Commit to filling program vacancies and accepting referrals through Pathways to Home, the local Coordinated Entry System (CES).
- 9) Participate in Pathways to Home case conferencing meetings to facilitate the matching of clients with housing, shelter and services while abiding by confidentiality agreements.
- 10) Implement programs based on Evidenced Based Practices including Housing First, trauma-informed care and strengths based programs that are client focused and culturally competent.
- 11) Provide appropriate supportive services that are focused on:
  - a. Help program participants obtain or remain in permanent housing
  - b. Help program participants increase skills and/or income
- 12) Support the VC CoC Alliance Strategic Plan by aligning participation in CoC workgroup or subcommittee activity with the goals, action items and timelines agreed upon in the strategic plan.

**CoC/ESG funded agencies will:**

For each program funded through the Continuum of Care or Emergency Solutions Grant funding the applicant agency agrees to provide the following to VC CoC Lead Agency:

- 1) Final Technical Submission sent to HUD for any new projects awarded
- 2) Signed Grant Agreement for Awards within 5 days of agreement execution
- 3) Copy of APR submitted to HUD at the end of each grant year within 5 days of submittal to HUD through e-snaps
- 4) Approved Substantial Grant Amendments within 5 days of amendment execution
- 5) Notification of scheduled HUD monitoring visits
- 6) Annual Agency Audit reports
- 7) Pay annual fee per CoC renewal application

The applicant agency agrees to site and monitoring visits to review project eligibility and quality threshold requirements by providing the necessary and required documentation as requested by the VC CoC to ensure compliance with local, state and federal funding regulations.

**TERMS OF AGREEMENT:**

This MOU shall be effective upon adoption by each signatory agency and entity.

This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals of the project.

This MOU can be expanded, modified or amended as needed by the consent of both agencies.

This MOU shall be in effect for the duration of the VC CoC organization unless terminated by mutual agreement in writing prior to this project end date.

\_\_\_\_\_

Ventura County Continuum of Care

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_