

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**TX-600 Continuum of Care Board  
and the  
TX-600 Collaborative Applicant – Metro Dallas Homeless Alliance (MDHA)**

**WHEREAS** the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (“HEARTH Act”), 42. U.S.C. 11301 consolidated homeless assistance programs administered by the U.S. Department of Housing and Urban Development (“HUD”) and codified the Continuum of Care planning process; and

**WHEREAS** the Continuum of Care Program Rule, published in 24 CFR part 578 (the “Program Rule”), requires each community to establish a Continuum of Care to coordinate a community-based process for planning and managing homeless assistance resources within its geographic area; and

**WHEREAS** the TX-600 Continuum of Care was established to serve the geographic area of Dallas and Collin County, which includes all of Dallas and Collin County, Texas; and

**WHEREAS**, pursuant to 24 CFR 578.5(b), the TX-600 Continuum of Care established a board of Directors (the “CoC Board”) composed of a broad range of regional leaders and stakeholders to act on its behalf; and

**WHEREAS** the CoC Board Charter outlines the CoC Board’s purpose, to:

- Promote community-wide commitment to the goal of preventing and ending homelessness;
- Recommend funding for efforts by nonprofit providers and local governments to rapidly provide services and housing to homeless individuals and families while minimizing trauma;
- Promote access to and effective use of mainstream programs by homeless individuals and families; and
- Optimize self-sufficiency among individuals and families experiencing homelessness.

**WHEREAS** the Program Rule establishes requirements for CoC operation and planning, designating and operating a Homeless Management Information System (“HMIS”), and application for CoC Program funds; and

**WHEREAS** the CoC Board desires, in accordance with the Program Rule and its revised Charter, to designate a Lead Agency to operate the CoC and perform planning activities for the CoC, as directed by the CoC Board, and to serve as the Collaborative Applicant for CoC Program funds; and

**WHEREAS** the CoC Board desires to designate an Administrator to manage the HMIS in accordance with the Program Rule; and

**WHEREAS** by resolution of the CoC Board, the Metro Dallas Homeless Alliance (“MDHA”), a 501(c)3 nonprofit organization, has been designated as the Lead Agency to operate the CoC and support year-round Continuum of Care planning activities; and

**WHEREAS** by resolution of the CoC board, MDHA has been designated as the Collaborative Applicant to develop and submit the annual consolidated application for funding on behalf of the CoC to ensure the maximum amount of funds are received by the CoC jurisdiction and that CoC Program funds are used in compliance with all applicable HUD rules and regulations; and

**WHEREAS** by resolution of the CoC Board, MDHA has been designated as the Administrator of the HMIS within the CoC; and

**WHEREAS** the parties desire that MDHA continue to serve as the Lead Agency, Collaborative Applicant, and HMIS Lead for the CoC; and

**WHEREAS** the parties recognize that coordinating the community’s response to homelessness will require planning and operational activities beyond those required by the Program Rule and that the implementing the CoC Board’s policy decisions will include securing and managing funds beyond CoC Program funds; and

The parties agree to the following:

**ROLES AND RESPONSIBILITIES OF MDHA IN ITS ROLE AS CoC LEAD AGENCY:**

1. Administrative Responsibilities. Provide staffing, administrative support, and information for CoC Board meetings and activities.
  - a. Coordinate with CoC Board and CoC Committees to schedule and develop agendas for meetings. Post meeting agendas to the MDHA website no less than 72 hours prior to each meeting.
  - b. Provide meeting materials and maintain minutes for CoC Board meetings.
  - c. Maintain CoC documents and records in compliance with the Program Rule and applicable regulations.
  - d. Advise the CoC Board regarding the operational and planning requirements described by Section 578.7(a) and (c) of the Program Rule and apprise the CoC Board of relevant changes.
  - e. Advise CoC Board of funding necessary to accomplish responsibilities assigned to MDHA by this MOU.
  - f. Maintain CoC policies, funding opportunities, relevant data, and schedules on the MDHA website.
  
2. Reporting Responsibilities.
  - a. Submit to the CoC Board, at least annually, the following reports and documents listed in Section VI of the CoC Board Charter:
    - i. CoC Program Grant Project Priority List;

- ii. Continuum of Care Policies and Procedures, as needed;
    - iii. Annual report on homeless services needs and gaps;
    - iv. Annual Point-in-Time Count (“PIT”);
    - v. Annual Housing Inventory Chart (“HIC”);
    - vi. HUD LSA Report
  - b. Prepare reports and analysis of data provided by member jurisdictions as necessary for the CoC Board to assess progress in achieving the community’s long-range Strategic Plan to end homelessness.
3. CoC Operational Responsibilities.
- a. Prepare documentation required for, and upon approval by the CoC Board, perform the following operational activities as required by Section 578.7(a) of the Program Rule:
    - i. Performance Monitoring. Establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers.
    - ii. Evaluation. Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the CoC Program, and report to HUD.
    - iii. Coordinated Assessment. Implement policy that guides consistent operation of coordinated assessment system that complies with HUD requirements.
    - iv. Written Standards. Review and implement written standards for providing CoC assistance in compliance with Section 578.7(a)9.
  - b. Provide technical assistance to the CoC Board and member jurisdictions as requested to monitor and evaluate services funded by local or private sources.
  - c. Coordinate with CoC Board and member jurisdictions to identify and obtain additional public and private resources to reduce homelessness in alignment with the community’s long-range Strategic Plan.
    - i. Maintain accounts and records of such additional funds as directed by the CoC Board and in accordance with the administrative requirements applicable to such funds.
  - d. Advise and assist the CoC Board and CoC Committees in preparing written guidance to reflecting their policy determinations and funding priorities.
4. CoC Planning Responsibilities.
- a. System Coordination. Prepare documents, communications, and records as directed by CoC Board to coordinate and implement comprehensive housing and services system within the CoC that complies with Section 578.7(c)1 of the Program Rule and furthers the objectives and priorities described in the community’s long-range Strategic Plan;
  - b. Point-in-Time Count. Plan for, conduct, and report on an annual point-in-time count of homeless persons within the geographic area in accordance with the Program Rule and other requirements established by HUD Notice or CoC Program NOFA;

- c. Gaps Analysis. Conduct an annual gaps analysis of the homeless needs and services available within the CoC and provide report to the CoC Board;
- d. Consolidated Plan Information. Provide available information necessary to complete HUD Consolidated Plan(s) within the CoC;
- e. ESG Consultation. Consult with Emergency Solutions Grants (“ESG”) program recipients on planning for allocating ESG funds within the CoC, evaluating performance of recipients and subrecipients of ESG funds, and reporting in accordance with HUD Regulations and the community’s long-range Strategic Plan.

## **ROLES AND RESPONSIBILITIES OF MDHA IN ITS ROLE AS CoC COLLABORATIVE APPLICANT**

1. Prepare and Submit Consolidated Application for Continuum of Care Program Funds.
  - a. Review HUD’s annual CoC Program NOFA and prepare timeline and project proposal process consistent with the NOFA, the CoC Rule, and the priorities of the CoC Board;
  - b. Prepare objective scoring criteria that reflect the CoC Grant Program Priority List, performance metrics, and other policies adopted by the CoC Board;
  - c. Provide support for Allocations Committee to evaluate, score, and rank proposals.
  - d. Prepare and consolidated application for approval by CoC Board;
  - e. Submit consolidated application to HUD.
2. CoC Planning Funds.
  - a. Apply for CoC planning funds on behalf of the CoC Board.
  - b. Administer CoC planning funds in accordance with CoC Rule and as approved by CoC Board.
3. Additional Funds.
  - a. Apprise CoC Board of opportunities to apply or compete for additional funds to address needs within the CoC.
  - b. Apply for additional state, federal, or private funds on behalf of the CoC as directed.
3. Compliance Requirements.
  - a. Establish procedures to verify timely execution of agreements and allocation of funds.
  - b. Maintain records of performance monitoring and other operational requirements performed in capacity as Lead Agency.
  - c. Provide a Quarterly Collaborative Applicant/CoC Planning report for review by CoC Board.

## **ROLES AND RESPONSIBILITY OF MDHA IN ITS ROLE AS HMIS LEAD AGENCY**

1. Serve as the HMIS Lead Agency, operating the selected HMIS systems in compliance with the Program Rule and HUD data collection and reporting standards.
2. Oversee day-to-day administration and operation of HMIS systems.
3. Monitor contract with and performance of HMIS software vendors and administrators.
4. Advise HMIS Governance workgroup and CoC Assembly regarding software performance, service provider feedback, and compliance with Program Rule and CoC Board HMIS Policies.
5. Coordinate and facilitate collaboration, training and technical assistance among agencies to ensure successful planning and partnerships in the Continuum of Care geographic area.
6. Prepare and recommend improvements to a data quality plan for review by HMIS Workgroup and CoC Assembly.
7. Prepare and recommend improvements to data security and privacy plan for review by HMIS Governance Workgroup and CoC Assembly.
8. Develop HMIS project application for annual consolidated application.
9. Provide recommendations to HMIS Governance Workgroup and CoC Assembly to enhance HMIS participation among providers.
10. Evaluate and recommend improvements to CoC's data collection capabilities and interface with non-HMIS systems.

## **ROLES AND RESPONSIBILITIES OF THE CoC BOARD :**

1. Review funding required by MDHA to perform its obligations under this MOU and assist in identifying and allocating available funds and resources needed by MDHA to perform the work outlined herein.
2. Approve policies and procedures necessary to establish CoC funding priorities for consolidated applications submitted by MDHA on behalf of the CoC Board.
3. Approve policies and procedures for performance monitoring, program evaluation, and reporting for HUD and State funded programs.
4. Approve policies, procedures, and written standards required to fulfill CoC Planning and Operational Requirements.
5. Review and approve consolidated funding application submitted on the CoC Board's behalf in response to HUD's annual CoC Program NOFA.

6. Review and approve applications for funding from additional sources for which MDHA applies on behalf of the CoC Board.
7. Establish CoC performance targets for each population and program type.
8. Review and approve policies and procedures required for MDHA to administer the HMIS systems, and address data quality, privacy, and software capability issues.
9. Collaborate to identify, secure, and align local public and private funds, state funds, and federal funds to support the activities required by the CoC Rule and established by the community's long-range Strategic Plan.
10. Approve policies and procedures necessary for MDHA to support or administer, on the CoC Board's behalf, funds and programs not governed by the CoC Rule.
11. Hold planning, membership, and public meetings as required by the CoC Rule.
12. Ensure that any potential or perceived conflicts of interest are addressed in an effective, open, and timely manner.
13. Provide records of member jurisdictions to MDHA as required to satisfy HUD record retention requirements and timely respond to audits of programs or activities approved by the CoC Board.
14. Conduct a bi-annual performance review of MDHA in its roles as Lead Agency, Collaborative Applicant, and HMIS Lead.

#### **DURATION AND RENEWAL**

Except as provided in the TERMINATION section, the duration of the MOU shall be from January 1, 2021 through December 31, 2021. This agreement shall renew automatically, **not to exceed 5 consecutive years without CoC approval**, unless either party gives notification pursuant to TERMINATION section, and this amendment shall be effective upon execution.

#### **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 Dallas City and County, Irving TX-600 Continuum of Care Board
2. President/Executive Director of the Metro Dallas Homeless Alliance

#### **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:

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Chair

CoC TX-600 Board of Directors

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President/CEO

Metro Dallas Homeless Alliance (MDHA)

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