

**2021-22 MO-604 Jackson/Wyandotte County
NOFA Project Applicant Memorandum of Agreement**

PURPOSE

In line with 24 CFR part 578, the MO-604 Jackson & Wyandotte County Continuum of Care 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 rehouse homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self- sufficiency among those experiencing homelessness

This memorandum of understanding (MOU) is entered into by Greater Kansas City Coalition to End Homelessness, the Lead Agency and Collaborative Applicant for the MO-604 Jackson/Wyandotte County CoC and _____ (“CoC Project Applicant”). The purpose of this MOU is to set forth expectations and responsibilities of the Lead Agency and the CoC Project Applicant.

GENERAL PROVISIONS

Greater Kansas City Coalition to End Homelessness (GKCCEH) will:

1. Serve as the CoC Lead Agency responsible for the coordination and oversight of the CoC planning efforts and certification and submission of the homeless assistance funding applications.
2. Function as the HMIS Lead, to leverage the Homeless Management Information System (HMIS) as a data collection and coordinated intake tool, to capture client-level, system-wide information over time on the characteristics and services needs of persons and families experiencing homelessness and at-risk persons to be served within the funded programs.
3. Convene, provide project management, and facilitate partner workgroups and committee and lead the work activities that come out of those meetings.
4. Provide guidance and support, and monitoring of provider agencies’ programmatic and financial management to ensure compliance with the MO-604 CoC regulations, standards, and guidelines.
5. Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are experiencing homelessness.
6. Lead the annual Point-In-Time Homeless Count

7. Offer and lead regular meeting and training opportunities to ensure relevant information is shared.
8. Provide training and technical support of projects funded under the CoC program
9. Facilitate the completion and submission of the Consolidated Application for the Continuum of Care funding competition

Applicants for MO-604 Continuum of Care funding will commit to the following values, principles, and procedures:

Transparency- Operating in such a way that it is easy for others to see what actions are performed and the rationale for making decisions is clearly communicated.

Equity and Inclusion- Anti-homelessness work is rooted in an anti-oppression framework. Ensure that equity and inclusion for marginalized groups are central to all processes, procedures, and policies. Our CoC acknowledges systemic inequalities in our community. Racism, sexism, homophobia, transphobia, ableism, xenophobia, and other systems of oppression have a direct impact on those experiencing homelessness.

CoC funding will be allocated to serve the community rather than individual programs and should be equitably distributed to serve those with the greatest need. Programs should be intentional about serving households within under-served zip codes.

Timely, Meaningful Client Engagement- Homelessness is an urgent crisis for those who are experiencing it. When accepting referrals, agencies must make a reasonable effort to engage clients in a timely manner. Funded projects should demonstrate a commitment to accompanying clients on their housing journey, making every effort to engage them where they are, and eliminating unnecessary barriers to program access. This will likely require going into the field- applicants should anticipate this as a reality of homelessness work and funded projects should budget accordingly.

Competence- Funded projects should be well versed in the federal regulations governing the Continuum of Care program (24 CFR Part 578 and The McKinney-Vento Homeless Assistance Act, As Amended by S. 896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009) and familiar with resources such as the HUD Exchange. They should also allocate staff time to develop skills and capacities to improve their work. Staff operating programs should be well-versed in best practices in human services. (Examples include Trauma-informed Care, Motivational Interviewing, etc.)

CoC will provide a mandatory training, which will be a requirement of agency leadership, administrators, finance/development staff, and client-facing staff immediately after CoC funding award.

Capacity to Operate Program- CoC project applicants should assess their ability to deliver their organization's mission and programmatic objectives effectively now, and in the future. Organizational capacities to consider include: 1) Leadership; 2) Mission, Vision, and Strategy; 3) Talent; 4) Program Delivery; 5) Fund Development; 6) Financial Management; 7) Communication; 8) Technology; and 9) Strategic Relationships. CoC-funded projects must demonstrate within project budget dedicated case management is embedded in the program for all program participants. (**Re: Legacy Shelter Plus Care Projects- HUD regulations do not permit funds be allocated for this purpose within the grant)

Equitable, Low-barrier Access- Every person in need of housing has the same opportunity, regardless of eligibility or perceived barriers (behavioral, situational, or otherwise), to access housing and related services. The system is designed to support each household with only the type and amount of support required to address their housing crisis and focused on meeting the needs of the most vulnerable households first. *Ref: Housing First/Housing Focused Policy*

Fair Housing and Non-discrimination- Ensuring that individuals and families in need have access, through the Coordinated Entry System, to safe, stable, and affordable housing, regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or marital status. All project applicants must be knowledgeable of and comply with fair Housing and civil rights laws, including, as applicable, the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, Title II of the Americans with Disabilities Act, and HUD's Equal Access Rule (24 CFR 5.105(a)(2)). IIF Navigators and Homeless Housing Providers must provide individuals and families with information, in writing, on their rights and remedies under applicable federal, state, and local fair housing and civil rights laws. A Fair Housing training will be provided to CoC membership on a once annual basis.

Housing First- Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

Housing-focused Interventions- The system is designed to help those in a housing crisis achieve and maintain stable, permanent housing. At every point in the service delivery system, engagement with service providers should focus on supporting housing-focused interventions and activities which mitigate future housing instability, including but not limited to connections to healthcare and behavioral health support, case management, employment, income, and benefits. *Ref: Housing First/Housing Focused Policy/ Progressive Engagement Procedures*

Problem-solving and Accountability- CoC projects should emphasize engagement and problem-solving over therapeutic goals and should strive to ensure all avenues are explored before exiting a household to homelessness. Case conferencing is mandatory prior to exiting a household to homelessness or when a household is facing eviction.

Community-wide Homeless Response- Systems thinking and collaborative effort are critical to an effective homeless response and may require organizations to shift their philosophy, policies and practices, and the way resources are utilized. CoC-funded projects are to be considered partners in the local “homeless ecosystem” and will thus be aligned with locally defined priorities and work in close partnership and share intellectual, financial, and human resources with other providers to best meet client needs, and drive systems change. To that end, all funded projects must also accept all client referrals from the Coordinated Entry By-Name List and will participate in regular case conferencing meetings to best prioritize resources to those most vulnerable in the community. CoC funds will only be allocated to Supportive Services Only Projects for Coordinated Entry (SSO-CE) which are aligned with community priorities and serve the community as a whole.

Data-driven Decision-making- Collecting data, analyzing it, and basing decisions on insights derived from the information. This process contrasts sharply with making decisions based on gut feeling, instinct, tradition, or theory. The quality and viability of projects will be evaluated on their individual performance as well as their ability to improve system performance for the whole Continuum. *Ref: HUD System Performance Measures*

Learning as a Cultural Practice- Curiosity is valued. Stakeholders both seek, share, and apply new knowledge, and are engaged in on-going dialogue and educational opportunities. Programs will be focused on innovation.

Client-centered and Strengths-based Approaches- Every effort is made to meet households in need of services “where they are” in a non-authoritative, accessible, and culturally appropriate way. Client voices and perspectives are centered in decision-making. Services are client-directed in that each household is supported with the appropriate level of assistance to empower them to arrive at their own, self-determined solutions. Client will be offered choice in housing type and location and funded projects will adhere to the geographic mobility requirements of HUD funding, across all jurisdictions within the MO-604 CoC. It is also strongly recommended programs house individuals in adjacent communities when it is feasible to do so should a household determine another location would better suit its needs.

Nimble Responsiveness and Flexibility- The system is governed by a body afforded the flexibility to be decisive and react to changes in the environment in a strategic and timely fashion. When appropriate, participating programs should leverage tools and waivers to eliminate unnecessary processes and paperwork to maximize efficient service delivery. Wherever possible, programs that serve vulnerable households regardless of family size or composition will be prioritized for CoC funding.

COC PROJECT TECHNICAL PARTICIPATION REQUIREMENTS

Committee/Workgroup/Membership Meeting Participation- CoC project applicants will designate a minimum of one staff person to **actively** participate in a committee or workgroup and to attend monthly CoC membership meetings.

Coordinated Entry Participation- Without exception, all CoC funded projects are required to accept all eligible referrals from the community By-Name List. In addition, project applicants must participate in Housing Solutions (case conferencing) meetings, be prepared to provide timely and accurate reports on clients’ housing status, and accurately update client data in HMIS. *Ref: CE Attendance Policy/ CE Referral Policy*

Designated point person for HMIS user group- Data capture, analysis, and reporting are critical components of an effective homeless response. For this reason, CoC-funded projects must dedicate a minimum of one person to be responsible for data accuracy, timeliness, and completion and for transfer of HMIS-related knowledge within the agency.

Designated point person for Housing Solutions meetings- Referral and case conferencing meetings are of critical importance to ensure households are obtain permanent housing as quickly and efficiently as possible. For this reason, it is mandatory that a point person with real-time knowledge of the clients in the program be designated to attend housing-related meetings for each CoC-funded project.

Point-in-Time Count Participation (HIC/Street Count)- CoC project applicants will be required to report accurate data for the annual Housing Inventory Count and designate a minimum of one staff person to volunteer the day of the street count.

Monitoring and Evaluation- Project performance will be monitored by CoC Lead Agency staff on a once annual basis. *Ref: Performance scorecards, Monitoring Packet*

Agency/Program Name

Agency Administrator Name and Job Title

Agency Administrator Signature

Date