

**COLLABORATIVE APPLICANT AGREEMENT**

**BETWEEN**

**MS 501 BALANCE OF STATE CONTINUUM OF CARE GOVERNING COUNCIL**

**AND**

**MISSISSIPPI UNITED TO END HOMELESSNESS**

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**WHEREAS** the Mississippi United to End Homelessness Board of Directors adopted a Governance Agreement on December 13, 2012 which agreement has now been replaced by the Governance Charter adopted by the MUTEH Board of Directors and membership on February 26, 2014;

**WHEREAS** the Governing Council shall serve the geographic area of the Mississippi Balance of State Continuum of Care MS-501, which includes 71 counties, to:

- Promote community-wide commitment to the goal of ending homelessness
- Provide funding for efforts by nonprofit providers, States 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 Governing Council shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development requirements detailed in 24 CRF part 578.1 to designate a CoC Lead Agency to serve as the Collaborative Applicant to operate the Continuum of Care, to support year-round Continuum of Care planning of homeless and homeless prevention housing and services; and

**WHEREAS** Mississippi United to End Homelessness, a 501 (c)(3), has been designated as the Collaborative Applicant by the Governing Council, and as such is the sole eligible applicant for HUD CoC Planning Grant funds, and shall manage the required HUD process on behalf of the CoC Governing Council 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;

**WHEREAS** Mississippi United to End Homelessness has been designated as the Administrator of the Homeless Management Information System by the Governing Council,

**WHEREAS** Mississippi United to End Homelessness has been designated as the Fiscal Agent for the administration of the Governing Council operating funds to include providing office space and direct supervision of the CoC Coordinator,

The parties agree to the following:

**ROLES AND RESPONSIBILITIES OF THE COLLABORATIVE APPLICANT:**

1. Maintain books of record and an accounting system that meets GAAP for the MS Balance of State Continuum of Care Governing Council
2. Direct the duties and responsibilities of the Continuum Coordinator according to the identified needs of the Governing Council
3. Keep the Governing Council up to date on relevant changes in HUD rules and regulations
4. Provide a Quarterly Collaborative Applicant report
5. Conduct the HUD CoC Program Grant process
6. Produce a CoC Annual Report
7. Develop in cooperation with committees CoC performance targets appropriate for each population and program type based on HUD performance standards identified in HUD guidance, NOFAs and notices.
8. Conduct performance monitoring, evaluation and reporting of all CoC program and ESG program recipients and sub recipients
9. Serve as HMIS Lead Agency, operating the HMIS compliant with the HUD HMIS Grant Agreement and data collection and reporting standards.
10. 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 GOVERNING COUNCIL:**

1. Ensure that the funds and resources needed by the Collaborative Applicant for its work outlined in the roles and responsibilities are adequate and available.
2. Establish funding priorities for CoC Program and ESG assistance through fair, objective, and transparent processes
3. Approve policies and procedures for performance monitoring, evaluation, corrective plans and reporting for all CoC Program and ESG recipients and sub recipients.
4. Ensure that any potential or perceived conflicts of interest are addressed in an effective, open, and timely manner.
5. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness
6. Review and approve the funding application and response to HUD's annual CoC Program NOFA for homelessness assistance resources.
7. Approve CoC performance targets appropriate for each population and program type.
8. Approve written standards for administering assistance for Short, Medium and Long Term housing

9. Provide to the Collaborative Applicant an annual planning timeline and data and analysis information needs.
10. 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 July 1, 2014 through June 30, 2015. This agreement shall renew automatically unless either party gives notification pursuant to TERMINATION section.

**AMENDMENTS/NOTICES**

The 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 MS BoS Governing Council
2. Executive Director of MS United to End Homelessness

**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 Planning Grant funds or Governing Council Operating 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, MS BOS Governing Council

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Executive Director, MUTEH

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Date

\_\_\_\_\_

Date



## MS Balance of State CoC Coordinator

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Work under direct supervision of Collaborative Applicant Executive Director
2. Contribute to ongoing quality improvement of the BoS CoC.
3. Maintain, update and develop agenda and minutes for CoC functions.
4. Coordinate and schedule Governing Council and regional coalition meetings.
5. Recruit members and agencies for the meetings.
6. Send reminders for regional coalition meetings and CoC membership meetings.
7. Communicate information about the MS BoS CoC, its members and opportunities.
8. Record notes and contacts from all meetings and make available as needed.
9. Create and promote success stories of the CoC.
10. Encourage collaboration among regional agencies.
11. Promote membership in the MS BoS CoC.
12. Coordinate organizations and volunteer participation.
13. Oversee the design of forms and promotional materials for the Point in Time Count.
14. Work with area coordinators for local PIT events.
15. Film and edit CoC training media.
16. Create strategies to insure a more thorough PIT Count.
17. Discover agencies and recruit for the PIT and HIC counts.
18. Manage the CoC's various social media outlets.
19. Other duties as assigned by the CoC Governing Council.
20. Coordinate, prepare, and maintain required documentation, for CoC functions, in a timely and thorough manner (including website information).
21. Adhere to client confidentiality requirements and standards.
22. Coordinate with local resources to identify available and affordable units.
23. Market the CoC to prospective partners.
24. Coordinate education for member agencies in areas of CoC responsibility
25. Ensure that the BoS CoC Governing Council's needs are responded to in a timely manner.
26. Assist new members to coordinate their membership application, agency representatives (proxies), and programs are set up as required by CoC guidelines.
27. Schedule regular agency visits with each visit focusing on CoC education.
28. Coordinate appropriate referrals and linkages to available community partnerships and mainstream services.

29. Ensure accuracy and consistency with the agency's fiscal and billing procedures.
30. Ensure that appropriate services are located for agencies that will enable them to promote housing beyond their program.
31. Maintain contact with the BoS CoC Governing Council and MUTEH regarding member agencies' financial standing.
32. Develop relationships with representatives in other agencies to support individuals attaining services such as additional mental healthcare, psychiatric medication, medical resources, financial assistance, legal advocacy, etc.
33. Participate in daily debrief sessions, weekly supervisory and/or staff meetings, training and development opportunities as determined appropriate by the CoC Governing Council or the MUTEH Program Director in conjunction with the CoC Governing Council.
34. Attend applicable trainings.
35. Organize annual membership meeting
35. Other duties as assigned by the CoC Governing Council.

## QUALIFICATIONS AND KEY COMPETENCIES

1. A Bachelor's Degree in Social Work or related field from an accredited school is preferred, or a minimum of two (2) years case management experience accompanied by an Associate's degree. Experience working with homeless population(s) helpful.
2. Effective verbal and written communication skills.
3. Ability and willingness to travel throughout MUTEH's 71 county coverage area to conduct home visits with participant families. *Licensed and insured driver willing to use own vehicle in conducting related tasks is required.*
4. Strong and timely documentation and assessment skills.
5. Strong team/consensus building skills.
6. Must be a self-starter.
7. Ability to use holistic, client-centered approach.
8. Other Core Competencies expected: time management, attention to detail, crisis management, customer service, interpersonal skills, caring, reliability, collaboration, initiative, fostering diversity, and organizational understanding.

## OTHER REQUIREMENTS:

1. Continuously exchanges information through listening and talking with clients, agency staff, employers, representatives of community organizations and other individuals in the community.
2. Frequently stands, walks, sits, and climbs in performing duties in the office and traveling to off-site meetings.
3. Frequently reaches and grasps in using telephones, computers, copy machines, and other office equipment and supplies.
4. Frequently lifts and carries up to 5lbs of paperwork, files, and training materials, occasionally up to 40lbs.
5. Must have valid state driver's license by time of hire and be willing to travel significant distances throughout the week. A reliable vehicle for travel is required.