



# COLLABORATIVE APPLICANT AGREEMENT (REVISED APRIL 2017)



**BETWEEN**

**MISSISSIPPI BALANCE OF STATE CoC (MS-501) GOVERNING  
COUNCIL AND MUTEH INC.**

**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to End Homelessness Board of Directors adopted a Governance Agreement on December 13, 2012 which agreement has now been replaced by the Governance Charter adopted by the MUTEH Board of Directors and membership on February 26, 2014;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 CFR 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, 2017 through June 30, 2018.** This agreement shall renew automatically unless either party gives notification pursuant to TERMINATION section.

#### AMENDMENTS/NOTICES

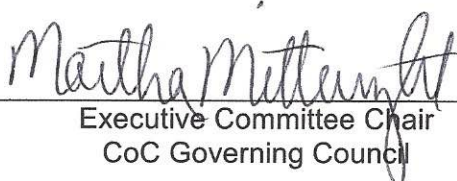
The MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, emailed or delivered to:

1. Executive Committee Chair of the MS BoS Governing Council
2. President/Chief Financial Officer of MUTEH Inc.


#### 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:

  
\_\_\_\_\_  
Executive Committee Chair  
CoC Governing Council

06 / 01 / 2017  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
President/ Chief Financial Officer  
MUTEH Inc.

6 / 01 / 17  
\_\_\_\_\_  
Date