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[www.homelesshouston.org](http://www.homelesshouston.org)

Coalition for the Homeless of Houston/Harris County  
Department of Housing and Urban Development (HUD)  
Continuum of Care (CoC) Program

Memorandum of Understanding between the **Coalition for the Homeless of Houston/Harris County**  
and Fort Bend County (Project Applicant)

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## 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 homeless 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 Coalition for the Homeless of Houston/Harris County (CFTH) and Project Applicant. The purpose of this MOU is to set forth expectations and responsibilities of CFTH and Project Applicant as Project Applicant seeks funding from HUD under the CoC Program.

## GENERAL PROVISIONS

### CFTH will:

- 1) Serve as the CoC Lead Agency 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.
- 2) Coordinate and leverage the Homeless Information Management System (HMIS) as a data collection and, eventually, coordinated intake tool, to capture client-level, system-wide information over time on the characteristics and services needs of the homeless persons to be served within the funded programs.
- 3) Provide technical assistance and training to provider agencies to ensure compliance with HUD CoC regulations, standards, and guidelines.
- 4) Monitor provider agencies' programmatic and financial management to ensure compliance with HUD CoC regulations, standards, and guidelines.
- 5) Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are homeless.



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**Project Applicant will:**

**Services**

1. **Have in place on-site supportive services** (provided directly or sub-contracted) or provide transportation and access to supportive services that will:
  - a. Help program participants obtain or remain in permanent housing;
  - b. Help participants increase skills and/or income;
  - c. Help participants achieve greater self-determination, enabling the participants to gain needed confidence to make the transition out of homelessness.
2. **Provide a combination of one or more Evidence-Based Practices (EBP)** or promising practices for the target client group to be implemented in case management and other supportive services provided by the grantee or sub-contracted
3. **Provide services in a culturally competent and inclusive context.** The people that the permanent supportive housing program is designed to serve are almost by definition marginalized and excluded from their communities and mainstream society. Bringing them into housing and offering meaningful services requires providers to bridge cultural, language, and other barriers.
4. Establish policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness;
5. Designate a staff person to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.

**Applicable to CoC Funded Permanent Supportive Housing Projects**

6. To be able to engage and help stabilize people who have a history of trauma, **permanent housing programs need to be trauma-informed.** This means training all staff who will be working with participants to understand the nature and manifestations of trauma in human life and to ensure that both housing and services are offered in safe, nonthreatening environments.
7. **Separation of housing and services** underpins the supportive housing model. Property management functions and support services are handled by separate staff, and often even by different organizations. They coordinate with one another but clearly differentiate the roles of property manager and service provider.
8. **Eligibility and continued tenancy** is not dependent on participation in services provided, rather on the requirements of tenancy.

**Client Eligibility – Applicable to CoC Funded Housing Projects**

1. **Move clients into permanent housing directly from streets and shelters** without preconditions of treatment acceptance or compliance.
2. CoC funded programs must comply with business rules developed for **Coordinated Access**.
3. **Programs are required to accept tenants with zero income**, and may have the goal of helping clients obtain income through benefits or employment to contribute to rent once admitted but may not un-enroll tenants from the program solely because income is not gained.
4. **Programs may not charge more than 30% of a client's income in rent.**
5. **For Permanent Housing Projects only, clients may not be unenrolled from the program for reasons other than non-compliance with the basic lease agreement.** For example, clients are



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allowed to have alcohol in their homes and may not be unenrolled unless their behavior would cause eviction by the landlord.

## **HMIS**

The Homeless Management Information System (HMIS) is a critical tool used for tracking program participation, and the data collected therein can be analyzed to report on program, agency, and community-level outcomes—requirements now mandated by most public and private funders of homeless services.

In addition, HMIS data is used to produce the Annual Performance Report (APR) and the Houston/Harris County Continuum of Care's submission for the Annual Homeless Assessment Report to Congress (AHAR). It is also used for reconciliation of the annual Point-in-Time Count each January. Additionally, the Coordinated Intake system depends upon the housing utilization tools within HMIS to determine unit availability.

Therefore, due to the importance of data collection as outlined above, all CoC-funded projects except victim services providers, are required to participate in HMIS in accordance with the data entry guidelines set by the HMIS Lead Agency ("the Coalition for the Homeless"). These guidelines include, but are not limited to:

1. The timely and accurate entry of data;
2. A complete exit assessment with exit destination and updated housing status; and
3. The maintenance of client information confidentiality.

In addition to providing all HUD mandatory data, agencies should strive to collect the maximum data elements for all clients.

Victim services providers must establish and operate a comparable database that complies with HUD's HMIS requirements and local data standards as approved by the CoC Steering Committee.

## **CoC Participation**

1. The applicant agency agrees to participate in the Annual Point-In-Time Count by:
  - a) Volunteering agency staff to perform the unsheltered count
  - b) Completing the Housing Inventory Chart for the shelter count
  - c) Participating in Gaps Analysis and Needs Assessment
2. The applicant agency agrees to participate in CoC planning, policy, and strategy activities including but not limited to Provider and HMIS Forums.

## **Documentation and Monitoring**

For each program funded through the Continuum of Care Program the applicant agency agrees to provide the following documents:

1. Final Technical Submission sent to HUD for any NEW projects awarded;
2. Signed Grant Agreement for Awards within five days of agreement execution;
3. Copy of APR submitted to HUD at the end of each grant year within five days of *e-snaps* submission;
4. Approved Substantial Grant Amendments within five days of amendment execution; and
5. Annual Agency Audits

The applicant agency agrees to site and monitoring visits to review project eligibility and quality threshold requirements by providing the necessary information and required documentation as requested by the Coalition for the Homeless of Houston/Harris County to ensure compliance with federal funding regulations.



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## CONFIDENTIALITY

Both parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

## EQUAL OPPORTUNITY

Both parties mutually agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

## 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.

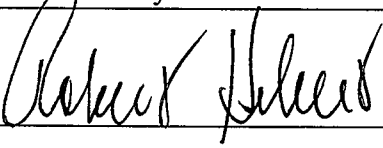
This MOU can be expanded, modified, or amended, as needed, at any time by the consent of both agencies.

This MOU shall be in effect until the end of this project unless terminated by mutual agreement in writing prior to the project end date.

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### COALITION FOR THE HOMELESS OF HOUSTON/HARRIS COUNTY

Fort Bend County

By: 

Name: Robert E. Hebert

Title: County Judge

Date: October 7, 2014

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

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

Title: \_\_\_\_\_

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

# Continuum of Care

## Project Eligibility Threshold Requirements 2014 Continuum of Care Competition

This notice is to inform the Houston/Harris County CoC that the applicant agency,

Fort Bend County

Name of Agency

Shelter Plus Care

Name of Project

☒ Does meet the Project Eligibility Threshold

☐ Does NOT meet the Project Eligibility Threshold

HUD will review all projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If HUD determines that the applicable standards are not met for a project, the project will be rejected from the competition. Any project requesting renewal funding will be considered as having met these requirements through its previously approved grant application unless information to the contrary is received (i.e., monitoring findings, results from investigations by the Office of Inspector General, etc). Approval of renewal projects is not a determination by HUD that a recipient is in compliance with applicable fair housing and civil rights requirements.

(1) Project applicants and potential subrecipients must meet the eligibility requirements of the CoC program as described in the interim rule and provide evidence of eligibility required in the application (e.g., nonprofit documentation).

(2) Project applicants and potential subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer federal funds. Demonstrating capacity may include a description of the applicant/subrecipient's experience with similar projects and with successful administration of other federal funds. Applicants must demonstrate good standing with HUD: have no open monitoring findings; have spent funds and completed prior grants in a timely manner.

(3) Project applicants must submit the required certifications as specified in this NOFA. HUD forms required to be attached must meet HUD timeliness requirements – cannot be signed by authorized officials prior to June 1, 2014.

(4) The population to be served must meet program eligibility requirements as described in the HEARTH Act, and the project application must clearly establish eligibility of project applicants. This includes the following additional eligibility criteria for certain types of projects.

(a) The only persons who may be served by any non-dedicated permanent supportive housing projects are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing.

i. Persons coming from transitional housing must have originally come from the streets or emergency shelters.

ii. For any and all new projects funded through this NOFA including bonus and reallocated funding, no persons from Transitional Housing may be served

iii. Homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing. As participants leave currently operating projects, participants who meet this eligibility standard must replace them. Notwithstanding the above, no resident of transitional housing is eligible to be served by ANY new project funded through the 2014 NOFA competition.

iv. Persons exiting institutions where they reside for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for permanent supportive housing.

(b) The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless persons. Persons in transitional housing are NOT considered to be chronically homeless even if they met the criteria prior to entering transitional housing.

(c) Rapid rehousing projects originally funded to serve individuals and families coming from the streets and emergency shelters must continue to do so. Persons coming from transitional housing are not eligible.

(d) New rapid rehousing projects created through reallocation must serving households with children coming from the streets and emergency shelters and may include in part or whole, victims of domestic violence; however these persons must meet all other criteria for this type of housing. Persons coming from transitional housing are not eligible

(e) Projects originally funded as part of the FY 2008 Rapid Re-Housing for Families Demonstration must continue to adhere to the following requirements:

i. Must serve households with dependent children residing on the streets or emergency shelters.

ii. No more than 30 percent of the total eligible program activities may be used for supportive services, including case management.

iii. Eligible supportive services are limited to housing placement, case management, legal assistance, literacy training, job training, mental health services, childcare services, and substance abuse services.

iv. Eligible housing activities include leasing only.

v. Continue to participate in and provide requested information to HUD for evaluation.

(f) Renewal projects originally funded under the Samaritan Housing Initiative must continue to exclusively serve 100 percent chronically homeless, unless there are no chronically homeless within the CoC geographic area. CoCs should not hold units vacant, but instead should prioritize other vulnerable and eligible households.

(g) Renewal projects originally funded under the Permanent Housing Bonus must continue to serve the homeless population in accordance with the respective NOFA under which it was originally awarded.

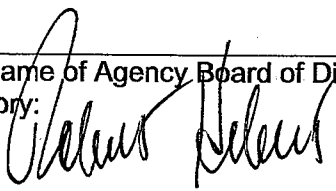
(h) Transitional housing and supportive services only projects may be eligible to use up to 10 percent of the total CoC funds to serve the homeless as defined by other federal definitions. However, the CoC must be approved by HUD during the competition to serve the homeless as defined by other federal homeless definitions. No project may serve this population unless HUD approves the CoC during the competition. Section II.B.12 of this NOFA describes the process for gaining HUD approval to serve the homeless as defined under other federal definitions. No projects in the 2014 NOFA competition may apply to serve persons defined as homeless by other federal definitions.

(i) Renewal projects that indicated that they would prioritize chronically homeless persons in beds that become available through turnover in non-dedicated permanent supportive housing projects must continue to do so.

(5) The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

(6) Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient cannot disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that meets the needs of the local HMIS.

(7) Whether project applicants administer their programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.

Print Name of Agency Board of Directors Approved Signatory:  Robert E. Hebert	Signature of Agency Board of Directors Approved Signatory
Title  County Judge	Date  October 7, 2014



**Project Renewal Threshold  
2014 Continuum of Care**

This notice is to inform the Houston/Harris County CoC that the applicant agency,

Fort Bend County

Name of Agency

Shelter Plus Care

Name of Project

  X   **Does meet the Project Renewal Threshold**

           **Does NOT meet the Project Renewal Threshold**

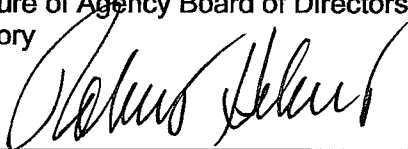
A CoC must consider the need to continue funding for projects expiring in CY 2014 and CY 2015. Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, HUD will review information in LOCCS; Annual Performance Reports (APRs); and information provided from the local HUD/CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:

- (1) Whether the project applicant's performance met the plans and goals established in the initial application as amended;
- (2) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;
- (3) The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success, except HMIS-dedicated projects are not required to meet this standard; and
- (4) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.

HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:



- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds on ineligible costs,

<b>Print Name of Agency Board of Directors Approved Signatory:</b>  Robert E. Hebert	<b>Signature of Agency Board of Directors Approved Signatory</b> 
<b>Title</b>  County Judge	<b>Date</b>  October 7, 2014