

# Memorandum of Understanding

Between

**Lake County Coalition for the Homeless**

**/ Lake County Continuum of Care**

and

**Lake County, Illinois**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Lake County Coalition for the Homeless (LCCH) and Lake County, Illinois to work together to provide services under Lake County's Continuum of Care (CoC) for the purposes of serving as Collaborative Applicant.

## Background

The Department of Housing and Urban Development (HUD) regulations for **Continuum of Care** funding is dictated by the HEARTH Act, which amended the McKinney-Vento Homeless Assistance Act. HUD requires communities to submit a single, comprehensive application for homeless assistance funds through a local, unified "Continuum of Care" (CoC). The Lake County Coalition for the Homeless (LCCH) functions as the Continuum of Care for Lake County, IL. The comprehensive application is submitted by the CoC's designated Collaborative Applicant, which is defined by HUD as "the only entity that can apply for a grant from HUD on behalf of the Continuum that the Collaborative Applicant represents." The intent behind the comprehensive application process is to encourage community-wide homeless service coordination in the hopes that consumers will have improved access to mainstream resources that will help them overcome homelessness.

The community-driven response to homelessness defined in the HEARTH Act requires a broad coalition of invested entities (e.g. LCCH) who collectively must accomplish the extensive tasks (outlined below) required for the community to end homelessness and to comply with federal regulations. The HEARTH Act makes additional planning, coordinating and monitoring demands that cannot be met with LCCH's existing capacity. With this MOU, LCCH and the Lake County PBD state their mutual intent to accomplish these tasks.

## Purpose

This MOU designates the Lake County Department of Planning, Building and Development (PBD) as collaborative applicant. Further, this MOU will outline the duties, roles, and responsibilities associated with the Continuum of Care Program Coordinator.

With this MOU, LCCH states its understanding that PBD is hereby charged with staffing the Continuum of Care Program Coordinator. The guiding expectations of the CoC Coordinator are three- fold. First, the CoC Coordinator shall serve as a technical advisor with the intent of providing detailed information and advice on compliance with HUD regulations and best practices in homeless services. Second, the CoC

Coordinator may undertake special projects to be defined by the LCCH on an annual basis via a written Work Plan. Third, the CoC Coordinator shall act as the implementer of the tasks outlined below.

### CoC Board Membership and Collaboration

The Continuum of Care Coordinator will:

- Act as staff and advisor to the LCCH;
- Attend all LCCH meetings;
- Have a direct and collaborative relationship with LCCH;
- Act as a liaison and coordinate communications between LCCH and Lake County Planning, Building & Development; and
- Act as a liaison between LCCH and HUD, and communicate resulting information to the LCCH. Staff and participate in LCCH committees.

### Collaborative Applicant

The Continuum of Care Coordinator will help provide content and expertise regarding funding availability from the following:

- **Continuum of Care**

The CoC Coordinator will:

- Inform LCCH when HUD CoC funding notification is published;
- Create and finalize application timeline for approval by LCCH;
- Build and finalize application and scoring rubric for approval by LCCH;
- Train and advise appropriate LCCH committees on relevant funding review and ranking processes;
- Complete and submit the Continuum of Care application; and
- Provide technical assistance to agencies regarding CoC project applications and ESNAPS.

- **State of Illinois DHS Emergency Solutions Grants**

The CoC Coordinator will:

- Coordinate application timeline;
- Build and finalize an LOI/mini-application process for approval by the LCCH;
- Train an Application Review / Rank Committee with approval by the LCCH; and
- Collect and submit final applications for DHS Emergency Solutions Grants to the State.

- **State of Illinois DHS Homeless Prevention**

The CoC Coordinator will:

- Coordinate the application timeline;
  - Build and finalize an LOI/mini-application process for approval by the LCCH;
  - Train an Application Review / Rank Committee for approval by the LCCH; and
  - Collect and submit final applications for DHS Homeless Prevention funds to the State.
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### Coordinated Assessment

The CoC Coordinator will:

- Work alongside HMIS Administrator to maintain the centralized waiting list for permanent supportive housing; and
- Facilitate housing placement from the centralized waiting list.

### Reporting & Systems Performance

The CoC Coordinator will:

- Coordinate with LCCH Secretary to maintain historic and current versions of Continuum of Care electronic and physical documents including, but not limited to, agendas and minutes published for public viewing and organizational documents;
- Work with LCCH to ensure that all organizational documents are reviewed, updated, and submitted within required timeframes;
- Conduct ongoing needs assessment and gaps-analysis and develop strategic responses to address gaps to present to the LCCH;
- Prepare and review key metrics including ESG performance measures for both State and Federal sources; and
- Prepare and submit the following, each year, in collaboration with the LCCH:
  - Annual Homelessness Assessment Report (AHAR)
  - Grant Inventory Worksheet (GIW)
  - HMIS Annual Performance Review (APR )
  - Point In Time (PIT)

### Training

The CoC Coordinator will conduct ongoing training for the LCCH regarding HUD policy guidelines and requirements. The CoC Coordinator may participate in HUD sponsored workshops and training events, including the annual Peer to Peer Workshop.

### Grantee Monitoring

The CoC Coordinator will:

- Assist LCCH in creating a timeline for ongoing monitoring/TA by peers from LCCH;
- Assist struggling agencies in addressing issues that may be identified as a result of technical assistance/monitoring; and
- Create and maintain a monitoring tool /technical assistance guide, in collaboration with the LCCH, for the following funding sources:
  - CoC
  - IDHS ESG
  - IDHS Homeless Prevention

### Policy Development

The CoC Coordinator may be assigned, as a part of an annual work plan, to assist the Lake County CoC Board of Directors in creating policies/procedures.

### Annual Work Plan

For each year that the Continuum of Care Coordinator collaborates with the Lake County Continuum of Care, the CoC Coordinator will present an annual work plan, to the Lake County CoC Board of Directors, for approval. This shall be the main focus of the CoC Coordinator's work for the designated year. This annual work plan shall include:

- Summary of the CoC's long-range plan;
- Objectives/Goals for the work of the CoC Coordinator in the upcoming year;
- Detailed activities related to these objectives/goals;
- Plan for monitoring and evaluation; and
- Annual budget in support of these activities.

### **Reporting**

The Continuum of Care Coordinator will act as a liaison between the Lake County Continuum of Care and Lake County PBD.

The Continuum of Care Coordinator receives direction from the LCCH and Lake County PBD, and is supervised by the Lake County Community Development Administrator. In the event of a conflict between the direction by the LCCH and Lake County PBD, both parties will work together to resolve any concerns. Lake County PBD is ultimately responsible for staffing the position outlined in this MOU. Any concerns with staff performance under this MOU will be shared between Lake County Community Development Administrator and LCCH. In the event that the conflict cannot be resolved, an unbiased third party will be identified for mediation and assistance with conflict resolution. Any cost incurred will be shared by both parties.

In the further event that a conflict cannot be mediated, both parties will defer to HUD as funder and regulator for the duration of the current MOU.

Additional duties not subject to this MOU will be agreed upon by both parties.

### **Funding**

This MOU is meant to outline collaborative efforts between the Lake County CoC and the Continuum of Care Coordinator and to outline expectations in regards to funds previously committed to the Continuum of Care Coordinator position. Generally speaking, the funding sources available to the CoC and to Lake County to pay for the CoC Coordinator position include, but are not limited to, the following:

- U.S. Department of Housing & Urban Development (HUD) Continuum of Care Grants
- HUD Emergency Solutions Grants to Lake County and to State of Illinois

Upon the signing of this MOU, adequate amounts of these funding sources have been committed by the CoC and by Lake County to fund the CoC Coordinator position for the timeframe of this MOU. This MOU is not legally binding and is not in any way a commitment of future funds.

### **Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from the Lake County Coalition for the Homeless/Lake County Continuum of Care and Lake County.

This MOU shall be effective as of 10/1/2015 (retroactively) by authorized officials from the Lake County Coalition for the Homeless/Lake County Continuum of Care and Lake County and will remain in effect until 9/30/2016. This agreement may be modified at any time by mutual consent of both parties.

Either party can declare their intent not to renew the MOU. This declaration can be initiated by either party at any time and would take effect as of 9/30/2016. Both parties intend to provide adequate (e.g. 90 day) notice of the intent not to renew.

## Contact Information

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(Partner signature)

Joel Williams,  
President  
Lake County Coalition for the Homeless/  
Lake County Continuum of Care

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

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(Partner signature)

Aaron Lawlor  
Lake County Board Chairman

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