

COLLABORATIVE APPLICANT AGREEMENT  
BETWEEN

MI-500 BALANCE OF STATE CONTINUUM OF CARE (MI BOSCO)

AND

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA)  
(Collaborative Applicant)

WHEREAS THE Michigan Balance of State Continuum of Care (referred hereto as MI BOSCO) adopted a Governance Charter on November 16, 2015 (rev. 11-9-17, 10/13/18);

WHEREAS MI BOSCO shall serve the geographic area of MI BOSCO of Care MI-500, which includes 59 counties, to:

- Promote continuum-wide commitment to the goal of ending homelessness;
- Provide funding for efforts by nonprofit providers 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 Governance Council shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) 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 the Michigan State Housing Development Authority (referred to as MSHDA) has been designated as the Collaborative Applicant by the Governance Council, and as such is the sole eligible applicant for HUD CoC funds, and shall manage the required HUD process on behalf of MI BOSCO 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 the Michigan Coalition Against Homelessness (MCAH) has been designated as the Administrator of the Homeless Management Information System (HMIS) by MI BOSCO;

WHEREAS MSHDA has been designated as the Fiscal Agent for the administration of MI BOSCO planning grant funds as directed by MI BOSCO;

WHEREAS MSHDA has been designated as the employer on record for the CoC Coordinator and shall be reimbursed for related employments costs subject to continued funding through the CoC Planning Grant; and, as such, shall provide office space, and other tools necessary for the CoC Coordinator to perform his/her duties;

WHEREAS day-to-day direction of the CoC Coordinator will be handled by the Collaborative Applicant with guidance from the CoC Governance Council and based on the goals and objectives of the CoC Governance Council;

WHEREAS any employment issues relating to the CoC Coordinator will be addressed in concert with the Collaborative Applicant according to the rules of the State of Michigan.

The parties agree to the following:

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

1. Maintain financial records relating HUD grants and provide regular on-going financial reporting related to grants received for Homeless Management Information System (HMIS) and the Planning Grant per the expectations of the MI BOSCOG;
2. Inform MI BOSCOG of HUD notices, interim rules, and changes to HUD regulations;
3. Provide a quarterly Collaborative Applicant report via the Coordinator which includes a full and complete accounting of expenditures and balances of the Planning Grant;
4. Assist with the HUD CoC Program Grant application process, as requested by MI BOSCOG;
5. Produce or ensure production of annual reports including:
  - a. CoC Program Grant score debrief and improvement report.
6. In collaboration with the MI BOSCOG Performance and Outcomes Committee and the Coordinator, conduct performance monitoring, evaluation, and reporting of all CoC program recipients and sub-recipients.
7. Contract with the Michigan Coalition Against Homelessness (MCAH) to serve as the HMIS Lead Agency, operating HMIS compliant with the HUD HMIS CoC Program Grant and data collection and reporting standards per the HMIS Joint Governance Charter.
  - a. The HMIS Lead Agency (MCAH) will be responsible for producing the annual Point In Time Count, Housing Inventory Chart, and Annual Homeless Assessment Report for the MI BOSCOG.

**ROLES AND RESPONSIBILITIES OF THE MICHIGAN BALANCE OF STATE CONTINUUM OF CARE MI-500:**

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. Establish performance targets for each population and program type based on HUD performance standards identified in HUD guidance, NOFAs, and notices, as requested by MI BOSCOG.
4. Develop and approve policies and procedures for performance monitoring, evaluation, corrective plans and reporting for all CoC Program and ESG recipients and sub recipients.
5. Ensure that any potential or perceived conflicts of interest are addressed in an effective, open, and timely manner.
6. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness

7. Develop a process to review, approve, and prioritize funding allocations in response to HUD NOFAs for the CoC Program.
8. Approve written standards for administering assistance for permanent housing interventions (i.e. RRH, PSH).
9. Conduct a bi-annual performance review of the Collaborative Applicant.
11. Cultivate board membership as provided for in the Governance Charter and provide support to foster engagement and participation.
12. Conduct outreach efforts to educate local stakeholders and the general public regarding the role of MI BOSCOG and its Local Planning Bodies.

**DURATION AND RENEWAL**

Except as provided in the TERMINATION section, the duration of the MOU shall be from August 1, 2019 through July 31, 2020. This agreement shall be reviewed annually.

**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 MI BOSCOG
2. Authorized Representative of the Michigan State Housing Development Authority

**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 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:

Collaborative Applicant	Date
Kelly Rose, Chief Housing Solutions Officer	
Michigan State Housing Development Authority	

Balance of State Continuum of Care	Date
Tina Allen, Chair	
Michigan Balance of State Continuum of Care	

## **MI-500 Balance of State CoC (MI BOSCO) Coordinator**

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Receive daily work assignments from the MI BOSCO Chair.
2. Contribute to ongoing quality improvement of the MI BOSCO.
3. Maintain, update and develop agenda and minutes for MI BOSCO functions.
4. Coordinate and schedule Executive Committee, full membership, and subcommittee meetings.
5. Organize annual membership meeting.
6. Send out reminders and related materials for all meetings.
7. Support the efforts of the MI BOSCO subcommittees.
8. Record minutes for all meetings and make available for posting/circulation as soon as possible following each meeting.
9. Disseminate information relating to the MI BOSCO to its members, local planning bodies, and other interested parties.
10. Facilitate the regular maintenance of the MI BOSCO website.
11. Create and promote success stories of the MI BOSCO.
12. Encourage collaboration among local planning bodies, local agencies, and the MI BOSCO.
13. Work with the Michigan Coalition Against Homelessness and local area coordinators to provide education and coordination of PIT events.
14. Create strategies to ensure a more thorough PIT Count.
15. Coordinate, prepare, and maintain required documentation for MI BOSCO functions in a timely and thorough manner.
16. Adhere to client confidentiality requirements and standards.
17. Coordinate MI BOSCO-sponsored education/training for member agencies in areas of MI BOSCO responsibility
18. Ensure that the needs of the MI BOSCO are attended to in a timely manner.
19. Assist with Governance Council member recruitment, on-boarding, and support activities, including membership application, identification of alternates/proxies, and orientation, etc., as required by MI BOSCO guidelines.

20. Schedule regular on-site visits to local planning bodies focusing on MI BOSCO education.
21. Ensure accuracy and consistency with the agency's fiscal and billing procedures.
22. Maintain regular contact with the MI BOSCO and MSHDA regarding grantee expenditures.
23. Participate in debrief sessions, supervisory and/or staff meetings, training and development opportunities as determined appropriate by the MI BOSCO Executive Committee.
24. Attend applicable trainings as determined appropriate by the MI BOSCO Executive Committee.
25. Other duties as assigned by the MI BOSCO Chair, Executive Committee, and Governance Council.