

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
MICHIGAN BALANCE OF STATE CONTINUUM OF CARE
AND
MICHIGAN COALITION AGAINST HOMELESSNESS

This Memorandum of Understanding ("MOU") sets forth the respective plans and agreements in relation to the Michigan Balance of State Continuum of Care (MIBOSCO) and collaborative arrangement with the Michigan Coalition Against Homelessness (MCAH) (collectively referred to as the "Partner").

ORIGIN AND AUTHORITY

The Michigan Balance of State Continuum of Care (MI-500) is recognized by HUD as the official continuum of care (CoC) body for the balance of state counties.

BACKGROUND

The MIBOSCO promotes the prevention and ending of homelessness by developing and maintaining a system to coordinate federal and statewide resources and services for people experiencing homelessness in the MIBOSCO service area.

The Michigan State Housing Development Authority (MSHDA) serves as the Collaborative Applicant for the MIBOSCO. As the Collaborative Applicant, MSHDA is responsible for the execution of Planning Grant funds, under the direction of the MIBOSCO Finance Committee. This document will set forth the expectations for Planning Grant activities (e.g. administration of PIT/HIC, monitoring, Technical Assistance) as defined below.

MCAH serves at the Homeless Management Information System (HMIS) Lead Agency for the MIBOSCO and as such, under this MOU, MCAH will accept responsibility for the listed activities as defined below.

Scope of Services: The following are agreed upon tasks to be undertaken by MCAH on behalf of MIBOSCO from July 1, 2018 through July 31, 2019. The scope of work below may not be all-inclusive and may need to be amended or supplemented monthly as tasks and estimated costs are identified. Any amendment or supplement must be approved, in advance, by MIBOSCO and MCAH.

Roles and Responsibilities of MIBOSCO:

- MIBOSCO will pay MCAH for actual service hours and associated expenses up to \$40,000.

- MIBOSCOC will be responsive to needs identified by MCAH requiring MIBOSCOC leadership support and execution for any task required per the scope of services.
- MIBOSCOC will provide timely review of information produced or created under the scope of services.
- MIBOSCOC, via its Collaborative Applicant (MSHDA), will pay invoices within 30 days of receipt.
- MIBOSCOC will identify the appropriate Committees on an annual basis to which MCAH will report and engage as needed for all defined tasks.

Roles and Responsibilities of MCAH:

- MCAH staff, and individuals and agencies with whom MCAH may subcontract, will provide services relating to:
 1. Management and training, data analysis, and other activities and associated costs for completing the annual Point-in-Time (PIT) Count and Housing Inventory Chart (HIC) for the MIBOSCOC; and
 2. Monitoring MIBOSCOC system level data (e.g. Federal reporting requirements for PIT/HIC as HMIS Lead; Longitudinal System Analysis [LSA]; System Performance Measures); and
 3. Providing Technical Assistance (e.g. Continuous Quality Improvement) related to underperforming Local Planning Bodies (LPB) or CoC Grantees and any ongoing data quality issues as they are identified by the following:
 - Self-referral
 - Ongoing data reports and analysis conducted by MCAH
 - Significant staff changes/transitions within LPB or CoC Grantee
 - Referred for Technical Assistance by the MIBOSCOC
- MCAH will provide associated reports and other associated documentation per MIBOSCOC's request (e.g. PIT/HIC, System Performance Measures, LSA, follow up on Technical Assistance);
- MCAH will invoice MIBOSCOC Treasurer for review and approval on a monthly basis, when possible, containing task descriptions, hours devoted to the tasks, and associated charges for the month. MCAH will provide MIBOSCOC with a detailed invoice, cleared check copies and all supporting documentation of grant expenditures upon submission of monthly check request. The Treasurer will then forward documents to the MIBOSCOC Coordinator to remit payment via MSHDA. MCAH will maintain copies of receipts and a spreadsheet of grant expenditures for the Department of Housing and Urban Development (HUD)/MSDHA audit purposes.

Agreed Upon:

By: Kelly Rose Date: 7-1-2018
Kelly Rose
On behalf of MSHDA, as Collaborative Applicant

Title: Director, Rental Assistance & Homeless Solutions

By: Tina Allen Date: 7/1/18
Tina Allen
On behalf of MIBOSCOC, as Chair

By: Eric Hufnagel Date: 7/1/18
Eric Hufnagel
On behalf of MCAH, as HMIS Lead Agency

Title: Executive Director, Michigan Coalition Against Homelessness