

**MEMORANDUM OF
UNDERSTANDING BETWEEN
FL-502: ST. PETERSBURG, CLEARWATER, LARGO/PINELLAS COUNTY
CONTINUUM OF CARE AND
HOMELESS LEADERSHIP ALLIANCE OF PINELLAS, INC.**

WHEREAS the FL-502 – St. Petersburg, Clearwater, Largo/Pinellas County Continuum of Care (Pinellas CoC) adopted a revised Governance Charter on March 6, 2020; and

WHEREAS the Pinellas CoC serves the geographic area of the FL-502 Continuum of Care (CoC), which encompasses all of Pinellas County, to:

- Promote a 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
- Take into consideration local priorities shaped by local circumstances; and,

WHEREAS the Pinellas CoC shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development requirements detailed in 24 CFR part 578 to designate an eligible organization to serve as the Collaborative Applicant to provide services outlined in this Memorandum of Understanding; and

WHEREAS the Pinellas CoC shall develop policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578 to designate an eligible organization to serve as the Homeless Management Information System (HMIS) Lead Agency to provide services outlined in this Memorandum of Understanding; and

WHEREAS the Pinellas CoC shall develop policies and procedures conforming to the State of Florida Statute 420.623 and 420.624 to designate an eligible organization to serve as the CoC Lead Agency to provide services outlined in this Memorandum of Understanding; and

WHEREAS the Pinellas CoC has designated its Leadership Board to sign this Memorandum of Understanding on its behalf; and

WHEREAS the Homeless Leadership Alliance of Pinellas, a 501(c)(3) nonprofit organization, has been designated as the "Collaborative Applicant" by the Pinellas CoC, 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 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; and

WHEREAS the Homeless Leadership Alliance of Pinellas, a 501(c)(3) nonprofit organization, has been designated as the "HMIS Lead Agency" by the Pinellas CoC, and as such is the sole eligible applicant for HUD CoC HMIS project grant funds, and shall manage the HMIS as required by HUD and ensure that the CoC is in compliance with all applicable HUD rules and regulations; and

WHEREAS the Homeless Leadership Alliance of Pinellas, a 501(c)(3) nonprofit organization, has been designated as the "CoC Lead Agency" by the Pinellas CoC, and as such is responsible for the annual Challenge funds application on behalf of agencies within the CoC catchment area, apply for the CoC Lead Agency staffing dollars through the State of Florida, and other state homeless funding, shall manage the CoC and ensure the CoC is in compliance with all applicable Florida Statute 420.623, 420.624 and related rules and regulations;

NOW THEREFORE, in consideration for the mutual exchange of promises to perform as herein stated, the receipt and sufficiency of which is hereby acknowledged, the parties agree to the following:

ROLES AND RESPONSIBILITIES OF THE HOMELESS LEADERSHIP ALLIANCE OF PINELLAS, IN ITS ROLE AS COLLABORATIVE APPLICANT:

1. Conduct the HUD CoC Program grant process, which will include but is not limited to:
 - a. Plan and coordinate a collaborative grant process within the CoC catchment area.
 - b. Staff a performance, scoring and ranking committee that:
 - i. Establishes COC priorities that align with HUD's and the Pinellas CoC's mission to end homelessness, as stated in the Notice of Funding Availability (NOFA) or related materials and as directed by the Pinellas CoC Board and HUD;
 - ii. Scores projects using an objective set of criteria based on CoC priorities, performance and such other objective criteria deemed appropriate; and
 - iii. Ranks projects according to the NOFA's instructions.
 - c. Develop an application timeline and project proposal process consistent with the requirements of the HUD CoC NOFA.
 - d. Prepare the application for CoC Leadership Board approval.
 - e. Submit the consolidated application to HUD.
2. Apply for HUD planning dollars and provide the match required for the planning grant.
3. Develop, in cooperation with CoC Committees, CoC performance targets appropriate for each population and program type based on HUD performance standards identified in HUD guidance, NOFAs and notices.
4. Conduct performance monitoring, evaluation and reporting of all COC program and ESG program recipients and sub-recipients, and provide an annual report, including deficiencies, to the CoC Board. Develop a quality improvement plan (QIP) and provide technical assistance for underperforming projects and provide required reports to HUD.
5. In collaboration with CoC committees and the CoC Leadership Board, establish written standards for HUD-funded and state-funded recipients and sub-recipients.
6. Serve as liaison between CoC-funded projects and the local HUD Field Office located in Jacksonville, FL.

ROLES AND RESPONSIBILITIES OF THE PINELLAS COC LEADERSHIP BOARD:

1. Approve policies and procedures for performance monitoring, evaluation, corrective plans and reporting for all CoC Program and ESG recipients and sub-recipients.
2. Ensure that any potential or perceived conflicts of interest are addressed in an effective, open, and timely manner.
3. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
4. Review and approve the funding application and response to HUD's annual CoC Program NOFA for homelessness assistance resources.
5. Approve CoC performance targets appropriate for each population and program type.
6. Approve written standards for HUD-funded and state-funded homeless projects.
7. Conduct an annual performance review of the Collaborative Applicant.

ROLES AND RESPONSIBILITIES OF THE HOMELESS LEADERSHIP ALLIANCE OF PINELLAS IN ITS ROLE AS HMIS LEAD AGENCY:

1. Oversee day-to-day administration and operation of HMIS.
2. Maintain relationship and active contract in good standing with the selected HMIS software vendor.
3. Maintain all current licenses and user agreements.
4. Maintain a working relationship with all covered homeless provider organizations.
5. Develop and implement HMIS related training and technical assistance for users as well as maintain the Help Desk and all current licenses and user agreements.
6. Develop and follow a data quality plan.
7. Develop and follow a data security and privacy plan.
8. Produce standard reports and customized reports, as applicable and requested by member agencies.
9. Maintain compliance with HUD's current data standards
10. Staff HMIS and data committees.
11. Provide mandatory reporting to HUD-LSA and other reports as required.
12. Develop HMIS project applications and provide required match for annual consolidated application.
13. Submit annual Point in Time Count results to HUD.
14. Submit annual Housing Inventory Count results to HUD.
15. Generate an annual gaps analysis based on HMIS data and additional data available.
16. Provide standard monthly data reports to the Pinellas CoC and specialized data reports as requested, corresponding to urgency and complexity, within thirty (30) days.

ROLES AND RESPONSIBILTIE SOF THE PINELLAS COC LEADERSHIP BOARD WITH REGARD TO HMIS:

1. Approve policies and procedures for performance monitoring, evaluation, corrective plans and reporting for all CoC Program and ESG recipients and sub-recipients.
2. Ensure that any potential or perceived conflicts of interest are addressed in an effective, open, and timely manner.
3. Review and approve the HMIS project application as a response to HUD’s annual COC Program NOFA for homelessness assistance resources.
4. Approve COC performance targets appropriate for each population and program type.
5. Conduct an annual performance review of the HMIS Lead Agency.

ROLES AND RESPONSIBILTIE SOF THE HOMELESS LEADERSHIP ALLIANCE OF PINELLAS, IN ITS ROLE AS COC LEAD AGENCY:

1. Staffing of CoC activities in accordance with Florida Sunshine Law, which includes but is not limited to:
 - a. Membership meetings: logistics, agenda, minutes.
 - b. CoC Leadership Board meetings: logistics, agenda, minutes.
 - c. Committee meetings: logistics, agenda, minutes.
 - d. Board and member support.
 - e. Board and member development and recruitment
2. Recordkeeping of all CoC-related documents in accordance with Florida Sunshine Law.
3. Advocacy and outreach within and to the community.
4. CoC Planning, to include, but not limited to:
 - a. Coordinate ranking committees for funded projects.
 - b. Development of a homeless continuum of care plan.
5. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
6. Apply for federal, state, and local funds on behalf of the CoC.
7. Manage and monitor projects for federal, state, and local funds.
8. Update and maintain CoC website and related social media
9. Prepare in collaboration with the CoC marketing and communication materials.
10. Advocate for the CoC, In accordance with all laws and regulations work with the CoC Advocacy Committee on identified issues and priorities
11. Complete and submit all mandated reporting.
12. Development of quality improvement plan (QIP) and possible technical assistance for underperforming projects.
13. Provide funding to retain legal counsel to represent the CoC, independent of legal counsel representing the HLA, for requested legal opinions and representation in legal matters.

ROLES AND RESPONSIBILITIES OF THE PINELLAS COC LEADERSHIP BOARD WITH REGARD TO COC LEAD AGENCY:

1. Approve policies and procedures for performance monitoring, evaluation, corrective plans and reporting for all CoC Program, state funded recipients and sub-recipients.

2. Ensure that any potential or perceived conflicts of interest are addressed in an effective, open, and timely manner.
3. Collaborate to secure and align local public and private funds, state funds and federal funds to prevent and end homelessness.
4. Review and approve the project applications for State funding.
5. Approve CoC performance targets appropriate to each population and program type.
6. Conduct an annual performance review of the CoC Lead Agency.

DURATION AND RENEWAL

Except as provided in the TERMINATION section, the duration of this MOU shall be from July 10, 2023 through July 9, 2026. This agreement shall renew automatically unless either party gives notification pursuant to the TERMINATION section.

AMENDMENT/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 CoC Leadership Board
2. Chief Executive Officer and Board Chair of the Homeless Leadership Alliance of Pinellas

TERMINATION

Either party may terminate this MOU at a date prior to the renewal date specified in the MOU by giving six (6) months written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

Signatures:

<p><i>Councilmember Kathleen Beckman</i> Councilmember Kathleen Beckman (Jan 30, 2024 12:21 EST)</p> <hr/> <p>Chair Pinellas Continuum of Care Board of Directors</p>	<p><i>Pamela Qualls</i></p> <hr/> <p>Chair Homeless Leadership Alliance of Pinellas Board of Directors</p>
<p>01/30/2024</p> <hr/> <p>Date</p>	<p>01/30/2024</p> <hr/> <p>Date</p>









Memorandum of Understanding through July 2026 - Approved June 2023

Final Audit Report

2024-01-30

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