

Memorandum of Understanding

This Memorandum of Understanding (MOU) has been created and entered into on July 1, 2021 between the *Indian River County Board of Commissioners-Rental Assistance-HCV/VASH Voucher Program* 1801 27th Avenue, Building B, Vero Beach, Florida 32960 and the *Treasure Coast Homeless Services Council - Continuum of Care*, 2525 St Lucie Avenue, Vero Beach, Florida 32960

Abbreviations used in this MOU will include:

HCV/VASH – Housing Choice Voucher/Veterans Affairs Supportive Housing Program

PHA – Public Housing Agency - Indian River County

EHV – Emergency Housing Vouchers

CoC – Continuum of Care – Treasure Coast Homeless Services Council

I. Introduction and Goals (the following elements, listed in a. – c., are required elements of the MOU):

- a. PHA and CoC's commitment to administering the EHV's in accordance with all program requirements.
- b. PHA goals and standards of success in administering the program.
- c. Identification of staff position at the PHA and CoC who will serve as the lead EHV liaisons.

Lead HCV Liaisons:

PHA: Robin Miller, Programs Director

CoC: Louise Hubbard, Executive Director

II. Define the populations eligible for EHV assistance to be referred by CoC.

III. Services to be provided to eligible EHV families

1. List the services to be provided to assist individuals and families so they have success in the program and who will provide the services to them.
2. Partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance; while aiding households in addressing barriers.
3. Partnering service providers will support PHAs in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the PHA.
4. PHAs will establish windows of time for EHV applicants to complete intake interviews for EHV.

5. Partnering service providers will provide housing search assistance for eligible individuals and families, as needed.
6. Partnering service providers will provide counseling on compliance with rental lease requirements.
7. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
8. Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. PHA Roles and Responsibilities

1. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee, as needed.
2. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
3. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
4. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
5. Designate a staff to serve as the lead EHV liaison.
6. Comply with the provisions of this MOU.

V. CoC Roles and Responsibilities

1. Designate and maintain a lead EHV liaison to communicate with the PHA.
2. Refer eligible individuals and families to PHA using the community's coordinated entry system.
3. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e. self-certifications, birth certificate, social security card, etc.), as needed.
4. Attend EHV participant briefings when needed.
5. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
6. Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the CoC should assure that services are available and accessible.)
7. Comply with the provisions of this MOU.

VI. Third Party Entity Roles Responsibilities

1. Describe how the State, local, philanthropic, faith-based organizations, Victim Service Providers or CoC recipients it designates will fulfill each of the following responsibilities:

- a. State, local, philanthropic, faith-based organizations, Victim Service Providers will provide all referrals to the CoC.

VII. Program Evaluation

The PHA, and CoC or designated CoC recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Signed and dated by the official representatives of the CoC and the PHA.

Signed by

Robin Miller
Executive Director, PHA

Date

Louise Hubbard
CoC Executive Director

Date

IN WITNESS WHEREOF, the Board has executed this Memorandum of Understanding as of the date approved below.

BOARD OF COUNTY COMMISSIONERS
INDIAN RIVER COUNTY, FLORIDA

By: _____
Joseph E. Flescher, Chairman

BCC Approved: _____

Attest: Jeffrey R. Smith, Clerk of Court and
Comptroller

By: _____
Deputy Clerk

Approved as to form and legal sufficiency

By: _____
William K. DeBaal
Deputy County Attorney

Approved:

By: _____
Jason E. Brown
County Administrator