

## MEMORANDUM OF UNDERSTANDING

Between

**Charlotte-Mecklenburg Continuum of Care (NC-505) Governing Board**

**And the Collaborative Applicant: Mecklenburg County Community Support Services Department**

This Memorandum of Understanding (MOU) is entered into this 22<sup>nd</sup> day of April 2021, by and between the *Charlotte-Mecklenburg Continuum of Care Board (CoC Board)* and the *Mecklenburg County Community Support Services Department*.

### **BACKGROUND:**

**WHEREAS** the Charlotte-Mecklenburg Continuum of Care adopted a Governance Charter on November 13, 2019, as amended; and

**WHEREAS** the Charlotte-Mecklenburg CoC shall serve the geographic area of Mecklenburg County to end homelessness and alleviate its negative impacts; and

**WHEREAS** the CoC Board 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 CoC to support year-round CoC planning of homeless and homeless prevention housing and services; and

**WHEREAS** the Mecklenburg County Community Support Services Department has been designated by the CoC Board as the Collaborative Applicant, and, as such, is the sole eligible applicant for the HUD CoC Program Planning Grant funds, and shall manage the required HUD process on behalf of the CoC Board 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.

**NOW, THEREFORE**, the parties to this MOU set forth the following as the terms and conditions of their understanding:

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

1. Work closely with the CoC Board, CoC membership, its committees and workgroups to effectively coordinate the housing and services system, and to achieve the CoC's vision.
2. Design and manage a collaborative process for the development of a collaborative application in response to HUD's annual CoC Program competition, obtain approval from the CoC Board, and submit to the U.S. Department of Housing and Urban Development.
3. Apply for CoC planning funds and complete planning activities defined in the CoC planning grants, as approved by HUD.
4. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area.
5. Conduct the Point in Time count, at least biennially.
6. Design and manage a fair and transparent process to award State Emergency Solutions Grant (ESG) funds.

7. Consult with the State of North Carolina and local ESG recipients in the geographic area on the use of ESG funds and progress toward program goals.
8. Consult with the City of Charlotte to ensure that the Consolidated Plan is aligned with the CoC's strategies and plans to allocate resources that meet the needs of homeless individuals and families and persons at risk of homelessness.
9. On behalf of the Governing Board, hold meetings of the full CoC membership, with published agendas at least semi-annually.
10. Staff CoC committees and workgroups, including preparation of agendas and minutes, meeting materials and communications, maintaining records and distribution lists.
11. Assist the CoC, through its committees and workgroups, to develop performance targets and evaluate performance.
12. Work collaboratively with other community stakeholders toward ending homelessness.

**ROLES AND RESPONSIBILITIES OF THE CHARLOTTE-MECKLENBURG COC BOARD:**

1. Provide overall direction and leadership of the CoC process.
2. Make formal decisions for the CoC, with input from committees, workgroups, the CoC membership, the Collaborative Applicant and others with expertise in the areas of homelessness and prevention.
3. Align and coordinate CoC, North Carolina Department of Health and Human Services Emergency Solutions Grants and other targeted homeless assistance and mainstream resources that can sustain people in their homes.
4. Advocate for additional resources, as required.
5. Ensure the availability of data for planning.
6. Establish priorities and make recommendations to HUD about allocation of CoC resources.
7. Establish system and component outcomes; monitor and evaluate progress.
8. Meet as a Board no less frequently than every other month to conduct business of the CoC. Establish a published meeting schedule.
9. Create committees and work groups and receive their reports.
10. Select the Collaborative Applicant (every three years unless there are concerns that warrant a new selection process more immediately) and monitor CA's performance annually.
11. Enter into any necessary contracts and MOUs on behalf of the CoC, and monitor performance under these agreements.
12. Communicate effectively with the CoC Membership and other key constituencies involved in eradicating homelessness.
13. Disclose any conflicts of interest in accordance with the Conflict of Interest policy.

**DURATION AND RENEWAL**

The duration of this MOU shall be from April 22, 2021 through December 31, 2022. The MOU shall be reviewed and updated annually, as needed. Prior to the end of the term of this MOU, the CoC Board shall determine a process for selecting a new Collaborative Applicant or retaining the current CA.

**AMENDMENTS/NOTICES:**

This MOU may be amended in writing by either party and is in effect upon signature by both parties.

Notices shall be mailed, emailed, or delivered to:

1. Chair of the CoC Board of Directors
2. Director, Mecklenburg County Department of Community Services


**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. The termination shall be effective on the date specified in the notice of termination.

**NO CONTRACTUAL RIGHTS OR OBLIGATIONS:**

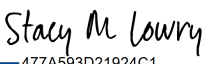
This MOU is not intended to and does not create any contractual rights or obligations with respect to the signatory entities or any other parties.

**IN WITNESS WHEREOF**, the parties to this MOU have executed it through their respective duly authorized officers, as of the date first written above.

DocuSigned by:  
  
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Kathryn Firmin-Sellers (Date)  
Chair  
Charlotte-Mecklenburg CoC

DocuSigned by:  
  
477A593D21924C1... 4/27/2021

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Stacy M. Lowry (Date)  
Director  
Mecklenburg Community Support Services Department