

MEMORANDUM OF UNDERSTANDING – Emergency Housing Vouchers

*This Memorandum of Understanding (MOU) is intended to be a **living document** that **will** evolve and be revised as each party gains experience working with the Emergency Housing Vouchers. It is entered on **July 30, 2021** by and between the following parties:*

Virginia Housing (PHA)

Central Virginia Resource Corporation

Greater Richmond Continuum of Care (CoC)

I. Introduction and Goals

- a. Central Virginia Resource Corporation and Continuum of Care (COC) are committed in collaborating efforts in assisting individuals and families who are eligible for the Emergency Housing Vouchers (EHV) in preventing homelessness or having high risk of housing instability in accordance with PIH- 2021-15(HA). The parties hereby commit to cooperating with one another to address issues as they arise.
- b. The goal of the EHV is to pair housing subsidies with supportive services and resources that will assist eligible families in overcoming barriers in finding safe affordable housing and promote appropriate use of community-based services.
- c. Identification of staff position at the LHA and CoC who will serve as the lead EHV liaisons.

Lead Liaison:

Melissa Hunt, Program Manager CVRC

huntm@cvrc-va.org

804-921-9089

COC staff:

II Eligibility

To be eligible for an EHV, an individual or family must meet one of the four eligibility categories as defined in PIH 2021-15 (HA)

- Experiencing homelessness
- At risk of experiencing homelessness
- Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Recently homeless

III Services to be provided to eligible EHV families

A person-centered approach will be used when assisting the families in identifying their needs. The following services will be offered to them.

- a. 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.
- b. Partnering service providers will support LHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the LHA.
- c. LHA will establish windows of time for EHV applicants to complete intake interviews for EHV.
- d. Partnering service providers will provide housing search assistance for eligible individuals and families.
- e. Partnering service providers will provide counseling on compliance with rental lease requirements.
- f. Partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- g. Partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. LHA Roles and Responsibilities

- a. Allocate 20 voucher slots to the CoC effective immediately with the possibility of more by July 23.
- b. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
- c. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
- d. Commit enough staff and necessary resources to ensure that all aspects of the eligibility process are completed in a timely manner.
- e. Designate a staff to serve as the lead EHV liaison.
- f. Submit invoices to the PHA promptly to ensure CoC is reimbursed for the services that was administered timely, and comply with all provisions of this MOU.

V. CoC Roles and Responsibilities

- a. Designate and maintain a lead EHV liaison to communicate with the LHA.
- b. Refer eligible individuals and families to LHA using the community's coordinated entry system.
- c. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the LHA (i.e. self-certifications, birth certificate, social security card, etc.).
- d. Attend EHV participant briefings when needed.
- e. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- f. 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.)
- g. Submit invoices to the LHA for approved support services that were administered.
- h. Comply with the provisions of this MOU.

VI. PHA Role and Responsibilities

- a. Provide continued guidance and updates on HUD program rules and regulations the vouchers
- b. Responsible for maintaining and submitting all data as required by HUD
- c. Provide administrative fees and funding for other eligible expenses in timely manner to LHA

VII. Program Evaluation

The LHA and CoC agree to cooperate with Virginia Housing by providing requested data evaluation protocols established by HUD.

Signed by:

Virginia Housing (PHA) HCVP Executive Director

Date

Muall O'Neill

8/3/21

Central Virginia Resource Corporation (LHA) Executive Director

Date

Annette Cousins

8.9.21

COC Regional CoC Director

Date