

**KEY PRACTICES and PRINCIPLES
BETWEEN the GREATER RICHMOND CONTINUUM OF CARE
and it's COLLABORATIVE APPLICANT**

A. PURPOSE

The Greater Richmond Continuum of Care (CoC) seeks to prevent, reduce, and end homelessness through effective and coordinated community-wide efforts and services. The goals of the CoC are to

- Promote 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; and,
- Optimize self-sufficiency among individuals and families experiencing homelessness.

B. RESPONSIBILITIES OF THE GREATER RICHMOND CONTINUUM OF CARE BOARD

The CoC Board serves as the primary governing body of the CoC. The duties and responsibilities of the Board are defined in the CoC bylaws, passed by the CoC membership. The CoC Board develops policies and procedures conforming to the U.S. Department of Housing and Urban Development (HUD) requirements detailed in 24 CFR part 578.1 and designate a CoC lead agency to serve as the Collaborative Applicant. The Collaborative Applicant supports year-round Continuum of Care operations and planning of homeless and homeless prevention housing and services. The CoC board is the decision-making body on behalf of and in the best interest of the CoC. The board may designate some of the duties and responsibilities outlined below and defined in governance charters, board policies, or other approved and publicly available documents to relevant committees.

1. Establishes a framework for a system to meet the needs of the homeless population and subpopulations within the geographic area.
2. Designates a Coordinated Entry System (CES) Coordinator to manage and oversee all CES processes and system components and ensure CES processes and implementation are aligned with CoC decisions.
3. Establishes and supports the operation of a coordinated entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
4. Adopts and monitors fair, equitable written standards for screening, evaluating eligibility, and administering assistance for homeless or at-risk individuals and families across the geographic area.
5. Selects a Collaborative Applicant or eligible agent to submit an application (enter into a legal agreement with HUD) on behalf of the CoC.
6. Coordinates with the Collaborative Applicant on collaborative planning, service coordination, data collection, and analysis needs.
7. Conducts an annual performance review of the Collaborative Applicant.
8. Designates a Homeless Management Information System (HMIS) and an eligible applicant to manage the HMIS to ensure compliance with relevant regulations and to maximize the availability of data to facilitate planning, performance measurement, and service coordination.

9. Collaborates to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
10. Oversees an application for federal, state, and other coordinated funds targeted to homelessness which includes establishing priorities for funding projects within the geographic area; determining which applications can be received for consideration; ensuring the coordination of CoC and ESG (Emergency Solutions Grant) funding; and selecting the applications being submitted for funding.
11. Ensures homeless resources are invested efficiently and effectively in programs that meet the needs of the community and are high-performing,
12. Monitors program and system performance on performance measures established by HUD.
13. Ensures that any potential and or perceived conflicts of interest are addressed in an effective, open, and timely manner.

C. RESPONSIBILITIES OF COLLABORATIVE APPLICANT

The Collaborative Applicant is the eligible applicant designated by the CoC to collect and submit the CoC Registration, CoC Consolidated Application (which includes the CoC Application and CoC Priority Listing) and apply for CoC planning funds on behalf of the CoC during the CoC Program Competition. The CoC may assign additional responsibilities to the Collaborative Applicant so long as these responsibilities are documented in the CoC's governance charter.¹

1. Coordinate and facilitate collaboration among agencies to ensure successful planning and a collaborative homeless services system serving those experiencing or at risk of homelessness in the Greater Richmond region (City of Richmond, Town of Ashland, and Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.)
2. Provide subject matter expertise and guidance, technical competency, and administrative support in CoC meetings of the Board, Committees, workgroups, and task forces.
3. Complete activities defined in the CoC Planning Grant, as approved by HUD.
4. Conduct an annual gaps analysis of the homeless needs and services available within the geographic area.
5. Plan for and conduct a point-in-time count of homeless persons within the CoC's geographic area that meets or exceeds HUD's requirements.
6. Facilitate data-driven decision-making through the production of reports required by state and federal partners including but not limited to:
 - Point In Time Count (PIT)
 - Housing Inventory Chart (HIC)
 - Longitudinal Systems Assessment (LSA)
7. Design, operate, and follow a collaborative process for the submission of an application in response to HUD's annual CoC Program Competition for funding and the Virginia Homeless Solutions Program funding and other coordinated funding sources.
8. Consult with State and local government ESG program recipients on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients.
9. Develop draft priorities for CoC funded projects, including but not limited to

¹ <https://www.hudexchange.info/faqs/2322/what-is-a-collaborative-applicant/>


development and use of objective scoring criteria, and seeking CoC Board approval and public input of those priorities.

10. Consult with relevant Committees, HUD - and VHSP- -funded recipients and sub recipients, and members of the CoC to recommend performance targets.
11. Monitor and recognize performance and evaluate outcomes of HUD- and VHSP- funded projects.
12. Provide technical assistance to projects funded through a coordinated funding source (such as HUD or VHSP).
13. Provide information required to complete the Consolidated Plan(s) within the CoC's geographic area.
14. Manage communications on behalf of the CoC and the CoC board.
15. Maintain a website and develop and publish newsletters and other educational materials for the CoC and other community stakeholders.
16. Develop and maintain meaningful community and cross-sector partnerships that support the work of the CoC, the Collaborative Applicant will, among other things:
 - a. Support Board-approved resolutions to join state or national initiatives to end homelessness.
 - b. Work collaboratively with other community stakeholders and stakeholders from other service systems towards addressing gaps and ending homelessness throughout the Region.
17. If designated as the HMIS Lead and/ or Coordinated Entry System Coordinator, ensure that these functions are integrated into the data -driven collaborative planning and service coordination of the CoC.


D. APPOINTMENT AND ACCEPTANCE

The Greater Richmond Continuum of Care hereby confirms the appointment of Homeward to act on its behalf as the designated Collaborative Applicant. The duration of this MOU shall last until it is terminated by either Party. This MOU must be reviewed annually and updated as needed.

Adopted by the Greater Richmond Continuum of Care as of 15th day of September 2025.
GREATER RICHMOND CONTINUUM OF CARE

By: 
Print: Jovan Burton
It's: Board Chair

Accepted by Homeward as of the 16th day of September 2025.

By: 
Print: Kelly King Horne
It's: Chief Executive Officer