

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 1, 2021** by and between the following parties:*

Virginia Housing Development Authority dba Virginia Housing (PHA)
and

Henrico Area Mental Health & Developmental Services Housing Choice Voucher Program
and

Greater Richmond Continuum of Care (GRCoC)

I. Introduction and Goals

- a. Henrico HCVP and the Greater Richmond Continuum of Care (GRCoC) are committed to collaborative efforts to reduce homelessness and to assist individuals and families who are eligible for the Emergency Housing Vouchers (EHV) in accordance with PIH- 2021-15(HA). The parties herby 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 households in overcoming barriers in finding safe affordable housing and promote appropriate use of community-based services.
- c. Identification of staff position at Henrico HCVP and GRCoC who will serve as the lead EHV liaisons.

Lead Liaison :

Name and title of Henrico HCVP staff position:

Erica Skinner, Housing Specialist (Project Lead)

Jennifer Boyer, Senior Housing Specialist

Mary Beth Schutte, Program Coordinator

Name and title of COC staff position:

Shawanda Cheatham, Care Navigator

Frances Marie Pugh, Special Projects Manager

- II. 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).
 - a. Experiencing homelessness
 - b. At risk of experiencing homelessness
 - c. Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking
 - d. Recently homeless

III Services to be provided to eligible EHV households

A person-centered approach will be used when assisting the households 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 Henrico HCVP in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with Henrico HCVP.
- c. Henrico HCVP 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. Henrico HCVP Roles and Responsibilities

- a. Coordinate and consult with the GRCoC in developing the services and assistance to be offered under the EHV services fee.
- b. Accept direct referrals for eligible individuals and families through the GRCoC Coordinated Entry System.
- c. Commit enough staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.

- d. Commit enough staff and resources to ensure that inspections of units are completed in a timely manner.
- e. Designate a staff to serve as the lead EHV liaison.
- f. Ensure that partnering service providers are reimbursed for the services administered, that are eligible for payment under the EHV guidelines and verified by Virginia Housing, in a timely manner.
- g. Provide continued guidance and updates on HUD program rules and regulations for the EHV Vouchers
- h. Maintain and submit all financial data that is required by HUD
- i. Comply with the provisions of this MOU.

V. CoC Roles and Responsibilities

- a. Designate and maintain a lead EHV liaison to communicate with Henrico HCVP.
- b. Refer eligible individuals and families to Henrico HCVP 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 Henrico HCVP (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 households. (While EHV participants are not required to participate in services, the CoC should attempt to connect households to available services.)
- g. Submit invoices to the Henrico HCVP for approved support services that were administered that are eligible for reimbursement under the EHV funding guidelines.
- h. Comply with the provisions of this MOU.

VI. Virginia Housing's Role

- a. Virginia Housing will serve as the PHA to administer the funding for the EHV.
- b. Virginia Housing will review all funding requests and disburse funds to the local housing agency (Henrico HCVP) for program administration.
- c. Provide all reporting requirements to HUD

VII. Program Evaluation

Henrico HCVP and GRCoC agree to cooperate to provide requested data evaluation protocols established by HUD.

Signed by:

Laura Totty, Executive Director

Date

Henrico Area Mental Health & Developmental Services

Karen E. Dottore, Henrico Assistant County Attorney	Date
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<i>Annette Cousins</i>	7.30.21
GRCoC Board Chair	Date

Anton Shaw Director – Housing Choice Voucher Program Virginia Housing	Date
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