



MEMORANDUM OF UNDERSTANDING
Between
Kings/Tulare Homeless Alliance
And
Tulare County Health and Human Services Agency

I. Background

Tulare County Health & Human Services Agency ("HHSA")

In 1995, the Tulare County Board of Supervisors formed the Tulare County Health & Human Services Agency. Our organization, commonly referred to as HHSA, has been an integrated agency, providing a broad range of social and human services. HHSA is comprised of four branches: Fiscal Operations, Health, Mental Health, and Human Services. Our programs include traditional categories of County service delivery, such as public health, welfare, environmental health, child protective services, and mental health. Programs for veterans, those on conservatorship, and for the aging population also fall under our umbrella. We are dedicated to protecting and strengthening the well-being of the community. Working with our community partners is important to our mission and allows for the provision of timely and accurate information which informs, educates, and protects the public.

Kings/Tulare Homeless Alliance ("Alliance")

In 1999, the Kings/Tulare Homeless Alliance was created to provide leadership in creating a stronger bi-county network of service delivery to homeless individuals, homeless families, and those at risk of becoming homeless through facilitating better communication, planning coordination, and cooperation among all entities that provide services to the region's homeless population.

This MOU between the Alliance and HHSA delineates the roles and responsibilities regarding the utilization and administration of Homeless Housing, Assistance and Prevention ("HHAP") funding and related activities with the California Interagency Council on Homelessness ("Cal ICH") and State of California Housing and Community Development ("HCD").

TULARE COUNTY AGREEMENT NO. 31445

II. Responsibilities

The Alliance shall:

- A. Oversee the Homeless Management Information System (HMIS)
- B. Oversee the bi-county Coordinated Entry System (CES)
- C. Make HHAP funds accessible to community partners via the release of a Request for Proposals ("RPF"), Request for Applications ("RFA"), or similar competitive awards process.
- D. Retain a Racial Equity Coordinator for a period of at least three years to assist in identifying best-practice approaches to addressing housing and system inequalities.
- E. Hold monthly Membership Meetings with community partners serving the unhoused.
- F. Provide trainings for all client facing staff on CES, Housing First, Equal Access Rule, and the Violence Against Women Act. Additional trainings on scheduled on a quarterly basis on topics such as racial and LGBTQIA equity, tenant rights and eviction prevention, cultural competency, etc.
- G. Coordinate the annual Point-in-Time Count.

HHSA shall:

- A. Work closely with the Alliance in the development of applications for Homeless Housing, Assistance and Prevention ("HHAP") funds inclusive of aligning goals, objectives, expenditure plans, racial equity, and related outcome measures.
- B. Target the utilization of HHAP funds to existing housing efforts underway in the community such as Project Homekey, affordable housing developments serving the unhoused, street outreach, and other needs as identified by HHSA.
- C. Utilize the Homeless Management Information System (HMIS) data tracking system for street outreach and associated activities. Timeliness and quality of data entered in the HMIS will be monitored monthly and during the annual monitoring site visit.
- D. Administer a Vulnerability Index Service Priority Decision Assistance Tool (VI-SPDAT) for all individuals and families contacted through HHSA's Homeless Multidisciplinary Team ("MDT").
- E. Keep the Alliance apprised of the use of the county allocation of HHAP funding including any related contracts and agreements.
- F. Actively participate in Alliance activities to include but not limited to the following: Point-In-Time-Count and General Membership Meetings.
- G. Coordinate the Tulare County Task Force on Homelessness and will regularly engage its membership regarding information and activities related to HHAP.

III. Mutual Responsibilities

- A. Agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this agreement; and appropriate procedures to ensure all information is safeguarded for improper disclosure in accordance with applicable State and Federal laws and regulations.
- B. Collaborate on addressing racial equity goals as mutually developed during the Homeless Housing, Assistance and Prevention (HHAP) application process.

- C. Will engage in technical assistance and training opportunities provided through Cal ICH, HCD, and similar state agencies.
- D. Will develop a listing of standard recommended and required training including but not limited to Trauma Informed Care, Motivational Interviewing, Cost of Poverty Experience, and Mental Health First Aid.
 - a. Funding to cover costs associated with training such as registration, licensing, or other fees will be born independently by each agency or if possible, will be offered at no charge or in-kind as part of our mutual agreement.
- E. Collaborate on applications for future rounds of HHAP.
- F. Communicate:
 - a. Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for, including any budget amendments submitted directly to the funder
 - b. Increase/decrease of other funding to a project that could affect projected numbers of participants served, program staffing, performance, etc.
 - c. Delays in the start-up of a new project
 - d. Programs having difficulty in meeting projected numbers served or performance outcomes.
- G. Collaborate in state(s) of emergency to ensure people experiencing homelessness get equal access to available resources.

IV. Coordinated Entry System

A Coordinated Entry System (CES) is defined as a centralized or coordinated process designed to coordinate program participant intake, assessment, and provision of referrals. A CES covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

The overarching goals of a Coordinated Assessment System is to simplify access to services by clients, track systems outcomes to inform and enhance decision making, improve overall system efficiency, and leverage community resource to achieve the most impact.

HHSA agrees to participate in the Alliance's CES. This includes the utilization of the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT). A VI-SPDAT shall be administered for each client/household attempting to access housing services. Each client/household's VI-SPDAT shall be entered in the local Homeless Management Information System (HMIS) for scoring and placement on the Housing Priority List.

The bi-county Housing Navigator will manage the Housing Priority List within HMIS and assign households to available beds with the Continuum. Agencies are bound by his MOU to accept clients/households as assigned by the Housing Navigator, providing the client meets program guidelines (e.g. chronic homeless, disability condition, veteran, etc.).

V. Data Sharing

HHSA is required to utilize the Homeless Management Information System (HMIS) data tracking system for HUD required data elements, services and case management activities. HMIS participation is also a requirement of AB977. HMIS is the computerized data collection tool specifically designed to capture client-level information over time on:

1. The characteristics and services needed of men, women, and children experiencing homelessness
2. The services provided to these clients

The system will be used for a variety of reasons, including efficient data sharing between authorized Partner Agencies, which will in turn provide more effective and streamlined services to clients.

VI. Term

This MOU is effective upon Board signature and shall continue until terminated by either party with (30) thirty days written notice

VII. General Provisions

- A. No waiver of any of the provisions of the MOU documents shall be effective unless it is made in writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any MOU document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or it's having previously abandoned or discontinued steps to enforce that right.
- B. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

VIII. Conclusion

- A. This MOU, consisting of five (5) pages, is the full and complete document describing services to be rendered by the Alliance and HHSA for the Homeless Housing, Assistance and Prevention funding.
- B. The signatures of the Parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective entities to the terms and conditions set forth in this document.

Signatory Authority:

Each party has full power and authority to enter into and perform this MOU and the person signing this MOU on behalf of each has been properly authorized and empowered to enter into this MOU. Each party further acknowledges that it has read this MOU, understands it and agrees to be bound by it.

IN WITNESS WHEREOF, this MOU is executed as of October 24, 2023.

By: KINGS/TULARE HOMELESS ALLIANCE

By:



Laura Fisher

Title:

Executive Director of Operations

Tulare County Health & Human Services Agency

By:



Dennis Townsend

Title:

Chair, Board of Supervisors

ATTEST: JASON T. BRITT
County Administrative Officer/Clerk of the Board
of Supervisors of the County of Tulare

By:

Deputy Clerk



Approved as to Form

County Counsel

By: Eric M. Scott

Deputy

Date: 10/5/23

Matter ID: 2023982