

**MEMORANDUM OF UNDERSTANDING
BETWEEN
HOMELESS RESOURCE COUNCIL OF THE SIERRAS ON
BEHALF OF NEVADA COUNTY CONTINUUM OF CARE, AND
THE COUNTY OF NEVADA
FOR THE PROVISION OF COLLABORATIVE APPLICANT AND LEAD AGENCY
FOR THE HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM
(HHAP) GRANT FUNDS**

This Memorandum of Understanding (MOU) is made and entered into by and between the County of Nevada, a political subdivision of the State of California, hereinafter referred to as County, and the Nevada County Continuum of Care-531 through fiscal agent the Homeless Resource Council of the Sierras, hereinafter referred to as CoC or HRCS, individually, "Party" and/or collectively "Parties", for the designation of Collaborative Applicant and Lead Agency positions for Homeless Housing, Assistance and Prevention Program (HHAP) grant funding.

I. Purpose and Background

The purpose of this MOU is to confirm agreements between the County and HRCS related to the positions of Collaborative Applicant and Lead Agency for HHAP grant funding.

On September 27, 2021, the Governing Board of the CoC elected to delegate the role of Collaborative Applicant and Lead Agency to the County and approved the County to apply jointly for HHAP Round 3 funding.

On January 19, 2023, representatives from Nevada County serving on the CoC proposed that Homeless Resource Council of the Sierras on behalf of the CoC act as the Collaborative Applicant and Lead Agency for CoC and County allocations of HHAP Round 4 funding, as well as for future HHAP rounds, as a way to better coordinate the HHAP funds throughout the community and to further leverage CoC funding streams such as the Homeless Housing Investment Program funds related to the CalAIM initiative. It was at that time that an agreement was made that an MOU be drafted to recognize the joint responsibility in meeting shared goals to end homelessness in Nevada County.

Collaborative Applicant is defined to mean an eligible applicant that has been designated by the Parties to apply for HHAP grant funding on behalf of the Parties.

The Lead Agency is defined as to mean the Party who shall take all required steps to comply with the terms of the HHAP grants, including but not limited to all administrative and reporting requirements of the funding agency (State of California).

II. Duration

Except as provided in Section V (Termination), the duration of this MOU shall be from February 1, 2023 through June 30, 2026.

By execution of this MOU, the Parties agree that the responsibilities and agreements outlined in this MOU shall be effective February 1, 2023, and related activities conducted prior to the execution of the contract shall be in compliance with all language stated in this original MOU.

III. Specific Responsibilities of the Parties

a. County

- i. Designate the CoC and fiscal agent HRCS as Collaborative Applicant and Lead Agency for HHAP grants.
- ii. Enter into formal contracts with providers for projects that are in alignment with the joint Homeless Action Plan goals, eligible uses in HHAP Notice of Funding Availability OFA, and HHAP metrics; and conduct all contract administration with County funded providers.
- iii. Work with County funded providers to establish data collection and reporting measures as required by HHAP.
- iv. Assist the CoC with HHAP reporting requirements by providing information for HHAP grant funds allocated to the County and used in County contracts.
- v. Participate in continuous quality improvement meetings within the CoC to review performance metrics towards Joint Homeless Action Plan goals and metrics.
- vi. Participate in annual meetings as a function of the CoC with the County and contractors, to discuss contracts and projects and their relevance to the Joint Homeless Action Plan.

b. CoC and HRCS

- i. As Collaborative Applicant, HRCS shall:
 1. Serve as the collaborative applicant to jointly submit a single application for HHAP funds on behalf of the County and the CoC and receive grant funds directly from the administering state agency.
 2. Develop a collaborative process for the development of joint HHAP applications and ensure compliance with grant criteria.
- ii. As Lead Agency, the CoC and HRCS shall:

1. Build strategic partnerships and cultivate new service partnerships within the community.
2. Lead completion of the annual joint Homeless Action Plan update with local and county governments and stakeholders as required by HHAP grant applications.
3. Lead continuous quality improvement meetings within the CoC to review performance metrics towards Joint Homeless Action Plan goals and metrics.
4. Lead annual meetings as a function of the CoC with the County and contractors to discuss contracts and projects and their relevance to the Joint Homeless Action Plan.
5. Review and adhere to state guidance related to data reporting requirements and processes published by the administering state agency for HHAP funds, including:
 - HHAP Annual report guide
 - HHAP Annual report checklist
 - HHAP NOFAs
 - Health and Safety Code Section 50222, subdivision (a)
 - Coding HCFC Grants as funding Sources in HMIS
6. Enter into formal contracts with providers for projects that are in alignment with the joint Homeless Action Plan goals and HHAP metrics and are approved for funding through CoC led activities; and conduct all contract administration with CoC funded providers.
7. Work with providers to establish data collection and reporting measures as required by HHAP.
8. Measure and monitor performance of HRCS funded projects as related to the joint Homeless Action Plan goals and performance metrics. This includes developing strategic goals to end homelessness, collecting and disseminating data to measure performance toward those goals, and continuously evaluating and improving performance.
9. Use 75% of the total annual HHAP allocation, for this year and the following years, to fund the following programs or such programs as determined by the CoC. This amount is inclusive of 75% of the administrative allocation.
 - Hospitality House Low Barrier Shelter
 - Sierra Guest Home
 - Truckee Day Center Housing Supports and

Operations

- North San Juan Warming Shelter
- Landlord Liaison Program through AMI
- Master Leasing through AMI
- HRCS CoC Coordination System Supports (HMIS Licenses)

10. Enter into formal contract with Nevada County for 25% of the total HHAP allocation to Nevada County, for this year and the following years. This amount is inclusive of 25% of the administrative allocation. The County will regrant all CoC allocated funds not designated for administrative purposes to programs that align with eligible uses in the associated HHAP NOFA such as those programs listed below, or those to be determined by the County.

- Empire Mine Courtyard operations
- Resource Center operations
- North Tahoe-Truckee Extreme Weather Shelter
- Western County Extreme Weather Shelter

IV. Amendments

This MOU may be amended upon mutual agreement of both County and HRCS.

V. Termination

Either party may terminate this MOU at a date prior to the renewal date specified in this MOU by giving 60 days written notice to the other parties. If the funds relied upon to undertake activities described in this MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other parties. The termination shall be effective on the date specified in the notice of termination.

VI. Notice

Either party may provide notice to the other party in writing at the following addresses:

County

Attention:

Mike Dent, Housing and Community Services, and Child Support Director

Address:

Nevada County Housing and Community Services

950 Maidu Avenue

PO Box 599002

Nevada City, CA 95959-7902

CoC

Attention:

Samuel Holmes, CoC/HRCS Executive Director

Address:

Homeless Resource Council of the Sierras

PO Box 130

Auburn, CA 95604

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