

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**PHARR HOUSING AUTHORITY (PHA)**  
**AND**  
**TEXAS HOMELESS NETWORK (THN)**  
**AND**  
**HIDALGO COUNTY URBAN COUNTY PROGRAM (HCUCP)**

**EMERGENCY HOUSING VOUCHER PROGRAM (EHV)**

This Memorandum of Understanding (MOU) is between Pharr Housing Authority, Texas Homeless Network, Hidalgo County Urban County Program, Victim Service Provider, and Coordinated Entry Continuum of Care Provider and is dated effective as of the 27 day of July, 2021.

PHA, THN, HCUCP, VSP and CEP hereby agree to work cooperatively to successfully administer the Emergency Housing Voucher (EHV) Program. In order to accomplish this purpose, the parties agree as follows:

**I. Introduction and Goals**

- A. The City of Pharr in Hidalgo County, Texas is located in the Geographic Service Area of the Texas Balance of State Continuum of Care. Due to the large Geographic Service Area of the Texas Balance of State Continuum of Care, a local coordinated entry system and process was developed for Hidalgo County. Hidalgo County Urban County Program is the lead agency for the Coordinated Entry process in Hidalgo County. THN, HCUCP, VSP and CEP are the Partnering Service Providers.
- B. PHA, HCUCP, THN, VSP and CEP are committed to administering the EHV's in accordance with all program requirements and U.S. Department of Housing and Urban Development (HUD) regulations.
- C. Pharr Housing Authority goals and standards of success in administering the program are to utilize all vouchers and program funding for eligible participants.

Pharr Housing Authority  
Noel De Leon  
104 W. Polk Avenue, Pharr, Texas 78577  
Phone: 956-783-1316  
Email: noel.deleon@pharrha.org

Liaison:

Texas Homeless Network, CoC Lead Agency  
Jim Ward, Position  
3000 S. IH 35 Ste 100, Austin, TX 78704  
[txboscoc@thn.org](mailto:txboscoc@thn.org)  
(512) 482-8270

Liaison:

Hidalgo County Urban County Program, CoC Local Lead Agency  
Napoleon Daniel Coca, ESG Coordinator  
1916 Tesoro St., Pharr, TX 78577  
[napoleon.coca@co.hidalgo.tx.us](mailto:napoleon.coca@co.hidalgo.tx.us)  
(956)787-8127

Liaison:

(If Applicable)

Victim Service Provider  
Name, Position  
Address  
Email  
Phone

Liaison:

Coordinated Entry Continuum of Care Provider  
Name, Position  
Address  
Email  
Phone

Liaison:

- D. Termination. This Agreement may be terminated by PHA, THN, or HCUCP, upon thirty (30) days written notice.

II. **Individuals and Families Eligible for EHV to be Referred by HCUCP.**

- A. Homeless
- B. At risk of homelessness
- C. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- D. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

III. **Services to be Provided to Eligible EHV Participants**

- A. Partner 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 PHA in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the PHA.
- C. PHA will establish windows of time for EHV applicants to complete intake interviews for EHV.
- D. Partnering Service Providers and PHA will provide housing search assistance for eligible individuals and families.
- E. Partnering Service Providers & PHA will provide counseling on compliance with rental lease requirements.
- F. Partnering Service Providers & PHA will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits to PHA or other providers.
- G. Partnering Service Providers & PHA will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. **PHA Roles and Responsibilities**

- A. Coordinate access with THN to establish access to the HMIS/Hidalgo County Coordinated Entry System.

- B. Coordinate and consult with THN in developing the services and assistance to be offered under the EHV services fee.
- C. Enter applicant data into the HMIS system for individuals and families that want to reside in PHA's jurisdiction.
- D. Refer applicants to other PHAs if applicants disclose that they want to reside in a jurisdiction outside of the PHA's jurisdiction. Applicants will only be referred to PHAs that were awarded EHV vouchers.
- E. Accept direct referrals for eligible individuals and families through the Hidalgo County Coordinated Entry System.
- F. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
- G. Commit a sufficient number of staff and resources to ensure that inspections of units are completed in a timely manner.
- H. Designate a staff person to serve as the lead EHV liaison.
- I. Services Provided if Funds are Available:
  - 1. Security Deposits
  - 2. Application Fees
  - 3. Utility Deposits
  - 4. Renter's Insurance
  - 5. Moving Expenses
  - 6. Household Items
  - 7. Landlord Incentives
  - 8. Food
  - 9. Transportation
  - 10. Other- Unpaid utilities, rent, etc.
- J. Comply with provisions of this MOU.

V. **THN Roles and Responsibilities**

- A. Participate in the ongoing implementation and development of the EHV Program.
- B. Designate and maintain a lead EHV liaison to communicate with the PHA.
- C. Provide access, training and oversight of the Hidalgo County Coordinated Entry System.
- D. Comply with the provisions of this MOU.

VI. **HCUCP Roles and Responsibilities**

- A. Refer eligible individuals and families to the PHA using the HCUCP's Coordinated Entry System.

- B. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e., self-certifications, birth certificate, social security card, etc.).
- C. Attend EHV participant briefings when needed.
- D. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- E. Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the HCUCP should assure that services are available and accessible.)
- F. Comply with the provisions of this MOU.

VII. **VSP and CEP Roles and Responsibilities**

- A. Refer eligible individuals and families to the PHA using the HCUCP's Coordinated Entry System.
- B. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e., self-certifications, birth certificate, social security card, etc.).
- C. Attend EHV participant briefings when needed.
- D. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- E. Identify and provide supportive services to EHV families. (While EHV participants are not required to participate in services, the HCUCP should assure that services are available and accessible.)
- F. Comply with the provisions of this MOU.

VIII. **Program Evaluation**

- A. PHA, THN, HCUCP, VSP and CEP agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

IX. **Process Flowchart**

- A. Exhibit A

EXECUTED to be effective as of the date above shown.

HOUSING AUTHORITY

By:	
Name:	Noel De Leon
Title:	Executive Director

TEXAS HOMELESS NETWORK

By:	
Name:	Jim Ward
Title:	Assistant Director of Planning

HIDALGO COUNTY URBAN COUNTY PROGRAM

By:	
Name:	Patricio Rene "P.R." Avila II
Title:	Director