

## Memorandum of Understanding

### Emergency Housing Vouchers

1. Parties. This Memorandum of Understanding (MOU) is made and entered into by and between the Housing Authority of the County of Yolo (YCH), whose address is 147 W. Main Street, Woodland, CA 95695, and the Yolo County Homeless and Poverty Action Coalition Continuum of Care (CoC), whose address is 202 F Street, Davis, CA 95616, herein collectively referred to as "the Parties."
2. Purpose. The purpose of this MOU is to delineate roles and responsibilities associated with implementation of the U.S. Department of Housing & Urban Development (HUD) Emergency Housing Vouchers (EHV). Both Parties are committed to the following:
  - A. Administering the Emergency Housing Vouchers in accordance with all program requirements as specified in HUD Office of Public and Indian Housing Notice (PIH) 2021-15 (HA), attached here to and incorporated herein by this reference, and associated updated notices and FAQ's as distributed from time-to-time by HUD.
  - B. Working towards the following goals and standards of success in administering the program, including:
    - 1) Issue all EHV's within required timelines, and within funding allocated by HUD for the EHV's
      - a) Leasing 33 EHV's within 6 months of issuance
      - b) Ensuring all issued housing assistance payment contracts are still in place 12 months after lease ends
  - C. Maintaining the following identified staff positions to serve as the lead EHV liaisons:
    - 1) Lead HCV Liaison: Irma Jimenez-Perez
    - 2) Lead CoC Liaison: Anisa Vallejo, or designee
  - D. Identifying the following eligible populations for the EHV assistance:
    - 1) Homeless
    - 2) At Risk of Homelessness
    - 3) Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking;

- 4) Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability
- E. Ensuring that the populations identified in 2D: 1-4 above will be directly referred by the CoC liaison to the HCV liaison, above, and further ensuring that at time of referral, the CoC will have completed the local coordinated entry process to place the referred family as next in line for the EHV assistance.
- F. Ensuring the following services are available to eligible EHV families as identified through the CoC coordinated entry process and referred to YCH:
- 1) Assistance to complete all required steps to obtain the EHV. For example, CoC agencies will support EVH families to fill out applications and obtain necessary documentation, aid in addressing barriers, and support appointment notifications from YCH.
  - 2) Housing search assistance
  - 3) Direct financial assistance, including payment of security deposit, utility deposit, rental application and/or holding fees
  - 4) Owner-related uses, including owner recruitment and outreach, incentive and/or retention payments
  - 5) Moving expenses, including move-in fees and deposits
  - 6) Tenant-readiness services, including counseling on compliance with rental lease requirements
  - 7) Purchase of essential household items
  - 8) Renter's insurance if required by the lease
  - 9) Other support as deemed necessary to assist the family to obtain and maintain housing with an EHV, including benefits and other supportive services
3. Term of MOU. This MOU is effective on June 23, 2021 signed and executed by the duly authorized representatives of the Parties to this MOU. This MOU may be terminated, without cause, by either party upon thirty (30) days' written notice, which notice shall be delivered by hand or by certified mail to the address listed above.
4. Responsibilities of YCH.


- A. Establish set windows of time for EHV applicants to complete their intake interviews for the EHV.
  - B. Coordinate and consult with the CoC in developing the services and assistance to be offered under the EHV services fee.
  - C. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
  - D. Commit a sufficient number of staff and/or resources necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
  - E. Commit a sufficient number of staff and/or resources to ensure that inspections of units are completed in a timely manner.
  - F. Designate the Lead HCV Liaison as identified in 1.C.1.
  - G. Comply with provisions of this MOU.
5. Responsibilities of CoC.
- A. Designate and maintain a lead EHV liaison to communicate with YCH.
  - B. Designate two agencies to receive service funding and ensure the services outlined in 2F: 1-9 above are provided to EHV recipients, and items 5D-G below are carried out.
  - C. Refer eligible individuals and families to YCH using the community's coordinated entry system.
  - D. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to YCH (i.e., self-certifications, birth certificate, social security card, etc.).
  - E. Attend EHV participant briefings when requested.
  - F. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
  - G. Identify and provide supportive services to EHV families.
  - H. Comply with the provisions of this MOU.

6. Entire Agreement

- A. YCH and CoC shall each comply with all of the terms and conditions set forth in this MOU. By signing this MOU, YCH and the CoC share a mutual commitment to administering the EHVs in partnership. Both parties agree to cooperate with any program evaluation efforts undertaken by HUD, or a HUD-approved contractor, including compliance with HUD evaluation protocols and data sharing requests.
- B. This MOU constitutes the entire agreement between the YCH and CoC and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the Parties as to the language of this MOU or the construction or meaning of any term hereof, this MOU shall be deemed to have been drafted by the Parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this MOU.

7. Signatures. In witness whereof, the Parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

YCH

By:   
Sandra Sigrist  
Interim Executive Director

Date: 6/16/2021

Approved as to Form:

By: \_\_\_\_\_  
Hope P. Welton, YCH Counsel

CoC

By:   
Jeneba Lahai, CoC Chair

Date: 06/16/2021

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Interim Executive Director

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Approved as to Form:

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Hope P. Welton, YCH Counsel

CoC

By: \_\_\_\_\_

Date: \_\_\_\_\_