

Detroit Continuum of Care Moving Up MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) outlines the agreement between:

- _____ **(name of HARA)** – who serves as the Detroit Continuum of Care Housing Assessment and Referral Agency (HARA) /CAM Lead Agency and Moving Up Lead Agency,
- **Homeless Action Network of Detroit (HAND)** – who serves as the HMIS Lead Agency and facilitator of the Detroit Moving Up Initiative, and
- _____ **(name of PSH Agency)** – who provides Permanent Supportive Housing (PSH) programs in Detroit and is participating in the Detroit Moving Up Initiative

The Parties hereby agree upon the following:

1. **Purpose of the MU Initiative:** The purpose of MU is to secure Housing Choice Vouchers (HCV) for PSH tenants who no longer need the intensive supportive services provided in PSH, but still have a need for affordable housing. The Michigan State Housing Development Authority (MSHDA) allocates HCV for MU referrals made by PSH providers and reviewed and approved by the Detroit MU Review Committee.
2. **Roles:** The Parties will adhere to the following roles within Moving Up:
 - a. The Moving Up Lead Agency/HARA/CAM Lead Agency:
 - i. Serves as the Detroit Continuum of Care Housing Assessment and Resource Agency (HARA), Coordinated Entry Lead Agency and the Moving Up (MU) Lead Agency as identified by Michigan Housing Development Authority (MSHDA);
 - ii. Enters referrals into the MSHDA designated online application portal upon receipt of approval by the Moving Up Review Committee.
 - iii. Enters PSH households approved by the MU Review Committee into the HCV MU waiting list;
 - iv. Participates in the Detroit MU Review process; and
 - v. Notifies Case Managers via email when an applicant is pulled from the HCV MU waiting list.
 - b. Permanent Supportive Housing Agencies:
 - i. Participate on the MU Review Team – Each **PSH agency must identify a Primary and Alternate MU Liaison** to participate on the MU Review

Committee and receive updates for client progress. This committee reviews and discusses all MU applicants and approves or denies applications submitted for consideration to be added to the waiting list.

At least one of the listed liaisons identified below will need to attend each meeting even if they are not submitting clients to assist with the review process. If the liaisons change, updates will need to be provided to HAND.

PSH Agency	
Primary MU Liaison/Moving Up Review Team Participant	
Name	
Title	
Email Address	
Phone Number	
Secondary MU Liaison/Moving Up Review Team Participant	
Name	
Title	
Email Address	
Phone Number	

- ii. Assess current PSH tenants for MU eligibility and complete the following forms, confirming the tenant is prepared to live without intensive supportive services;
 - Moving Up Participation Agreement
 - Consent Authorizations for the HCV Moving Up Homeless Preference
 - Moving Up HCV Pre-Application Referral Coversheet
 - Moving Up Eligibility and Assessment Form
- iii. Submit completed paperwork and discuss the client with the review committee during scheduled Moving Up workgroup meetings;
- iv. For PSH tenants approved and selected for MU HCV, the PSH provider will be responsible for providing transition support while tenants are looking for housing and completing all paperwork. *See the Moving Up P&P for details.*
- v. Upon transition to MU HCV, minimally contact tenants **once a month for 6 months** providing services, creating plans to access community based services and assisting with landlord conflict resolution as needed.
- c. Homeless Action Network of Detroit:
 - i. Convenes and facilitates Monthly MU Review Committee meetings to review and discuss MU applicants submitted by PSH providers;

- ii. provides guidance on HUD Data Standard requirements and on policies and procedures
 - iii. collects and analyzes data on the MU Initiative; and
 - iv. reports to CoC Board process related to MU Initiative.
3. **Policies and Procedures:** Upon review and approval by the MU Review Committee, the MU Lead Agency, enters referrals into the MSHDA designated online application portal. To be eligible for MU Voucher, PSH tenants will need to demonstrate health, income, and housing stability, as defined by the assessment tool created for the MU initiative. The steps for lease up with MUV are:
- **Pre-Application:** Households approved by the MU Committee named will be entered on the waiting list.
 - **Prepare for Lease Up:** Before a pull occurs, households and service providers can collect required documents and begin the housing search to secure housing that meets HCV criteria and passes HQS inspection.
 - **HCV Pull:** MSHDA and Housing Agents pull names from the HP HCV Waitlist. The tenant and named point of contact at each PSH will be notified.
 - **Initial Request for Verification:** Households receive an “Initial Request for Verification” packet to inform them that they have been pulled from the waitlist and next steps to complete. Required paperwork must be submitted to MSHDA by the due date listed in the packet (usually within 10 days *of pull*, not when packet is received).
 - **Briefing:** Households attend a briefing to learn next steps to leasing up within 60 days of briefing. Briefings can take a few hours and can be held individually or in groups.
 - **Lease Up:** If they have not already done so, households find and secure housing that meets HCV criteria and passes HQS inspection.
4. **Responsibility:** Each Party in this agreement is solely responsible for the acts and omissions of its employees, grantees, volunteers, and agents. All parties respect the confidentiality of the participants and adhere to communicate and correspond in secure mediums.
5. **Confidentiality** – As member of the MU Review Committee, you may have access to view or participate in discussions regarding sensitive information about individuals or organizations interacting with the MU Initiative. Parties must treat this information as confidential and not share with anyone unless specifically authorized. Information will

only be shared with other designated authorized user staff and will not be shared with third parties, including clients, co-workers or outside agencies. Information will not be used for purposes other than facilitation of the MU Initiative.

Sensitive information comprises:

- Applicant (s) name, nickname or any other identifying information
- Applicant address, location or whereabouts

6. **Termination:** This MOU is in effect for two full calendar years. The MOU or any of its parts be modified in writing with the agreements of all parties. Either party may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

Authorization: On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement the day and year written below.

(Name of Permanent Supportive Housing Agency) _____ Date

(Name/Title of PSH Designated Signer) _____ Signature

(Name of Detroit Continuum of Care Housing Assessment and Referral Agency (HARA), Coordinated Entry (CAM), Moving Up Lead Agency) _____ Date

(Name/Title of Designated Signer) _____ Signature

Homeless Action Network of Detroit (HAND)
(Name HMIS Lead Agency and Facilitator of the Detroit Moving Up Initiative) _____ Date

(Name/Title of Designated Signer) _____ Signature