

WARREN COUNTY DEPARTMENT OF HUMAN SERVICES

**DIVISION OF ADMINISTRATION • DIVISION OF AGING AND DISABILITY SERVICES
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES**

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MEMORANDUM OF UNDERSTANDING for the 2011 Hunterdon/Sussex/Warren Joint HUD Continuum of Care Grant Application

This memorandum of Understanding, dated **June 17, 2011**, is by and between the **Hunterdon County Department of Human Services** being a public entity, (hereinafter referred to as the County of Hunterdon), **Sussex County Department of Human Services** being a public entity, (hereinafter referred to as the County of Sussex), and the **Warren County Department of Human Services** being a public entity, (hereinafter referred to as the County of Warren).

WHEREAS, the Counties of Hunterdon, Sussex and Warren intend to submit an application to HUD for Continuum of Care (CoC) Homeless Assistance in 2011;

WHEREAS, the CoCs in the Counties of Hunterdon, Sussex and Warren have a history of working collaboratively to improve the delivery of services for the homeless and those at risk of homelessness;

WHEREAS, HUD is encouraging joint applications and collaborative relationships to improve coordination of services, allocate resources more efficiently, and regionalize planning to address homelessness.

NOW THEREFORE, the parties mutually agree as follows:

- I. Beginning in 2011, the CoCs in the Counties of Hunterdon, Sussex and Warren in New Jersey will file a joint HUD application.
- II. The County CoCs will begin a collaborative planning process, will submit a joint application, and will convene quarterly executive meetings comprised of representatives from each county DHS and chairs of the individual CoCs. The Executive Committee will be responsible for project selection, an annual Point in Time Count, application review, and project monitoring.
- III. Warren County Public Housing Agency agrees to serve as sponsor for the application.

- IV. The Counties of Hunterdon, Sussex and Warren will develop or update local plans to end homelessness and will select projects based on said plans and Pro Rata Need. Each county will plan for the Pro Rata Need associated with their county; counties may recommend to the Executive Committee multi-county projects, or separate projects in each county. The Executive Committee will review all proposals and make final decision on submissions and ranking.
- V. The County of Warren will act as the administrative agent for the joint HUD application. The County of Warren, Sussex, Hunterdon will each be responsible for providing all required information for the submission of a joint application including annual Point in Time count data, HMIS data and AHAR data. Warren will work with the consultant, Monarch Housing Associates, to submit the final application to HUD.
- VI. If Continuum of Care administrative funds become available from HUD for future projects, the County of Warren will receive said funds for all 3 counties, as long as Warren remains the lead agent.
- VII. The 2011 Continuum of Care application will include the renewal for the Homeless Management Information System (HMIS) program for all three Continuums of Care. The County of Warren will assume responsibility for the monitoring of HMIS data for the Continuum of Care, as it pertains to the HUD application.
- VIII. The joint application will include any and all renewal projects currently operating in each county as long as projects meet contracted obligations, required outcomes, and continue to meet the needs of the county as determined by the Executive Committee.
- IX. The counties of Hunterdon, Sussex and Warren agree to contract with Monarch Housing Associates, Inc. for consulting services associated with the submission of the HUD application as specified in the contract with Monarch attached to this MOU. Responsibility for any and all costs associated with the submission of said Hunterdon County Human Services application will be shared equally by the Counties of Hunterdon, Sussex and Warren.
- X. The term of this agreement is for one year and will be reviewed on an annual basis and can only be changed by mutual agreement.

IN WITNESS WHEREOF, the County of Hunterdon, the County of Sussex, and the County of Warren have executed this contract on the first date above written.

Hunterdon County Human Services

Sussex County Human Services

Warren County Human Services

Warren County Housing Program