



CONTINUUM OF CARE AND LEAD AGENCY MEMORANDUM OF UNDERSTANDING
 BETWEEN THE **COALITION FOR HOMELESSNESS INTERVENTION AND PREVENTION** (THE LEAD AGENCY) AND THE
BLUEPRINT COUNCIL (CONTINUUM OF CARE GOVERNING BODY).

Effective July 1, 2023 – June 30, 2024

This MEMORANDUM OF UNDERSTANDING (MOU) is hereby made and entered into by and between the Coalition for Homelessness Intervention and Prevention (CHIP) hereinafter referred to as the Lead Agency, and the Indianapolis Continuum of Care Governing Body hereinafter referred to as the Blueprint Council.

PURPOSE OF THIS MOU:

This agreement is to designate a Lead Agency of the Indianapolis Continuum of Care (CoC) as outlined in the CoC Governance Charter. This MOU affirms CHIP as the Lead Agency for the Indianapolis CoC and outlines the key responsibilities as the designated Lead Agency. The CoC is a collaborative and coordinated network of agencies, advocates, and funders working to implement homelessness prevention and intervention strategies for individuals and families experiencing homelessness. The Blueprint Council is the governing body of the CoC and is responsible for setting CoC goals, priorities, and strategies. The Lead Agency is responsible for providing logistical support to the CoC and is empowered to facilitate system change in coordination with a balanced governance and implementation infrastructure.

BACKGROUND:

The CoC Governance Charter was revised and codified on May 22, 2019. The charter sets forth the guiding principles of membership and participation in the CoC, responsibilities delegated by the CoC to the Blueprint Council, committees, and agents, and provisions for CoC governance through the BPC and key policies and priorities.

The Continuum of Care Mission, Vision, Purpose & Responsibilities

Mission: The mission of the Continuum is to coordinate all stakeholders, systems, and resources available with the goal of preventing and ending homelessness in Indianapolis by ensuring that homelessness is rare, brief, and nonrecurring.

Vision: We believe everyone has the right to be housed and connected to care.

Purpose: The Continuum is a collective impact endeavor that aims to align and organize all homelessness prevention and response resources and activities to achieve a measurable reduction in homelessness and embodies three concepts:

- (1) *A Working Coalition:* It is the collection of individuals and entities that have specifically committed to aligning resources and activities to implement the Indianapolis Community Plan to End Homelessness.
- (2) *A System of Housing & Services:* It is the system of housing and service entities that provide a broad range of homelessness prevention and intervention services to the community, the pieces of which leverage one another in assisting individuals and families move to stable housing. It incorporates outreach, engagement, assessment, prevention, shelter, housing, and services to successfully achieve housing stability.
- (3) *The HUD CoC Program-Defined Continuum of Care:* It is the delegated local community planning body that awards access to HUD's CoC Program funding to nonprofit and faith-based providers and state and local governments to meet the specific needs of people who experience homelessness and promotes the effective utilization of these programs and mainstream resources.



Lead Agency Responsibilities

For purposes of staffing the work of the CoC and holding the work together, the Blueprint Council must designate a Lead Agency. Specific responsibilities of the Lead Agency are further detailed below:

CoC Planning and CoC Governance Support

- Receive CoC Planning funds from the Collaborative Applicant on behalf of the CoC to support planning and governance activities
- Provide logistical support for CoC responsibilities as outlined in Interim Rule – 24 CFR §578.7¹
- Support the Blueprint Council through no less than quarterly meetings.
- Convene and support the Blueprint Council and appointed work groups or committees in the administration of their duties and responsibilities as outlined in the CoC Charter
- Provide administrative support to the Blueprint Council including council packets, agendas, recording minutes, sending meeting notifications, and ensuring timely and appropriate updates.
- Collaborate with Blueprint Council officers to ensure compliance to the CoC Charter
- Coordinate with the Blueprint Council Executive Committee to host CoC meetings at least bi-annually and in alignment with CoC charter requirements
- Review and update CoC membership annually
- Facilitate CoC election and voting processes in collaboration with the Blueprint Council and Nominating Committee
- Develop annual action plans for operationalizing CoC goals and priorities and provide updates to the Blueprint Council and CoC.
- Establish, maintain, and review written standards for proving homelessness assistance programs
- Establish, maintain, and update an online CoC onboarding curriculum
- Develop an annual impact report for the CoC to share progress on CoC goals and strategies.
- Compile an inventory of all workgroups and committees and post on CoC website
- Develop and implement a cohesive communications strategy for the CoC and manage all CoC communications and platforms (website, social media, newsletter)
- Collaborate with the Collaborative Applicant to create an annual workplan to submit the annual CoC NOFO Program Competition application.
- Collaborate with the Collaborative Applicant to support annual Notice of Funding Opportunities (NOFO) requirements and provide required information to complete the Consolidated Plan
- Coordinate policy and procedure updates, lead marketing of available funding, give input and data into the written application, provide administrative support, and support a transparent and compliant local NOFO Competition.
- Collaborate with the Collaborative Applicant to support a compliance monitoring process for CoC and ESG programs including the reporting and evaluation of performance including alignment to written standards
- Implement performance monitoring with targets using the System Performance Dashboard for CoC and ESG in collaboration with HMIS and the Collaborative Applicant, and report to the Blueprint Council and relevant work groups.
- Mobilize planning efforts to inform community plan updates, evaluations, charter, and governance reviews.
- Conduct an annual gaps analysis of homelessness needs and services
- Conduct an annual sheltered and unsheltered Point-in-Time (PIT) Count of individuals and families in alignment with HUD requirements
- Provide an annual State of Homelessness address to the CoC and Blueprint Council

¹ These items are delegated for completion by the Lead Entity per requirements in [HUD CFR 24 578.7](#) and the Indy CoC Governance Charter.



Project Management Responsibilities:

- Facilitate and participate in regular project management meetings to ensure alignment, monitor progress, and identify issues that need elevated to the Blueprint Council
- Identify external project managers to participate in the project management structure to ensure capacity to advance CoC priorities and implementation
- Develop and maintain workplans for key projects utilizing project management platform
- Develop and maintain tracking system for evaluating progress on CoC goals and benchmarks
- Recruit effective workgroup participants and critical voices inclusive of people with lived experience
- Provide facilitative leadership to workgroups including setting clear goals, objectives, agendas, and accountability plans
- Prepare work products to support an efficient, inclusive, and transparent CoC process (workflows, policies, procedures, trainings, etc.)
- Develop communication materials to support open, transparent, and continuous communication with partners, CoC Membership, and the broader public

2023-2024 Priorities

- Support the launch of an implementation infrastructure to advance the CoC racial equity goal of reducing black homelessness by 35% by January 2025.
- Organize the project management structure to support the operationalization of the CoC goal and key tactics
- Align resources to support the CoC racial equity goal including Day 1 Families Funding
- Evaluate the effectiveness of HomeNow Indy and expand to align with a Housing Command Center model
- Collaborate with City of Indianapolis Department of Metropolitan Development (Collaborative Applicant) to identify opportunities for targeted technical assistance and training to improve service delivery, advance racial equity strategies, and improve housing outcomes.
- Launch the CoC onboarding learning management curriculum
- Work with the Blueprint Council to conduct a 5-year CoC charter and governance review and update

The Blueprint Council and Lead Agency agree that this MOU can be modified annually during the annual review and renewal process to ensure alignment to CoC goals and priorities and any charter changes. The review and renewal process must be complete before the expiration of the current MOU.

Agreed to by:

DocuSigned by:

David Greene, Blueprint Council Chair

CHIP, Blueprint Council

Date 6/28/2023

DocuSigned by:

Chelsea Haring-Corzi

Executive Director, CHIP

Date 6/28/2023