

**CONTINUUM OF CARE AND HMIS LEAD MEMORANDUM OF UNDERSTANDING**

**BETWEEN COALITION FOR HOMELESSNESS INTERVENTION AND PREVENTION (THE HMIS LEAD) AND BLUEPRINT COUNCIL**

**(CONTINUUM OF CARE DECISION MAKING BODY)**

**Effective January 1 2017 – December 31 2017**

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

**PURPOSE OF THIS MOU:**

This agreement is for the implementation, management, and administration of a Continuum of Care in the city of Indianapolis. The Continuum of Care (CoC) is the local planning body that coordinates housing services funding for homeless families and individuals. The Blueprint Council is the governing body of the CoC, and is responsible for all day-to-day CoC decision making. CHIP is the HMIS lead responsible for managing and implementing the CoC's HMIS.

**BACKGROUND: AS ADOPTED BY THE COMMUNITY OF INDIANAPOLIS ON SEPTEMBER 26<sup>TH</sup>, 2016.**

**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.

**Vision:** The vision of the Continuum is to make homelessness rare, short-lived, and recoverable.

**Purpose:** The Continuum embodies three concepts:

- **A Working Coalition:** It is the collection of individuals and entities that have specifically committed to seeing that the Blueprint is implemented with integrity and excellence.
- **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 self-sufficiency.
- **The HUD CoC Program-Defined Continuum of Care:** It is the community planning body that works to prevent homelessness. It provides funding for efforts by nonprofit providers, States, and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness. It organizes and delivers housing and services to meet the specific needs of people who are homeless and promotes the utilization of these programs and mainstream resources as they move to stable housing and maximize self-sufficiency.

**HMIS Lead Responsibilities**

Under this MOU, the HMIS Lead agrees to do the following:

- Review HMIS policies and procedures and create updated policies and procedures on an annual basis.
- Communicate changes in HMIS procedures and data collection to providers.

G:\Continuum of Care Planning Body

- Conduct regular trainings for providers.
- Enhance the HMIS system and data capabilities by actively encouraging HMIS participation.
- Run system wide HMIS reports.
- Work with the Blueprint council committees to support HMIS data use in project monitoring.
- Implement the local (or Indianapolis) HMIS such that it is in compliance with applicable data and security standards as released by HUD

### **Blueprint Council Roles & Responsibilities**

**Definition:** The Continuum Governing Board (known as the Blueprint Council) is the body that acts as the day-to-day decision-making group and makes applicable recommendations to the full Continuum.

**The Council as a Whole:** The Blueprint Council is the designated entity for managing the CoC Program process in Indianapolis, including the ranking of proposals for submittal to the US Department of Housing and Urban Development under the annual NOFA. The Blueprint Council designs, coordinates, and reviews the HUD CoC grant application process for the Continuum, which includes defining community priorities and ranking CoC Program applications for approval through the CoC Program Grantee.

As such it acts on behalf of the Continuum and ensures that the Continuum:

- Coordinates Continuum meetings
- Scans the environment for best practices and innovations.
- Assesses the Continuum for gaps, overlaps, duplication, strategic conflicts, etc.
- Provides an annual outcomes report to the community.

In addition, the Blueprint Council is responsible for:

- Working closely with the designated Collaborative Applicant to fulfill major duties of the Continuum.
- Monitoring implementation of the Blueprint and ongoing alignment with vision, goals, and strategies.
- Overseeing periodic planning and annual plan revisions.
- Making recommendations to the Continuum about funding and programmatic priorities.
- Actively seeking out participation from individuals from each group listed below, for both the Continuum and its committees:
  - Nonprofit homeless providers
  - Prevention service providers
  - Victim service providers
  - Disaster planning and prevention agencies
  - Youth service providers
  - Faith-based organizations
  - Funders
  - Governments
  - Businesses
  - Advocates
  - Public housing agencies

- o School districts
  - o Social service providers
  - o Medical professionals
  - o Mental health agencies
  - o Hospitals
  - o Universities
  - o Affordable housing developers
  - o Law enforcement
  - o Organizations that serve homeless and formerly homeless veterans
  - o Concerned community member
- Ensuring transparent governance within the Continuum and monitoring potential conflicts of interest.
  - Delegating activities to and overseeing committees, workgroups, and ad hoc workgroups as appropriate.
  - Ensuring consultation with ESG grantee throughout planning and implementation of Continuum activities.

**Individual Members:** Individuals serving on the Blueprint Council must:

- Must be an established member of the Continuum of Care in good-standing
- Commit to preventing and ending homelessness.
- Attend 75% of the meetings of the Blueprint Council and at least one of the meetings of the Continuum.
- Participate as an active member of at least one standing committee.
- Seek out input from the peers, industry, and/or population he/she represents.
- Bring that input to Blueprint Council deliberations, while remaining attentive to unrepresented views.
- Communicate Blueprint Council work to the peers, industry, and/or population he/she represents.

*Other Agreements under this MOU:*

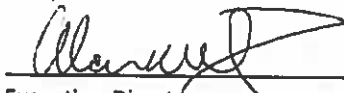
1. The Blueprint Council and CHIP agree that this MOU can be modified at any time by written mutual agreement of both parties.
2. The Blueprint Council and CHIP agree that either party may cancel this agreement with 30-day notice at any time. Cancellation shall be in writing.

**Agreed:**



Chairperson  
Blueprint Council

9/25/17  
Date



Executive Director  
Coalition for Homelessness Intervention and Prevention

9/25/17  
Date