



North Dakota-500 Statewide Continuum of Care

Collaborative Applicant Memorandum of Understanding (MOU)

CoC Board Approval: April 2025
CoC Membership Approval: May 2025

Next Review: May 2030

I. Introduction

The North Dakota Continuum of Care (ND CoC) is required by the U.S. Department of Housing and Urban Development (HUD) to designate a Collaborative Applicant (CA) to apply for HUD funding.

The ND CoC also wants the CA to take other administrative and planning roles for the ND CoC.

II. Collaborative Applicant Responsibilities

The ND CoC has designated the North Dakota Housing Finance Agency (NDHFA) to serve as the CA and is responsible for the following:

A. Planning Grant

1. Apply for and manage the CoC Planning Grant on behalf of the ND CoC.
2. Serve as the fiscal agent for the Planning Grant.
3. Identify an annual budget and goals in collaboration with the ND CoC board.
4. Submit an annual application in e-snaps according to HUD guidance.
5. Submit an Annual Performance Report in Sage.
6. Manage grant spending in eLOCCS, providing quarterly reports to the ND CoC board.

B. Collaborative Application

1. Submit and manage the CoC Collaborative Application process on behalf of the ND CoC.
2. Complete and verify the annual registration.
3. Review, update, and submit the annual Grant Inventory Worksheet.
4. Work with the ND CoC board to establish a local CoC competition, including providing public notices/posting, competition calendar, NOFO lab, and annual ranking process.
5. Work with the ND CoC to update CoC Ranking and Reallocation policies.
6. Review the annual Notice of Funding Opportunity (NOFO) and ensure ND CoC staff and board are trained on the annual NOFO, instructions, and deadlines.
7. Submit the CoC Consolidated Application in e-snaps including the following:
 - a. CoC Collaborative Application and attachments
 - b. Priority Listing and attachments
 - c. Project applications

C. Planning Process

1. Support in the annual review and update of all ND CoC policies and procedures including:
 - a. Ranking and Review Policy
 - b. Reallocation Policy
 - c. Homeless Management Information System (HMIS) Policies and Procedures
 - d. Data Quality Management Plan
 - e. Privacy Policy
 - f. HMIS Lead Agency MOU

- g. HMIS Security Plan
 - h. Monitoring Plan
 - i. Emergency Transfer Plan
 - j. Governance Charter
 - k. Lived Experience Compensation Policy
 - l. Written Standards for Emergency Solutions Grant (ESG) and CoC Programs
 - m. Coordinated Access, Referral, Evaluation, and Stabilization System (CARES) policies and procedures.
2. Serve in an advisory role on the ND CoC board.
 3. Coordinate with the ND CoC to establish an annual work plan.
 4. Work with the ND CoC board to set, plan, promote, and report on ND CoC membership, board, and committee meetings.
 5. Manage and promote an annual membership drive.
 6. Coordinate ND CoC planning with other plans, systems, and groups pertinent to preventing and ending homelessness in ND (VA, ESG, workforce, schools, state agencies, counties, regional homeless coalitions, etc.)
- D. HUD Compliance
1. Assure compliance with all HUD requirements.
 2. Organize and manage the annual CoC local funding competition.
 3. Support the annual review of ESG projects.
 4. Lead in the planning of the annual Point-in-Time (PIT) and Housing Inventory Count (HIC).
 5. Work with the HMIS Lead Agency (LA) to ensure all required annual reports are submitted to HUD by deadlines, including the Longitudinal System Analysis, System Performance Measures, HIC, and PIT.
 6. Work with the ND CoC board and HMIS LA to ensure that the ND CoC operates a compliant Coordinated Entry System (CES).
 7. Work with the ND CoC board and HMIS LA to review and update all policies and procedures annually.
 8. Conduct annual monitoring (on and off-site visits) of all CoC- and ESG-funded projects.
 9. Coordinate with the HMIS LA to ensure the ND CoC operates a compliant and quality HMIS.
 - a. Coordinate with the ND CoC to establish an MOU with the HMIS LA to operate HMIS.
 - b. Work with the ND CoC and HMIS LA to update CoC policies and procedures.
 - c. Work with the ND CoC board to evaluate and monitor the work of the HMIS LA and adjust as necessary.
- E. Staffing
1. Manage ND CoC staff, including the ND CoC coordinator in collaboration with the ND CoC board.

2. Work with the ND CoC coordinator and board to develop an annual work plan for the ND CoC staff.
3. Ensure an annual evaluation of the ND CoC coordinator.
4. Provide office space or appropriate accommodations (i.e., equipment for teleworking) for the ND CoC coordinator.

III. ND CoC Responsibilities

It is required and necessary for the ND CoC to support the CA in the planning and operation of an effective homeless response system. The ND CoC is responsible for the following:

- A. Designate a CA to act on behalf of the ND CoC.
- B. Partner with the CA to hire and evaluate the ND CoC coordinator.
- C. Coordinate with the CA to establish an annual work plan for the ND CoC, coordinator, CA, HMIS LA, and governance.
- D. Coordinate with the CA to plan and carry out meetings for the ND CoC board, membership, and committees.
- E. Support and monitor the CA to ensure it is fulfilling duties required by HUD when acting on behalf of the ND CoC, including those listed above.
- F. Coordinate with the CA to operate a compliant and quality HMIS, including designating an HMIS LA through a formal written agreement.

IV. Duration, Review, and Renewal

- A. Except as provided in the TERMINATION section, the duration of the MOU shall be from May 2025 through April 2030.
- B. Thereinafter, per the ND CoC Governance Charter, this MOU shall be reviewed and renewed every five years by the CA, ND CoC Board, and ND CoC Membership, unless either party provides notification pursuant to the TERMINATION section or the agreement is amended with mutually agreed-upon terms.

V. Termination

Either party may terminate this MOU before the renewal date specified in the MOU by giving the other party 120 days written notice. If the HUD CoC Planning Grant funds relied upon to undertake activities described in the MOU are withdrawn or reduced, or if additional conditions are placed on such funding, any party may terminate this MOU within 30 days by providing written notice to the other party. The termination shall be effective on the date specified in the notice of termination. The ND CoC may also terminate the agreement immediately if the CA is found to violate the terms of this agreement. Upon termination, the CA must return any remaining Planning Grant funds to the ND CoC after allowable expenses have been deducted.

The ND CoC board approved this MOU on April 24, 2025, and the ND CoC membership on May 7, 2025.

George Merck

05/16/2025

Vice Chair, ND CoC Board

Dana A. Felt

Date

05/13/2025

Executive Director, ND Housing Finance Agency

Date