

**HOUSING STABILITY FOR HOMELESS SCHOOLCHILDREN INITIATIVE
MEMORANDUM OF AGREEMENT**

**Note: All Respondents to RFQ 2020-06 must sign this form.
The form may not be changed or altered, except for designated fields.**

This Memorandum of Agreement (MOA) between the Florida Housing Finance Corporation (Florida Housing), the Bay County School District, the Panama City Housing Authority (Public Housing Authority), the Doorways of NWFL (Case Management Organization), and Doorways of NWFL (the Continuum of Care Lead Agency), is for the purpose of implementing the Housing Stability for Homeless Schoolchildren Initiative (hereafter referred to as the Initiative). The Initiative will assist homeless families, who have children in the School District, access suitable rental housing by the provision of Federal HOME funds for Tenant Based Rental Assistance (TBRA) and support services over the period of this MOA. Based upon available funding and performance, this Initiative will be for a period not to exceed two years.

Florida Housing agrees to the following:

1. Allocate and authorize the use of up to \$500,000 in funds for tenant based rental assistance of no more than 24 months for the Initiative;
2. Execute and manage an agreement with the [Click or tap here to enter text.](#) Housing Authority to administer the Federal HOME TBRA program for this Initiative;
3. Monitor the administration of the HOME TBRA and implementation of the Initiative;
4. Collaborate with and provide technical assistance to the Initiative partners in developing, implementing, and evaluating the Initiative;
5. Regularly inform the Florida Department of Education and the State Office on Homelessness on the status of the Initiative, as well as request technical assistance and support as needed from these state entities;
6. Monitor and assist with promoting the Initiative to local and state policymakers, stakeholders, and the public; and
7. Coordinate monthly telephonic meetings between the parties of this Memorandum for the first six months of implementation and then quarterly to report on progress, challenges, best practices and additional needs.

The Bay County School District agrees to the following:

1. Abide by the developed written household selection criteria, based upon qualifying income and homeless household criteria;
2. Build and maintain a pool of households for participation in the Initiative;

3. Discuss the general parameters of the Initiative with families and prepare and sign a School District participation agreement with the selected families outlining the expectations of the Initiative and subsequent school requirements;
4. Refer selected families to the case management organization for completion of the Coordinated Entry Process and preparation of documents regarding Initiative participation; and
5. Provide supports and case management for school-aged children participating in the Initiative.

The Doorways of NWFL (Continuum of Care Lead Agency) agrees to the following:

1. Meet with the selected families and complete the Coordinated Entry process including entry into the Homeless Management Information System (HMIS);
2. Prepare and submit the following documents to the Housing Authority (as applicable to the partnership agreement described in RFQ 2020-06):
 - a. School District Agreement;
 - b. HMIS Release of Information;
 - c. Client profile screen from HMIS;
 - d. Proof of income (4 paystubs or employer verification, SS, SSI, and other relevant documentation);
 - e. Documentation of public assistance if relevant; and
 - f. Copies of photo ID (for adults), and Social Security Cards, and birth certificates on all members of the family.
3. Assist the School District and the Panama City Housing Authority as needed to identify, assess and address the housing stability needs of the households pre- and post- housed.

The Doorways of NWFL (Case Management Organization) agrees to the following:

1. Meet with the selected families and complete the Coordinated Entry process including entry into the HMIS;
2. Collect eligibility documentation for families, such as proof of income, and other relevant documentation, as applicable to partnership agreement as described in the RFQ;
3. Provide case management support for the adults in the family, including post-move in period for the duration of the initiative;
4. Implement the housing stability plan as described in RFQ 2020-06;
5. Conduct an initial home visit after family is housed, and conduct at least quarterly home visits during the duration of the rental assistance initiative;
6. Assist the School District and the Panama City Housing Authority as needed to identify, assess and address the housing stability needs of the households pre- and post- housed.
7. Document examples of public assistance applied for and received;

8. Collect copies of photo ID (for adults), Social Security cards, and birth certificates for all members of the family; and
9. Conduct a Proof of Clerk of Court Public Records search.

All parties agree to the following:

1. Upon the receipt of authorized student records, will keep said records confidential, consistent with Florida Statutes, State Board of Education rules, and federal laws relating to Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment U.S. Codes (20 USC 1232g), Code of Federal Regulations (CPR) for Title 34; part 99.
2. Participate in Initiative implementation and evaluation activities;
3. Establish an agreed-to set of performance outcomes relative to housing and school stability;
4. Track performance outcomes; and
5. Prepare a report on the outcomes achieved, lessons learned and recommendations for future considerations.

This MOA is not a binding contract. It is an expression of cooperation for the purpose of providing services to clients and coordinating activities to the extent possible and as allowed by law. No contract rights attach to this MOA for any of the parties or for any third-party benefits. This MOA is effective upon the last signature date. A party may terminate their involvement in the MOA without cause upon written notice to the remaining parties. This agreement may be amended at any time by mutual consent of the parties and reduced to writing.

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IN WITNESS WHEREOF, the parties, by their duly authorized officials, hereby execute this MOA, effective upon the date the last party signs.

Bay County School District

By: [Signature]
SCHOOL SUPERINTENDENT

Print Name: Bill Hester

Date: 7/13/20

Doorways of NWFL (Continuum of Care Lead Agency)

By: [Signature]
EXECUTIVE DIRECTOR

Print Name: Yvonne Petrasovits

Date: 7/13/20

Panama City Housing Authority (Public Housing Authority)

By: [Signature]
EXECUTIVE DIRECTOR

Print Name: Terr Henry

Date: 7/13/20

Florida Housing Finance Corporation

By: [Signature]
EXECUTIVE DIRECTOR

Print Name: Harold "Trey" Price, III

Date: 9/24/20

Doorways of NWFL (Case Management Organization)

By: [Signature]
EXECUTIVE DIRECTOR

Print Name: Yvonne Petrasovits

Date: 7/13/20