

Memorandum of Agreement

SMOKY MOUNTAIN CENTER LOCAL MANAGEMENT ENTITY (LME) SHELTER PLUS CARE (SPC) PROGRAM

GENERAL INFORMATION

Smoky Mountain Center is the grantee for the Shelter Plus Care (SPC) rental assistance program for homeless individuals and families with disabilities. As grantee for this participant-based rental assistance program, unit selection for occupancy will be based upon participant choice and HUD Housing Quality Standards (HQS). The Smoky Mountain Center Housing Coordinator will offer suggestions, based on successful relationships with landlords in the area, and vacancy, but encourages each participant to choose their unit. Participants rent will be calculated individually based on the HUD standards and allowable deductions. Smoky Mountain Center expects to disburse all rental and administrative funds provided in the one-year renewal grants within the 12-month period, and within 60-70 months for the five-year grants. Smoky Mountain Center Business Management Office and Smoky Mountain Center Housing staff will work closely on a month-to-month basis to track all rental expenditures, fund disbursements, and services provided.

The Smoky Mountain Center SPC Guidelines and Procedures should be followed at all times and be used as a reference tool any time a referral is made to the program. The guidelines and procedures will be distributed to all support staff for reference and guidance.

Every participant has the right to appeal decisions made by the SPC Program. The Smoky Mountain Center procedures for Termination of a Shelter Plus Care Participant's Rental Assistance which details the appeal process will be given to each participant along with receipt of termination letter.

The SPC grant is based on the projection of a specified number of leases at the maximum allowable housing cost. Funds saved by negotiating lower rents, obtaining reimbursements for security deposits, and avoiding unnecessary payments for damages or vacated units, will be available to provide rental assistance for additional recipients' leases.

The "shelter" aspect of the program is monthly rental subsidy paid directly to the landlord. **The "care"** component of the program means accessibility to and availability of long-term community-based supports, i.e. case management, medical care, community referrals and follow up, crisis intervention, in-home visits, and assistance with obtaining Person Centered plan for the entire time the participant remains in the program.

DRUG FREE HOUSING

SPC is a federal housing program requiring all participants to refrain from using, distributing, or possessing illegal substances while in the SPC program. Referral agencies are required to assess their participant's activity in regards to illegal substances and to address these issues as needed.

ROLES AND RESPONSIBILITIES

The following are the defined roles and responsibilities of all parties:

Smoky Mountain Center Housing Coordinator Responsibilities:

- ◆ Verify the completion of SPC application and documents.
- ◆ Complete all HUD’s Housing Quality Standards (HQS) Inspections in a timely manner.
- ◆ Complete rental calculation and utility allowance for each participant
- ◆ Complete the Smoky Mountain Center SPC Housing Assistance Payment Contract with landlord.
- ◆ Completion of all annual and interim certifications.
- ◆ Communicate between the participant, landlord and the service provider regarding any difficulties or problems that may arise.

Community Service Provider Responsibilities:

- ◆ Assist SPC applicant to obtain necessary documents and assist with the completion of SPC application packet as needed.
- ◆ Read SPC Policy and Procedures for information on SPC program and processes.
- ◆ Assist SPC applicant in finding an affordable, decent, safe apartment/home of their choice.
- ◆ Provide at least one in home visit a week during the first month of tenancy, and a minimum of one in home visit per month while participant remains in program.
- ◆ Assist participant in voluntary move out to prevent a formal eviction (review SPC Policy and Procedures for further information).
- ◆ Provide timely communication to the Housing Coordinator of any known violations of the tenant/ landlord lease agreement (at a minimum, within 5 business days).
- ◆ Inform Housing Coordinator of any changes in services provided to SPC participant and changes in the provider of service (at a minimum, within 5 business days).
- ◆ Provide the Smoky Mountain Center Housing Coordinator with a completed service match tracking form monthly, by the 15th of the month for the previous month’s services.

Shelter Plus Care Program Participant Responsibilities:

- ◆ Read, sign and abide by the Smoky Mountain Center Shelter Plus Care Participant Responsibility Agreement.
- ◆ Inform the service provider and the Smoky Mountain Center Housing Coordinator of any changes in the household or status (ie: family composition, income, etc.).

Each individual signing below agrees to the terms and conditions of this Memorandum of Agreement.

Sign: _____
(SMC Area Director)

Sign: _____
(Provider Agency Director)

Date: _____

Date: _____

Print: _____
(Provider Agency Name)