

HOUSE IDAHO COLLABORATIVE

Collaborative Agreement

I. Purpose and Scope

The purpose of this Collaborative Agreement (CA) is to identify the responsibilities of each party associated with the ID-501 Idaho Balance of State Continuum of Care (the BoS CoC). This CA ties together governing bodies, Guiding Idaho, the Administrative Agency Idaho Housing and Finance Association (IHFA) as the Collaborative Applicant of the CoC, and the Regional Coalitions under a single collective called the House Idaho Collaborative (HIC). This CA is entered into with the Region ____ Coalition ("the Coalition").

The HIC is composed of representative stakeholders that are organized to plan for and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelter; rapid re-housing; transitional housing; permanent housing; and prevention strategies to address the various needs of homeless individuals and families or those at risk of homelessness within the state of Idaho, with the exception of Ada County.

The goal of the HIC is to ensure homelessness in Idaho is rare, brief, and non-recurring.

The HIC directs HUD funding to providers, maximizes access to services, and strengthens collaboration across the BoS CoC to meet this goal. The HIC uses evidence-based strategies to combat homelessness and to optimize self-sufficiency among individuals and families experiencing housing challenges.

II. Collaborative Agreement Term

Collaborative Agreements will be executed annually unless action is taken to revise or dissolve the CA. This Agreement will be reviewed and updated by the HIC as needed. CA revisions shall be reviewed and agreed upon by all signing parties prior to execution of a new CA.

III. Regional Coalition Responsibilities

1. Involve local non-HUD funded Regional Coalition members, including persons with current or past experience with homelessness, and broad-based community representation.
2. Support the Administrative Agency in identifying potential subrecipients in each region to ensure adequate services across Idaho.
3. Ensure meeting minutes and attendance for all Regional Coalition meetings are submitted to the Administrative Agency (SNAP@IHFA.ORG) within two weeks of coalition meeting.
4. Ensure Regional Coalition representation at all Guiding Idaho meetings.

5. Conduct an election in every odd-numbered year for a Regional Representative for the Guiding Idaho Committee. Guiding Idaho Representatives may serve consecutive terms.
6. Work to achieve the HIC's vision and goals, including regional goals which were developed following the HIC's Strategic Plan:
 - Report goal progress on a quarterly basis to Guiding Idaho, HIC, and IHFA.
 - Inform Coalition members on HIC and IHFA activities.
7. Appoint representatives to active HIC Committees and ensure that minimum attendance requirements are met as outlined in the HIC Governance Charter.
8. Form and maintain a regional Point-in-time (PIT) Count committee and elect representation to the statewide PIT Count committee.
9. Support the HMIS Lead Agency by encouraging the use of HMIS/CMIS for all service providers in the region regardless of funding source.

IV. Guiding Idaho Responsibilities

1. Work with representatives of Regional Coalitions and the HIC Committees to create Annual Strategic Plan.
2. Ensure the board includes representatives from each region, relevant organizations, persons with lived experience, and individuals who advocate for or represent members of special populations reflected in the HIC's homelessness system.
3. Seek out input from and provide feedback to the Regional Coalitions, grant recipients and subrecipients on gaps, barriers, local needs, and performance targets at least annually.
4. Host the semi-annual full membership meetings and share the Annual Strategic Plan.
5. Ensure full membership votes on Unified Funding Agency (UFA) status, vision, mission, and values, and elects special population representatives to Guiding Idaho.
6. Gather input from and give recommendations to Regional Coalitions, Housing, Informing, and Engaging Idaho committees on initiatives that support the Annual Strategic Plan and/or vision, mission, and values.
7. Oversee the Administrative Agency's monitoring, compliance, and corrective actions of subrecipients.
8. Ensure a fair, effective, easily accessible coordinated entry system that serves all people within the HIC's geographic area.
9. Designate a single Homeless Management Information System (HMIS) for the geographic area and ensure compliance with HUD requirements.
10. Coordinate and oversee the Collaborative Applicant in reviewing applications, setting funding priorities, and completing the annual CoC Application.
11. Establish, review, revise, approve, and ensure compliance with the following documents annually and as needed:
 - Governance Charter
 - Written Standards
 - Policies and Procedures for HMIS, CMIS, and CE
 - Privacy Plan, Security Plan, and Data Quality Plan for HMIS
 - Emergency Transfer Plan that meets all requirements in 578.99 of 24 CFR

- Code of Conduct and recusal process for the board, its chairs, and any person acting on behalf of the board

V. Administrative Agency, IHFA, Responsibilities

1. Provide technical assistance on strategic planning for local response to HIC goals and objectives to *ensure homelessness is rare, brief, and nonrecurring*.
2. Collaborate with and give input to the HIC and Regional Coalitions on strategies and benchmarks.
3. Provide clear and consistent communication with Regional Coalitions and HIC.
4. Provide training to HIC members to promote awareness and ensure that HIC goals and objectives are fulfilled.
5. Distribute HIC committee attendance reports to Guiding Idaho at least quarterly to encourage and ensure regional representation.
6. Update Regional Coalitions on policy changes, funding availability, and priority changes.
7. Provide HUD-funded agencies with support in successfully meeting performance standards and objectives for grants administered by IHFA.
8. Participate in the Regional Coalition meetings.
9. Attend Regional Coalition meetings in person at least once per year, unless prohibited by meeting schedule, staff availability, or unforeseen circumstances.
10. Extend a public invitation for new members at least annually.
11. Monitor subrecipients to ensure compliance with HUD rules and require correction and impose enforcement as needed.
12. Maintain the website for the HIC.
13. Act as Secretary for HIC Committee meetings (scheduling, note taking, preparing and posting agendas and minutes, tracking membership...etc.).
14. Facilitate the statewide HIC and PIT Count efforts.
15. Act as the HMIS Lead Agency for the HIC and provide technical assistance, training, and oversight for all HMIS/CMIS users.
16. Support compliance with the HMIS Governance Agreement and Data Quality, Security, and Privacy Plans by all HMIS participating agencies.
17. Act as the Coordinated Entry (CE) Lead Agency and provide CE technical assistance, training, and oversight for all Access Points.
18. Provide subrecipients with grant requirement training, technical assistance, and oversight of grant budgets and draws, reallocate funds, and work with subrecipients to ensure complete and effective use of all funds, and submit AAQs to HUD as needed.
19. Consult with state and local governments regarding Emergency Solutions Grant (ESG) funds and evaluation.
20. Provide information required to complete the Consolidated Plan.
21. Consult with ESG recipients on the plan for allocating ESG grant funds and reporting on and evaluating ESG recipient and subrecipient performance.
22. Conduct annual CE stakeholder, provider, and client surveys.
23. Complete required annual HUD reports for the HIC including the Coordinated Entry Annual Report, Annual Performance Reports (APRs), System Performance

- Measures (SPMs), Consolidated Annual Performance Evaluation Report (CAPER), Grant Inventory Worksheet (GIW), Longitudinal Systems Analysis (LSA), Consolidated Plan, and Gaps Analysis.
24. Act as the Collaborative Applicant and UFA for the HIC.
 25. Complete the CoC Registration.
 26. Complete the CoC Application, including publishing the Notice Of Funding Opportunities (NOFO), collecting subrecipient applications, providing technical assistance, recruiting, training, and running the Independent Review Panels, conducting listening sessions with stakeholders, submitting ranking options to Board for vote, and entering into grant agreements with each subrecipient.
 27. Work with regional partners to recruit new subrecipient agencies to ensure adequate services across Idaho.
 28. Work with partners at a statewide level to recruit and coordinate with non-HUD funded homeless and housing partners to ensure a broad representation of services.
 29. Stay informed on changing federal rules and HUD grant requirements, inform the HIC, and change and implement policies as needed to remain in compliance.
 30. As the UFA, maintain required financial management and accounting policies and submit to annual audits.

Signatures and Dates

Guiding Idaho/ Board Vice Chair

Signature

Date

Printed Name

Administrative Agency, IHFA, Representative

Signature

Date

Printed Name

Regional Coalition #_____ Chair

Signature

Date

Printed Name