

## **Mainstream Voucher Program MEMORANDUM OF UNDERSTANDING**

Geauga Metropolitan Housing Authority (GMHA) and partner agencies responsible for providing diverse housing and homeless supportive services in the community are collaborating to develop and sustain a referral process for the Mainstream Voucher Program. This Memorandum of Understanding, hereinafter referred to as “MOU,” shall stand as evidence that

\_\_\_\_\_, hereinafter referred to as AGENCY, agrees to work with GMHA to provide the necessary services, outlined below, to households enrolled in this voucher program. To this end, each entity, agency and/or organization agrees to participate in an exchange of services and coordinating efforts to improve effective access to services in support of housing stability. Those eligible for this voucher program include those who are:

1. Non-elderly persons with disabilities transitioning out of institutional or other segregated settings,
2. Non-elderly persons with disabilities at serious risk of institutionalization
3. Non-elderly person with disabilities who are homeless, and
4. Non-elderly persons with disabilities who are at risk of homelessness

### REFERRAL PROCESS

The AGENCY, as outlined in responsibilities below, will assist with referrals for any household in their program who expresses a desire to move on and would be eligible for the Mainstream Voucher Program. The referral steps for this program are:

1. Fill out the Mainstream Voucher Referral Form and Assessment Form (Found on [www.geaugamha.org](http://www.geaugamha.org))
2. Fill out the HUD-form 9886, Authorization for Release of Information (Found on [www.geaugamha.org](http://www.geaugamha.org))
3. Fill out the corresponding Mainstream Assessment form (Found on [www.geaugamha.org](http://www.geaugamha.org)) which must include the client’s signature.
4. E-mail all three forms to GMHA’s mail email, [gmha042@geaugamha.org](mailto:gmha042@geaugamha.org), or mail to GMHA, 385 Center Street – Office, Chardon, OH 44024.

### RESPONSIBILITIES

The AGENCY, as identified above, will coordinate with the Mainstream Voucher Program partners to provide the following services to households:

- Assist all applicants with the paperwork and throughout the initial referral process (outlined above) and the many additional steps needed from MHA after initial referral has been made
- Assist applicants with landlord navigation if and when they are accepted into the Mainstream Voucher Program
- Provide at least one case management attempt a month for a minimum of six months, with conclusion of case management attempts based on stability of client and their likelihood to maintain housing without additional support
- Establish and implement methods to identify housing problems for participants as early as possible and engage participants in a change process to prevent a loss of housing, including but not limited to the following:
  - a. Provide assistance in fulfilling Housing Choice Voucher program requirements
  - b. Provide and/or refer participants to supportive services
  - c. Engage participants in determining the types of assistance they need
- Document case management attempts in client case files

- Be accessible as a contact for landlords and assist in providing interventions with landlords and clients to prevent eviction.
- Provide assistance with reasonable accommodations as needed

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The MOU is an agreement that does not have an ending date but which will continue for as long as certain other conditions, as identified in this agreement, exist. It may be amended based upon the agreement of the Mainstream Voucher Program partners and the AGENCY.

AUTHORIZED SIGNATURES

**AGENCY:** \_\_\_\_\_

(Print) Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Geauga Metropolitan Housing Authority (GMHA):**

(Print) Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_