



Housing Opportunities Collaborative
Partner Agency Memorandum of Understanding (MOU)

The Housing Opportunities Collaborative is an initiative intended to expand opportunities for housing to those that experience homelessness and receive various forms of rental assistance in the Fairfax-Falls Church community. The Collaborative would not exist without the hard work, dedication, and expertise of the Partnership to Prevent and End Homelessness. This Partnership includes local nonprofit agencies, relevant Fairfax County government departments, as well as service providers and federal government departments who specifically serve veterans and other subpopulations. The Collaborative has been designed to support and enhance the landlord recruitment and housing location services that are already taking place, making true collaboration the number one priority.

By completing and signing this document, you are effectively agreeing that your agency and all current/future frontline staff associated with the Collaborative will adhere to all terms stated within.

_____ (Insert Partner Agency name) agrees to partner with the Housing Opportunities Collaborative (referred to as the Collaborative) to increase the housing options available to individuals and families receiving rental assistance in the Fairfax-Falls Church community. In order to become a Collaborative Partner Agency, the above-named agency agrees to the follow criteria:

- Designate one point of contact to oversee participation in the Collaborative (should be agency Housing Locator, if applicable)
- Adhere to the Landlord Recruitment Workflow, as outlined in the Collaborative Policies and Procedures
- Adhere to all terms of Landlord Incentive Program, as outlined in the Collaborative Policies and Procedures
- Support requirement for frontline staff to attend the Collaborative Agency Orientation session, at least one professional development/training opportunity, and at least one landlord networking/recruitment event annually.
- Maintain confidentiality of client, landlord, and all other sensitive information.

In return, the Collaborative (administrators) will uphold the following commitments:

- Coordinate and oversee implementation of the Landlord Incentive Program
- Provide ongoing support and guidance to all partner agency frontline staff and Collaborative landlord partners in order to effectively recruit, retain, and manage landlord partnerships in the community, when possible
- Provide ample training and professional development opportunities for frontline staff.
- Work with the community to recruit additional landlords to be utilized by all partner agencies throughout the jurisdiction.

- Maintain county-wide Collaborative landlord partner database; includes mechanism for tracking partnerships, with data being made available to all partner agencies.
- Maintain up-to-date website that will centralize information and resources for frontline staff, as well as sections dedicated to providing resources and information to landlords and tenants.
- Develop and maintain stock of up-to-date and relevant marketing materials for all partner agencies and frontline staff to utilize while doing housing location; provide additional materials on an as-requested basis, when possible.
- Include partner agency name/logo on applicable marketing material, website, etc.

All Partner Agencies reserve the right to withdraw membership from the Collaborative at any time, with the understanding that associated frontline staff will no longer have access to any and all parts of the Collaborative program. Similarly, the Collaborative reserves the right to terminate a Partner Agency's membership should it be determined that they are not meeting the agreed upon requirements set forth in this MOU.

I, _____ (print Partner Agency representative's name), on behalf of _____ (insert Partner Agency name), agree to the terms and information listed above. I confirm that I have the authority to agree to these terms on behalf of the above stated agency.

Partner Agency Representative (please sign)

Date

Partner Agency Representative Job Title

Partner Agency Representative Email Address

Collaborative Administrator

The Collaborative (administrators) agrees to all terms stated above regarding commitments to Collaborative Partner Agencies in exchange for partnership in the program.

Housing Resource Coordinator

Date

Last Updated 6/8/2021