

DBHDS Expectation for MOU Content

DBHDS Office of Community Housing (OCH) is committed to partnerships that increase integrated, independent, affordable Permanent Supportive Housing for our most vulnerable neighbors throughout Virginia. DBHDS Target Populations include persons with Intellectual and/or Developmental Disabilities (I/DD), persons with Serious Mental Illness (SMI), and persons with Substance Use Disorders (SUDs). MOUs should align with PSH fidelity standards. Below you will find DBHDS expectations and things to ask when seeking a Resident Service Provider (RSP) and drafting a MOU between the parties.

Does the MOU adequately address:

Purpose

Is it aligned with the provision of individualized tenancy supports to the identified target population and coordination between the parties?

Scope

Does it include acknowledgement that receipt of services is never a condition of tenancy?

Does it include goals, benchmarks of individuals/households served, performance measures, target populations served?

Roles & Responsibilities of the parties

Does it clearly state who the parties to the MOU are and who is responsible for which role? Does it clearly cover tasks from pre-leasing to move out?

Does it clearly show that housing stability and eviction prevention are forefront?

*Note: Inclusion of PM is **strongly** preferred, however, if PM services are not yet contracted, MOU indicates that the PM will be added as a party via MOU amendment.*

Deliverables

Does it include items like staff titles, staff time, and services offered; meeting space to deliver services and rules around use of meeting spaces; tenant selection plans with a focus on reducing barriers, limited criminal screening, and conducting individualized assessments in accordance with DPOR's Model Policy for Tenant Screening, reporting and outcomes data, tenancy support services?

Communication

Does it include requirements for PM and RSP to communicate regarding any lease violation and rent default notices?

Does it include plans and processes for eviction prevention strategies, repayment plans, and other lease violations?

Terms & Conditions

Does it include expectations of the parties, language addressing confidentiality/privacy and information sharing, dispute resolution terms, liability, breaches of contract and terminating/dissolving the contract

Primary Contacts of the parties

Does it clearly identify the primary contacts of the parties?