

**2-Year Term: October 1, 2023 – September 30, 2025**

**4-Year Term: October 1, 2023 – September 30, 2027**

### **Memorandum of Understanding**

Upload along with all other application materials, an unsigned, draft memorandum of understanding (MOU). The MOU must include all the following:

- Identification of the names of collaborative partners, which, at a minimum, must include a Housing Trust Fund (HTF) administrator and/or Family Homeless Prevention and Assistance Program (FHPAP) grantee, as well as any FHPAP subgrantees, participating school(s), and governmental entity.
- The roles and responsibilities of each collaborative partner
- A description of how collaboration and communication will take place during the grant term, including but not limited to:
  - Regular meetings that will be scheduled between the collaborative partners
  - Identification of governance structure
  - Monitoring and oversight
- The shared eligibility criteria and any additional eligibility criteria required by each partner
- Identification of the entity or entities responsible for Homeless Management Information System (HMIS) data entry
- Identification of the entity responsible for reporting expenditures, households served, and annual narrative reports that are to be submitted in the approved Minnesota Housing format