



COMMISSIONERS COURT  
COMMUNICATION

COURT ORDER NUMBER <#CourtOrderNumber#>

PAGE 1 OF 7

DATE: 1/28/2025

**SUBJECT: CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING BETWEEN TARRANT COUNTY AND THE ARLINGTON HOUSING AUTHORITY TO PROVIDE HOUSING REFERRALS FOR TARRANT COUNTY NURSE FAMILY PARTNERSHIP HOMELESS CLIENTS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the renewal of the Memorandum of Understanding (MOU) between Tarrant County and the Arlington Housing Authority (AHA) to allow the Tarrant County Nurse Family Partnership (TCNFP) program to continue to work in a collaborative effort with the Arlington Housing Authority Continuum of Care (CoC) Rapid Re-housing Arlington Nurse-Family Partnership (ANFP) Program to provide housing for qualified NFP clients.

**BACKGROUND**

The NFP Program is a voluntary, evidence-based home visitation program, where highly trained nurses visit low-income, first-time mothers during their pregnancy and throughout the first two (2) years of their child’s life. The goals of NFP are to improve pregnancy outcomes, child health and development, and family economic self-sufficiency through education and awareness.

Since 2016, Tarrant County has entered into agreements with the AHA in an effort to collaborate under the AHA ANFP program which is funded by the U.S. Department of Housing and Urban Development (HUD). The AHA is the grant recipient or grantee for this HUD grant and is responsible for the overall coordination of this collaborative effort. TCNFP serves as the support service provider and is responsible for referring qualified clients to AHA for participation in the program.

On October 18, 2022, the Commissioners Court, through Court Order #139471, approved a MOA with AHA to continue the these collaborative efforts through October 17, 2023. The MOA included three (3) twelve (12) month options for renewal.

On August 15, 2023, the Commissioners Court, through Court Order #141477, approved Amendment No. 1 to the MOA with AHA, continuing this collaboration through October 17, 2024. This amendment represented the first of three (3) renewal options outlined in Court Order #139471.

If approved, Tarrant County will exercise the second option for renewal and the NFP program will continue to refer eligible clients to AHA for participation in the HUD funded ANFP rental housing assistance services through September 30, 2025.

The Criminal District Attorney’s Office has reviewed this document as to form.

SUBMITTED BY	Public Health	PREPARED BY:	Gary Collins
		APPROVED BY:	J'Vonnah Maryman



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: <#CourtOrderNumber#> DATE: 1/28/2025 PAGE 2 OF 7

## **FISCAL IMPACT**

There is no fiscal impact with this item.

**RAPID RE-HOUSING ARLINGTON NURSE FAMILY PARTNERSHIP  
MEMORANDUM OF UNDERSTANDING**

**TX0419L6T012304**

**12 months**

**10/01/2024-09/30/2025**

**A. PURPOSE OF AGREEMENT**

This Memorandum of Understanding (MOU) is an agreement made between the Housing Authority of the City of Arlington (AHA), and Tarrant County Nurse Family Partnership (TCNFP) regarding the collaborative effort which will occur under the AHA Rapid Re-housing Nurse Family Partnership Program (ANFP) funded by the U S Department of Housing and Urban Development (HUD). The AHA is the grant recipient or grantee for this HUD grant. The AHA is responsible for the grant and the overall coordination of this collaborative effort and TCNFP is the service provider. The parties to the Memorandum understand and agree to provide the following services and fulfill the responsibilities described herein. It is also understood that the following description of agreed upon services and procedures is an outline and is subject to change. The AHA will coordinate meetings with TCNFP at least quarterly to discuss the program performance and the provision of quality services for participating clients.

**B. Arlington Housing Authority RESPONSIBILITIES**

1. Approve applicants for program participation. Process certification for housing assistance. Process annual and interim recertification as necessary.
2. Assist with locating and negotiating appropriate housing for ANFP participants.
3. Schedule units for inspection to insure they meet minimum Housing Quality Standards.
4. Prepare leasing documents and Landlord Agreements.
5. Process HAP, UAP and Security Deposit checks.
6. Be a secondary point of contact between participant and landlord should a problem develop and shall refer the issue to appropriate Case Manager via agency contact person.
7. Complete reports to be sent to HUD regarding participation of participants and supportive services provided to participants. Insure receipt of services by participants. Maintain accurate tracking of matching supportive services dollars.
8. Chair quarterly interagency meeting with all participating Case Management Agencies. Provide quarterly status reports on all participants to interagency participants.
9. Provide an updated roll of participants and applicants that includes amounts paid in rent for **TCNFP participants** at least once a month.

**C. Tarrant County Nurse Family Partnership RESPONSIBILITIES**

The assigned Case Management Agency will be responsible for the following services:

1. Ensure referrals are appropriate for the ANFP Program. TCNFP will refer eligible participants to AHA through the coordinated entry process, understanding that AHA has capacity in this grant to assist four (4) ANFP households. Currently, TCNFP is assigned 4 households, and that number could fluctuate depending on program intakes/exits and available funding. Selection criteria should include client's homelessness, priority diagnoses (serious mental illness, chronic substance abuse, HIV+/AIDS), functional level sufficient to live independently, stability on medications, stability in substance abuse recovery, motivation to live independently and compliance with the Case Management Agency program.
2. Services and case management provided will be considered match for the CoC ANFP program. TCNFP will supply appropriate information to document the HUD match.
3. Develop a case management plan with each participant receiving rental assistance from ANFP
4. Coordinate and monitor the delivery of all appropriate supportive services listed in the case management plan for the participants listed on roll of participants/applicants. Alternate resources and services may be delivered when the specific items in the case management plan are not available.


5. Complete monthly report, provided by AHA, on each participant, detailing the family's activities and the costs of providing these activities to the Housing Coordinator II by the **FIFTEENTH (15<sup>TH</sup>)** of each month with data from the previous month.
6. Attend quarterly status meeting.
7. When client's consent is obtained, provide ANFP staff with appropriate information regarding any changes in the case management or supportive services plan.
8. When client's consent is obtained, share information with ANFP staff and other participating supportive service agencies necessary to provide the most complete range of supportive services necessary to allow participant/applicant to gain independence.
9. TCNFP acknowledges that HUD provides a grant to the AHA for rental housing assistance only and provides this grant on the condition that the AHA will ensure homeless program participants receive supportive services valued at of the housing grant. TCNFP acknowledges that the AHA is relying on TCNFP to provide appropriate supportive services which are essential to helping individuals and families remain in a stable housing environment. To ensure that program participants are receiving needed services, the law requires match in the form of the value of supportive services or cash match.
10. As part of its collaboration with the AHA, TCNFP commits that all supportive services provided by TCNFP that qualify as a matching resource by HUD will be considered match for the ANFP program.. TCNFP will report to the AHA monthly with information to document the HUD match requirement.
11. TCNFP is responsible for assigning a case manager to work with AHA staff and with the ANFP program. The assigned case manager will have a minimum of a bachelor's degree in social sciences and a minimum of two years of previous case management experience.
12. The TCNFP case manager will coordinate the delivery of supportive services for individuals and families referred by TCNFP to AHA for the ANFP rental assistance program.
13. Supportive services will include case management, referrals for healthcare, childcare, job training and other support services available in the community. The average cost per hour for these services is \$40.68 totaling approximately \$8,000 annually will be considered the match amount of services delivered.
14. Complete monthly data entry of each participant's progress in the CoC HMIS system (Greenriver) by the 10<sup>th</sup> day of the following month.
15. TCNFP agrees to provide supportive services. These supportive services will account for at least \$ 8,000 or 13% of HUD grant (\$8,000 match/\$62,544 total grant funds). If TCNFP provides in-kind service hours to the CoC ANFP participants, list the number of hours in attachment A. If no in-kind service hours are provided to CoC ANFP participants, enter none for the number of hours.

#### D. CONTACTS

PHA		AGENCY	
Jyme Sandberg	Housing Coordinator II	Tiffany Smith BSN, RN	Nurse Supervisor Nurse family Partnership
817-276-6766	Jyme.Sandberg@arlingtonhousing.us	817-413-6320 x8400	tnsmith@tarrantcountytexas.gov


**We hereby agree to perform the duties as outlined in this Memorandum of Understanding. This agreement will be in effect for one year commencing on January 14, 2025).**

**Signatures:**



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Housing Authority of the City of Arlington  
Mindy Cochran, Executive Director



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Date

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Tim O'Hare  
Tarrant County

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Date

**SUPPORTIVE SERVICES TRACKING FORM**

**NAME OF SERVICE PROVIDER:** \_\_\_\_\_

**CLIENT NAME:** \_\_\_\_\_

YES	SERVICE OR REFERRAL	HOURS	RATE	MATCH \$
	a. Outreach			
	b. Case Management / Care Coordination			
	c. Intensive Day Treatment / Therapy			
	d. Life Skills Training			
	e. Alcohol – Drug Abuse Services			
	f. Mental Health Services:			
	1. Hospitalization			
	2. Case Management			
	3. Prescriptions			
	4. Other			
	g. AIDS Related Services			
	h. Health Care			
	1. Clinic			
	2. Other			
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	k. Child Care			
	l. Children Services			
	m. Residential Management Services			
	n. Follow-Up (Transitional Housing)			
	o. Crisis Bed			
	p. Representative Payee Services			
	q. Food Pantries			
	r. Other			
<b>TOTAL THP SUPPORTIVE SERVICES MATCH =</b>				

I verify in accordance with Federal reporting guidelines that the above information is accurate and correct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

12032024

APPROVED AS TO FORM:

Kimberly Colliet Wesley  
Criminal District Attorney's Office\*

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

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COMMISSIONERS COURT  
COMMUNICATION

COURT ORDER NUMBER 144632  
PAGE 1 OF 7  
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BETWEEN TARRANT COUNTY AND THE ARLINGTON HOUSING  
AUTHORITY TO PROVIDE HOUSING FOR TARRANT COUNTY NURSE  
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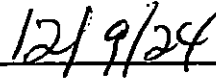
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**Signatures:**



Housing Authority of the City of Arlington  
Mindy Cochran, Executive Director



Date

\_\_\_\_\_  
Tim O'Hare  
Tarrant County

\_\_\_\_\_  
Date

**SUPPORTIVE SERVICES TRACKING FORM**

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**CLIENT NAME:** \_\_\_\_\_

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Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

12032024

APPROVED AS TO FORM:

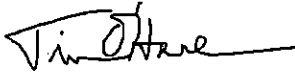
*Kimberly Colliet Wesley*  
Criminal District Attorney's Office\*

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

Consideration of the Memorandum of Understanding between Tarrant County and the Arlington Housing Authority to Provide Housing for Nurse-Family Partnership Homeless Clients

**SIGNED AND EXECUTED** this 28 day of January, 2025.

**COUNTY OF TARRANT  
STATE OF TEXAS**

A handwritten signature in black ink that reads "Tim O'Hare". The signature is written in a cursive style with a long horizontal line extending to the right.

Tim O'Hare  
County Judge  
2/4/2025