

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF RACINE
AND
THE STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION – DIVISION OF
HOUSING**

A. PARTIES

The City of Racine “City” and the State of Wisconsin Department of Administration Division of Housing “DOA”

B. PURPOSE OF AGREEMENT

The purpose of this agreement is to set forth the duties and responsibilities of the parties listed in (A) pertaining to the operation and use of the State of Wisconsin Homeless Management Information System (HMIS) by grantees and sub-grantees under the HUD Emergency Solutions Grant Program (ESG).

C. EFFECTIVE DATES

This MOU is in effect throughout the effective dates of the City’s FY’12 HUD Emergency Solutions Grant funds, unless terminated earlier upon mutual written consent of both parties.

D. REFERENCED FEDERAL REGULATIONS

- a. 24 CFR Part 576:
 - 1. ss576.107
 - 2. ss576.400
 - 3. ss576.500(n)
- b. 24 CFR Part 580:
 - 1. ss580.1
 - 2. ss580.23
 - 3. ss580.31
 - 4. ss580.9

E. RESPONSIBILITIES AND SERVICES TO BE DELIVERED BY THE DEPARTMENT OF ADMINISTRATION DIVISION OF HOUSING

- a. Ensure the operation and full functionality of the Homeless Management Information System.
- b. At least once per grant year, provide the ESG grantee with a certification of participation in the HMIS by ESG sub-grantees.
- c. Provide HMIS training to system end-users on system tools necessary to comply with ESG HMIS use and reporting requirements.
- d. Provide support via email, phone, and online meeting technology during regular business hours.

- e. Provide on-site technical assistance to ESG sub-grantee HMIS users. Upon request, DOA HMIS staff will meet on-site with system users and provide the following:
 - 1. Evaluate on-site computer hardware and connectivity and make necessary recommendations.
 - 2. Provide on-site training.
 - 3. Review data collection and intake procedures as they relate to HMIS.

- f. Provide and convey including:
 - 1. Reports generated by HMIS related to ESG funded activities.
 - 2. HMIS system changes and improvements.
 - 3. Sharing strategies for HMIS integration into service delivery system.
 - 4. Informing system users on best practices.
 - 5. Providing a forum to ESG sub-grantees and system users on how to improve HMIS.

- g. Provide standardized reports to the City that are sufficient to submit to HUD via the Consolidated Annual Performance Evaluation Report (CAPER).

- h. Provide non-standard reports to the City and its ESG sub-grantees pursuant to Part F(c) below.

- i. Analyze and compare HMIS Data Quality between ESG sub-grantees to each other and across the state generally.

F. RESPONSIBILITIES OF THE CITY

- a. At least once per grant year, provide DOA HMIS staff with a list of ESG sub-grantees that are required to participate in the HMIS. Included in this list will be an enumeration of the specific funded activities that each sub-grantee is obligated to track via HMIS.
- b. At least once annually, provide financial support to DOA Division of Housing for the explicit purpose of carrying out the activities of operating the HMIS on behalf of the City.. This amount shall be no more than 2% of the City's total HUD ESG entitlement grant award.
- c. If the City requests HMIS reports beyond the standard reports to be provided to comply with HUD regulations, the grantee will provide the following information to the HMIS staff no less than 30 days from desired delivery date:
 - 1. Type of data requested: data quality, program output, system usage by sub-grantee, program outcomes.
 - 2. Scope of data: point-in-time data, longitudinal data (e.g. monthly or annually), or historical data (e.g. data for previous years or grant cycles).
 - 3. Format of data: Excel or comma delimited, Word or PDF, etc.

SIGNATURES

FOR THE City of Racine

Name: _____

Title: _____

Date: _____

FOR THE State of Wisconsin
Department of Administration

Name: _____

Title: _____

Date: _____