




Department of City Development
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MEMORANDUM

DATE: February 11, 2015

TO: Members, Community Development Committee

FROM: Brian O'Connell, Director 

SUBJECT: Request for Authorization to Execute a Memorandum of Understanding with the Institute for Community Alliances for Services related to the Homeless Management Information System (HMIS)

Each year the city receives Emergency Solutions Grant (ESG) funding from the U.S. Department of Housing and Urban Development (HUD) for services and shelter that reduce homelessness. A requirement of the funding is that grantees and sub-grantees report information on the persons served with the grant funds in a common data base, the Homeless Management Information System (HMIS).

Agencies that receive ESG funding receive other funding from HUD directly or through the State of Wisconsin. Those funds carry the same requirement for reporting and record keeping in HMIS.

The State of Wisconsin has selected the Institute for Community Alliances (ICA) to operate HMIS for its grantees. The State's Continuum of Care (COC) agencies, including Racine's local COC, have joined with the State in contracting with ICA for HMIS. It is reasonable and cost effective for the city to use ICA also. ICA proposes to charge the city two percent (2%) of the ESG grant for its services. This will be \$3,046.30 for 2015. The cost is eligible to be paid from the grant as an administrative expense.

This is the second year that ICA will provide support services for HMIS. This department has found ICA to be very responsive to its needs and the HMIS data that it has collected to be high quality. I ask that your committee recommend that the appropriate city officials be authorized to execute the proposed Memorandum of Understanding with ICA.

Attachment: Proposed Memorandum of Understanding

C: File

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF RACINE DEPARTMENT OF CITY DEVELOPMENT
THE INSTITUTE FOR COMMUNITY ALLIANCES**

A. PARTIES

The City of Racine Department of City Development and the Institute for Community Alliances (ICA.)

B. EFFECTIVE DATES

This MOU is effective from January 1, 2015 through December 31, 2015, unless terminated earlier upon mutual written consent of both parties.

C. 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 Homeless Management Information System (HMIS) by grantees and sub-grantees under the HUD Emergency Solutions Grant Program (ESG) and the HOME Tenant Based Rental Assistance Program (TBRA.)

D. REFERENCED 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 INSTITUTE FOR COMMUNITY ALLIANCES

- a. Ensure the operation and full functionality of the Homeless Management Information System.
- b. At least once per grant year, provide the ESG/TBRA grantee with a certification of participation in the HMIS by ESG and TBRA sub-grantees.
- c. Provide HMIS training to system end-users on system tools necessary to comply with ESG and TBRA 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 and TBRA sub-grantee HMIS users. Upon request, ICA 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. Upon request, convene general informational meetings of all ESG and TBRA sub-grantees for the purpose of conveying information, including:
 - 1. Reports generated by HMIS related to ESG and TBRA 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 and TBRA sub-grantees and system users on how to improve HMIS.
- g. Provide standardized reports to the ESG/TBRA grantee that are sufficient to submit to HUD via the Consolidated Annual Performance Evaluation Report (CAPER.)
- h. Provide non-standard reports to the ESG/TBRA grantee and sub-grantees pursuant to Part F(c) below.
- i. Compare HMIS Data Quality between ESG and TBRA sub-grantees to each other and across the HMIS generally.

F. RESPONSIBILITIES OF THE ESG GRANTEE

- a. At least once per grant year, provide ICA HMIS staff with a list of ESG and TBRA 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 ICA for the explicit purpose of carrying out the activities of operating the HMIS on behalf of the ESG/TBRA grantee. This amount will be equal to 2% of the HUD City ESG allocation.
- c. If ESG/TBRA grantee desires HMIS reports beyond the 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 (report request form may be found on the ICA website: (www.icalliances.org/wisconsin):
 - 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

FOR The Institute for Community Alliances