Memorandum of Understanding between North Carolina's Continua of Care and the North Carolina Housing Coalition

The purpose of this Memorandum is to set out the membership and responsibilities of the Carolina Homeless Information Network (CHIN) Governance Committee, the responsibilities of the contributing Continua of Care (CoC), and the responsibilities of the HMIS Lead or HMIS Administrator Agency.

Background
The Carolina Homeless Information Network (CHIN) was created in 2004 through an agreement between the State of North Carolina, the North Carolina Housing Coalition, and the North Carolina Coalition to End Homelessness for the purposes of meeting the Department of Housing and Urban Development's (HUD) requirement that all federally-funded homeless programs participate in a Homeless Management Information System (HMIS);

The North Carolina Housing Coalition (NCHC) agreed at the creation of the CHIN project to serve as the administrative home for the collaborative project;

Whereas the parties to this agreement have agreed to support one statewide HMIS program to meet the HUD requirements for a data collection system for all HUD-funded homeless programs; and

Whereas NCHC has operated the CHIN program since 2004, and all North Carolina CoCs are currently participating in this program; and

Whereas the HUD regulations require, that, the Continuum of Care must:

(5) In consultation with the collaborative applicant and the HMIS Lead or HMIS Administrator, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD

(b) Designating and operating an HMIS. The Continuum of Care must:
(1) Designate a single Homeless Management Information System (HMIS) for the geographic area;

(2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead or HMIS Administrator;

(3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.

(4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and

(5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

Federal Register / Vol. 77, No. 147 / Tuesday, July 31, 2012 / Rules and Regulations Subpart B—Establishing and Operating a Continuum of Care § 578.7 Responsibilities of the Continuum of Care

Therefore, the parties to this Memorandum agree to the following:

The CHIN Governance Committee shall be responsible for representing the North Carolina's CoCs in their responsibilities for oversight of the state-wide HMIS system

Membership in the CHIN Governance Committee
Membership of the CHIN Governance Committee shall comprise no more than 22 members, including:

- One Representative from each CoC to include Balance of State CoC (12)
- Representatives from Balance of State CoC (3)
- Representative from Interagency Council for Coordinating Homeless Programs (1)
- Representative from North Carolina Housing Coalition (1)

- Representative from North Carolina Coalition to End Homelessness (1)
- Up to 4 "at large" representatives (4)

Qualifications
The qualifications of Governance Committee membership are:
- CoC participant
- HMIS user or knowledgeable about HMIS
- Familiarity with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, CoC Rule, Annual Homeless Assessment Report (AHAR), and other federal regulations that govern homeless programs
- Willingness to think about CHIN and HMIS from CoC, CHIN, and statewide perspectives
- Ability and means to communicate key information back to the CoC
- CoC representatives must be empowered to make decisions on behalf of the CoC
- Able to attend monthly/bi-monthly meetings

Selection criteria and term lengths
Governance Committee members representing CoCs are chosen by their Continua of Care. CoC minutes should be submitted to Governance Committee as proof of selection by their CoC. At-large seats are nominated and voted on by the Governance Committee members on an annual basis. NCHC, NCCEH and ICCHP representatives are designated by their respective agencies. The term lengths are one year, from July 1 through June 30.

Governance Committee Responsibilities
- Determine the guiding principles and vision for CHIN HMIS project implementation, including scope of work for staff and strategic planning
- Make decisions on: planning, participation, coordination of resources, coordination of data integration, determination of long-term policies and procedures, and project budget priorities
- Review, advise, and approve project budget priorities
- Select HMIS Lead or HMIS Administrator Agency
- Review, revise, and approve all policies and plans
- Review, revise, and approve the cost structure
- Evaluate, propose, and approve modifications to project priorities
- Evaluate, propose, and approve modifications to scope of work
- Select minimum data requirements; define criteria, standards, and parameters for the release of aggregate data
- Ensure adequate privacy protection provisions in project implementation and administration
- Advise on and review HMIS trainings
- Select software
- Set and evaluate performance standards for HMIS Lead or HMIS Administrator Agency

https://www.onecpd.info/resources/documents/HMISGrantAdmin_GovernanceModels_Handout.pdf

CoC Responsibilities
- Ensure active representation on the CHIN Governance Committee by chosen representative or alternate
- Support HMIS participation standards set by CHIN Governance Committee through funding considerations when deciding funding for CoC and ESG programs (e.g. scorecard)
- Ensure that the CoC's share of CHIN's cost is paid
- Secure, in partnership with other participating CoCs, adequate funding for the CHIN project
- Regularly review data quality and other reporting from CHIN

- Regularly review data quality and other reporting from CHIN with member agencies and end users to ensure that local agencies are maintaining both complete and accurate data in the system
- Regularly monitor HMIS Lead or HMIS Administrator Agency and participating agencies for compliance
- Ensure CoC's CHIN participating agencies are collecting all necessary data to produce required reporting and that agencies meet minimum data quality standards
- Ensure CoC CHIN participating agencies participation and investment in HMIS
- Ensure CoC CHIN participating agencies work with CHIN staff to ensure the accuracy of all data in the CHIN system, to include, but not limited to the data which populates both the of CoC NOFA and AHAR reporting

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HMIS Lead or HMIS Administrator Agency Responsibilities
- Respond to CHIN Governance Committee directives and concerns
- Oversee the day-to-day administration of the CHIN project
- Provide staffing for operation of HMIS
- Develop project budget for CHIN to be approved by both the Governance committee and the NCHC Board of Directors
- Secure and manage contracts with the software vendor; responsible for ongoing communications with software vendor
- Ensure system integrity and availability
- Provide effective training on software and related issues, and including ethics and client confidentiality
- Provide technical support to participating agencies and CoCs
- Regularly review data quality and provide reports to CoCs and CHIN Governance Committee
- Ensure HMIS software is capable of producing required reporting
- Ensure accurate reporting from the HMIS
- Provide support to CoC Leadership to enhance their participation in the CHIN project
- Ensure compliance and maintain and increase knowledge on all HUD requirements for HMIS standards, and ensure system compatibility with said standards with HUD requirements, including data standards
- Maintain knowledge about program components and data usage in order to guide end users on program design to ensure the most efficient accurate data is collected
- Staff the CHIN Governance Committee

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Termination
This MOU is effective from the date it is signed by NCHC and each individual CoC until it is ended by written notice by either of the Parties. The termination of this agreement between NCHC and an individual CoC does not alter the validity or terms of this contract between the remaining parties of this agreement.

If an individual CoC wishes to terminate their relationship with CHIN they must provide written notice of the termination 12 months prior to the end of the program fiscal year, which is June 30; If NCHC wishes to terminate this agreement with all CoC simultaneously, they must provide 12 months written notice of termination to all CoC lead representatives 12 months prior to the end of the program fiscal year, which is June 30.

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Definitions

For the purposes of this Memorandum of Understanding, the following definitions apply:

<u>Balance of State Continuum of Care (BoS CoC)</u> – was developed in recognition that many of North Carolina's rural areas did not have the capacity to submit local-only applications, and that by combining resources all of the communities had a better chance at receiving significant funding. NC Department of Health and Human Services is the Lead Agency and Collaborative Applicant for the BoS CoC and contracts with NCCEH to staff the CoC.

<u>Carolina Homeless Information Management Network (CHIN)</u> – The HMIS system designated by CoCs in NC to administer a statewide HMIS database

<u>Carolina Homeless Information Network (CHIN) Governance Committee</u> is the body responsible for providing guidance to the Homeless Management Information System (HMIS) Lead Agency on general administration as it relates to federal and state government guidelines and the preferences of the Continua of Care of North Carolina.

<u>Continuum of Care (CoC)</u>- A ''Continuum of Care'' is an organization made up of homeless service providers and other community stakeholders which is responsible for planning and coordination of homeless services in a geographically defined area. The responsibilities of the Continuum of Care program, are set out in the CoC Program Interim Rule under the U.S. Department of Housing and Urban Development's HEARTH Act, and include but are not limited to selection and oversight over the HMIS system

The following comprise the NC Continua of Care as designated by HUD as of the date of this MOU:

- Asheville/Buncombe County
- Chapel Hill/Orange County
- Charlotte/Mecklenburg County
- Durham/Durham County
- Fayetteville/Cumberland County
- Gastonia/Cleveland/Gaston/Lincoln Counties
- Greensboro/High Point/Guilford County
- Northwest NC CoC
- Raleigh/Wake County
- Wilmington/Brunswick/New Hanover/Pender Counties
- Winston-Salem/Forsyth County
- North Carolina Balance of State

<u>Homeless Management Information System (HMIS)</u>- a computerized data collection application that facilitates the collection of information on homeless individuals and families using residential or other homeless assistance service agencies, and stores that data in a centralized database for analysis.

<u>Interagency Council for Coordinating Homeless Programs (ICCHP)</u>, its successors or assignees (ICCHP) –is a State committee which advises the governor and the secretary of the North Carolina Department of Health and Human Services on issues affecting people who are homeless or at risk of becoming homeless. Members of the Committee are appointed by the Governor of North Carolina. The committee is staffed by DHHS employees.

<u>North Carolina Coalition to End Homelessness (NCCEH)</u> – a North Carolina 501(c)(3) non-profit corporation, its successors or assignees. NCCEH is a statewide advocacy organization focused on ending homelessness in North Carolina's one-hundred counties. This agency provides training, support and advocacy on Federal, State, and local issues pertaining to homelessness.

<u>North Carolina Housing Coalition (NCHC)</u> – a North Carolina 501(c)(3) non-profit corporation, its successors or assignees. NCHC operates CHIN. Through this agreement NCHC is designated as the HMIS Lead or HMIS Administrator Agency for this project.

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Signature Page

For _____(insert CoC Name)_____Continuum of Care

Signature:

Printed Name:

Title

Address

Phone