

**Memorandum of Agreement Between
The Homeless Continuum of care of Stark County
and
The Stark Mental Health and Addiction Recovery**

This memorandum of agreement (MOA) entered into this 1st day of September, 2018, between the Homeless Continuum of Care of Stark County (HCCSC) and Stark Mental Health and Addiction Recovery (StarkMHAR) designates StarkMHAR as the Homeless Management Information System Lead (HMIS Lead) for the HCCSC, outlines the services that StarkMHAR will be expected to provide as the HMIS Lead, and describes the understanding between the parties about compensation for those services.

The purposes of the HMIS are to record and store over time client-level information about the numbers, characteristics, and needs of persons within Stark County who use homeless housing and supportive services as well as those who receive assistance as persons at risk of homelessness; to produce an unduplicated count of homeless persons for the HCCSC; and to help HCCSC to determine the extent and nature of homelessness within Stark County, the patterns of service use, and the effectiveness of homeless and homeless prevention programs.

To carry out these purposes, the HMIS Lead shall:

1. Establish on behalf of HCCSC an HMIS that meets all technical, security, and data quality standards established by the Department of Housing and Urban Development;
2. Develop for Board approval and follow written operating policies and procedures for the HMIS that:
 - a. Apply to the HMIS Lead, to contributing HMIS organizations (CHOs), and to the HCCSC itself;
 - b. Comply with all applicable federal laws and regulations and applicable state and local governmental requirements;
 - c. Do not contradict, undermine, or interfere with the implementation of HUD-prescribed standards.
3. Conduct oversight of the HMIS and, take corrective action, if needed, to ensure that the HMIS is operating in compliance with all federal laws and regulations and applicable state and local governmental requirements;
4. Work with the HCCSC Board's HMIS Committee to develop and submit for HCCSC Board's approval a security plan, a data quality plan, and a privacy plan that meet HUD requirements;
5. Ensure the consistent participation in the HMIS by recipients of funds from the Emergency Solutions Grant Program and from the other programs authorized by Title IV of the McKinney-Vento Act;
6. Execute a written HMIS Participation Agreement with each CHO, which includes:
 - a. The obligations and authority of the HMIS lead and CHO;
 - b. The requirements of the security plan with which the CHO must abide;

- c. The requirements of the privacy policy with which the CHO must abide;
 - d. The sanctions for violating the HMIS Participation Agreement; and
 - e. An agreement that the HMIS lead and the CHO will process Protected Identifying Information consistently with the agreement;
7. Monitor and enforce compliance by all CHOs with the HMIS Participation Agreement and with HUD requirements related to HMIS operation and administration and, as required, report on that compliance to the HCCSC Board's HMIS Committee and to HUD;
 8. At least once annually, or upon request from HUD, submit to HCCSC an unduplicated count of clients served and an analysis of unduplicated counts;
 9. Submit other reports to HUD as required;
 10. Develop, update when appropriate, and submit for HCCSC approval a list of the employees who will play a role in operating or overseeing the HMIS and include on that list the employees' titles and their responsibilities with respect to the HMIS along with relevant lines of authority;
 11. Designate the individual(s) who will serve as the HMIS lead's primary liaison(s) to the HCCSC's Board of Director;
 12. Cooperate with the HCCSC Board's HMIS Committee to:
 - a. Review and update all required plans, policies, and procedures at least annually, seeking and incorporating feedback from CHOs; and
 - b. Develop and implement a plan for monitoring all aspects of HMIS operations.
 13. Submit an annual accounting to the HCCSC Board detailing cost for HMIS services provided; and
 14. Serve as the applicant to HUD for grant funds to be used for HMIS activities within HCCSC's geographic area, as directed by the HCCSC and, if selected for an award, enter into a grant agreement with HUD to carry out the HUD-approved activities.
 15. This Agreement shall remain in effect until terminated by either party with not less than sixty (60) days prior written notice,

Stark Mental Health and Addiction Recovery

John R. Aller
 John R. Aller, Executive Director

9/4/2018
 Date

Homeless Continuum of Care of Stark County

Marcie Bragg
 Marcie Bragg, Chairperson

9/4/2018
 Date