

Designation of HMIS Lead

Pursuant to the Continuum of Care Program Interim Rule, 24 CFR 578 and the Upstate Continuum of Care Governance Charter, the Upstate Continuum of Care designates the United Housing Connections (“UHC”) as its HMIS Lead to operate the HMIS system on its’ behalf, and delegates all rights, responsibilities, and duties associated therewith to UHC. UHC accepts the designation and agrees to serve as the HMIS Lead of the Upstate CoC. This designation shall continue until UHC provides such notice that it declines the designation. Such notice should coincide with the CoC funding year in order to eliminate possible funding and performance duplications and to prevent disruption to the funding process.

Delegation of specific duties:

Upstate CoC delegates and UHC accepts said delegation of the following duties:

1. Assign a UHC staff person and an alternate to serve as the HMIS contact;
2. Administer the HMIS system and ensure HUD required reports are submitted by deadlines;
3. Lead the HMIS committee of the Upstate CoC;
4. Perform any and all responsibilities delegated to the HMIS Lead in the Upstate CoC Governance Charter which are incorporated by reference as if fully restated herein;
5. Ensure that the CoC is informed as to the most recent HMIS criteria as established by HUD;
6. Ensure adequate training for all HMIS users as outlined herein;
7. Monitor data quality through agency and system wide monthly reports;
8. Provide data as requested by the CoC and HMIS users;
9. Ensure all users have the most up-to-date version of the current HMIS software system;
10. Provide support to other agencies, including proactive support to agencies having trouble with their data;
11. Perform any additional responsibilities necessary to submit the HUD funding application provided in the CoC Program Interim Rule, 24 CFR 578.

Trainings:

The HMIS Lead shall conduct the following trainings:

1. Initial training class for all participating HMIS Agency staff requiring access to the HMIS system. Agencies must schedule a training through UHC’s HMIS Administrator.
2. Agency Administrator training for all members who require Agency Administrator access. The Agency Administrator training shall be a one (1) hour training session that follows the initial training and must be scheduled in advance through UHC’s HMIS administrator.
3. HMIS training should cover a variety of important topics such as:
 - a. CoC and HMIS history;
 - b. HMIS Implementation progress;
 - c. HMIS privacy and security standards;

- d. HMIS data quality standards
- e. Accessing 'service point' – entering client demographic data, activating security protocols, completing assessments, recording services and case notes, managing shelter/housing information and building reports.
- 4. Advanced trainings for agencies that have poor data quality.
- 5. Re-certification training for expired end users. HMIS Lead Administrator may waive re-certification training at his or her discretion.
- 6. Update training after software updates and/or regulatory updates.

Reports:

- 1. The HMIS Lead will provide a monthly data quality report to all user agencies;
- 2. End users with missing data are expected to repair the data immediately.

Nothing herein shall be deemed to create any partnership, joint venture, or agency relationship between Upstate CoC and UHC. No party hereto shall make any representation or statement (whether oral or written) to any person or entity inconsistent with this paragraph. No financial consideration is offered to either party.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective March 28, 2023.

On behalf of Upstate CoC

By: Beth Rutherford
Name: Beth Rutherford
Board President, Upstate CoC

Date: March 26, 2024

On behalf of United Housing Connections

By: Candace Timmerman
Name: Candace Timmerman
Chief Executive Officer

Date: March 26, 2024

Designation of SC Upstate CoC Collaborative Applicant

Pursuant to the Continuum of Care Program Interim Rule, 24 CFR 578 and the Upstate Continuum of Care Governance Charter, the Upstate Continuum of Care designates the United Housing Connections ("UHC") as its Collaborative Applicant for the U.S. Department of Housing and Urban Development's Continuum of Care funding competitions, and delegates all rights, responsibilities, and duties associated therewith to UHC. UHC accepts the designation and agrees to serve as the Collaborative Applicant of the Upstate CoC. This designation shall continue until UHC provides such notice that it declines the designation. Such notice should coincide with the CoC funding year in order to eliminate possible funding and performance duplications and to prevent disruption to the funding process.

Delegation of specific duties:

Upstate CoC delegates and UHC accepts said delegation of the following duties:

1. Assign a UHC staff person and an alternate to serve as the Collaborative Applicant contact;
2. Ensure e-snaps registration and coordination of grant inventory worksheet completion;
3. Coordinate the preparation and submission of the Upstate CoC funding application;
4. Comply with Upstate CoC's approved list of applicants in the CoC application;
5. Ensure application submission by the HUD deadline;
6. Apply for and utilize available HUD administrative funding to support HUD required activities;
7. Serve as information, planning and reference resource to Upstate CoC Board concerning CoC responsibilities; and
8. Perform any additional responsibilities necessary to submit the HUD funding application provided in the CoC Program Interim Rule, 24 CFR 578.

Nothing herein shall be deemed to create any partnership, joint venture, or agency relationship between Upstate CoC and UHC. No party hereto shall make any representation or statement (whether oral or written) to any person or entity inconsistent with this paragraph. No financial consideration is offered to either party.

UHC may not be held responsible for the successful funding of projects contained within the Upstate CoC funding application.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective March 28, 2023.

On behalf of Upstate CoC

By: Beth Rutherford
Name: Beth Rutherford
Board President, Upstate CoC

Date: March 26, 2024

On behalf of United Housing Connections

By: Candace Timmerman
Name: Candace Timmerman
Chief Executive Officer

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