



Letter of Agreement
Homeless Management Information System (HMIS) Participation

This AGREEMENT is entered into and by mutual consent of both parties, the Community Partnership for the Prevention of Homelessness (TCP) located at 801 Pennsylvania Avenue, SE Suite 360, Washington DC 20003 and _____(AGENCY)located at _____.

TCP is the agency responsible for the management of public homeless services in the District of Columbia. In accordance with the US Department of Housing and Urban Development data collection mandates, TCP implements and operates a management information system called Service Point for client tracking throughout the D.C. Continuum of Care.

TCP and _____ mutually agree to the following:

- TCP will allow the AGENCY to utilize Service Point (the system), an internet-based management information system developed by Bowman Internet Systems (BIS), a company based in Shreveport, Louisiana, for the purposes of client tracking and case management for HUD and non-HUD funded services provided through the agency.
 - The AGENCY will purchase licenses for its users at the price outlined in TCP’s contract with BIS, when necessary.
 - TCP will retain sole ownership of the hardware and software purchased under the contract with BIS.
- The AGENCY may not contact BIS directly and/or request changes from BIS to the software without receiving approval from TCP’s Policy Analyst and Executive Director;
- TCP will maintain control of all data entered into the system and will manage and secure this data in accordance with TCP’s privacy policy.
 - The AGENCY will comply with all TCP standard operating procedures, HMIS privacy policy, HMIS data entry requirements, and will designate an Agency Administrator to monitor users for adherence to said procedures.
 - Both TCP and the AGENCY will operate in accordance with HUD’s published HMIS Data and Technical Standards.
 - TCP has the right to terminate this agreement at any time if the standard operating procedures, privacy policy, and/or HUD’s HMIS Data and Technical Standards are not followed.
 - TCP is responsible for ensuring that the terms of the agreement with BIS continue to be satisfied so that all agency data remains secure. This responsibility extends to the provision of disaster recovery services, daily backup of data, system maintenance, database level and secure socket layer encryption, and regularly scheduled product upgrades.
 - The AGENCY agrees to ensure the designated Agency Administrator attends all mandatory HMIS meetings and training sessions.

The signing of this Letter of Agreement certifies concurrence with the terms and conditions agreed upon by both parties hereto; no other agreement, oral or otherwise shall be deemed to exist or be binding.

AGENCY:

Signature of Agency Representative:

Title of Agency Representative

Date

THE COMMUNITY PARTNERSHIP:

Signature of TCP Senior Policy Analyst
(Or other authorized TCP staff person)

Date