



Friday, May 16, 2008
10:00 AM-12:00 PM
Catholic Charities
1717 Rand Road, Des Plaines, Chicago

AGENDA

- | | |
|--|----------------------|
| I. Welcome & Introductions | 10:00-10:05 |
| II. Approval of Meeting Minutes | 10:05-10:10 |
| III. Treasurer's Report – Doug Jones | 10:10-10:25 |
| A. Finance Committee Update | |
| B. Apr 30 Financials | |
| IV. Director's Report – Jennifer Hill | 10:25-10:35 |
| A. SuperNOFA Update | |
| B. HMIS / Grant Management Update | |
| C. Hiring / HR | |
| V. Committee Reports | |
| A. Executive Committee – Mark Enenbach | 10:35-10:40 |
| B. Continuum of Care Development – Sue Shimon | <i>End of Agenda</i> |
| C. HMIS Committee – Ken Schmitt | 10:40-10:50 |
| D. Project Review and Prioritization – Cynthia Schilsky | 10:50-10:55 |
| E. Homelessness Prevention – Mary Schurder/Dennis Condon | 10:55-11:00 |
| F. Outcome Evaluation – Magalie Oscar/Courtney Suchor | 11:00-11:05 |
| G. Governance – Eileen Higgins | 11:05-11:10 |
| H. Chronic Homelessness – | <i>No report</i> |
| I. Fundraising Committee – | <i>No report</i> |
| VI. Other Reports | |
| A. Regional Roundtable – Cynthia Schilsky | 11:10-11:15 |
| VII. Local Council Reports | 11:15-11:30 |
| A. South – Mike Wasserberg | |
| B. West – Teri Curran | |
| C. North – Sue Shimon/Michael Sada | |
| VIII. Old Business | |
| IX. New Business | |
| A. Convene Nominating Committee | 11:30-11:35 |
| B. Community Plan Presentations | 11:35-11:55 |
| X. Adjournment | |

The next meeting of the Board of Directors will be held **Friday, June 27, 2008**,
10:00 AM to 12:00 PM, at United Way Metro, 560 S Lake Street, Chicago.

**ALLIANCE TO END HOMELESSNESS
IN SUBURBAN COOK COUNTY
MINUTES OF THE 04/25/08 MEETING
OF THE BOARD OF DIRECTORS**

Mark Enenbach called the meeting to order at 10:06 AM at the office of the Metropolitan United Way.

Minutes were approved on the motion of Mike Wasserberg.

Treasurer's Report was submitted.

Exec Director's Report: We won't see the full Super NOFA application until 07/1/2008. On 07/14/08 a Discharge Planning Summit will be held.

Exec Committee: Mark moved that John Fallon be elected to replace Sue Augustus on the Board as a Countywide representative from the Corporation for Supportive Housing. This was approved by a voice vote. Mark then moved that the Board approve 2 new HMIS positions. Again approved by voice vote.

C of C: Ongoing presentations of the PLAN to stakeholders.

Outcome Evaluation: continuing to review LOI Questionnaires and evaluation tool.

HMIS: Got Draft Agreement from Du Page County. Training will start in June. The committee moved that the Alliance pay any HMIS Fees for 2008 on behalf of member agencies. Approved by voice vote.

Chronic Homelessness: No Report

Project Review: Report available in board materials

Prevention: Waiting for call volume reports from agencies.

Governance: Report available in board materials

Fundraising: No Report

Regional Roundtable: No Report

CBSA: South-Discussed DHS review of prevention funds and research project.
West-Discussed Renewal Roundtable
North-Discussed Legislative Breakfast and Training needs

Old Business: Richard Grove discussed his Survey for TV coverage. He again asked that all agencies complete ASAP.

New Business:

- The Golden Trowel award will be presented to Lynda Schueler at the Housing Action Illinois Convention.
- Peer to Peer conference will be held 09/18 and 09/19 in Oak Brook.
- Mike Wasserberg moved that the May meeting be changed from 05/23 to 05/16. This was approved by voice vote.

Meeting was adjourned at 11:38.

Submitted by Patrick Rodgers, Secretary

Voting Members Present:

v	Jose	Alvarez	Town of Cicero
v	Beverly	Christmon	IL DCFS
v	Dennis	Condon	Community Representative
v	Theresa	Curran CBSA Co-Chair	Pillars
v	Arie	Davis	IL Department of Corrections
v	Mark	Enenbach CHAIR	CEDA Central
v	Marvin	Gorss	West Suburban Landlords Assoc.
v	Richard	Grove	Community Representative
v	Eileen	Higgins PAST CHAIR	Catholic Charities
v	Debra	Howard-Frye	Thresholds
v	Doug	Jones TREASURER	Michael Joseph Foundation
v	Kyu Yup	Kim	Oak Park Family Service
v	Rev. John	Rice	Bethel Community Facility
v	Patrick	Rodgers SECRETARY	Social Security Administration
v	Cynthia	Schilsky	Community Representative
v	Susan	Shimon VICE CHAIR	WilPower, Inc.
v	Mike	Wasserberg CBSA Chair	South Suburban PADS
v	Sandy	Williams	Journeys from PADS to HOPE

Voting Members Absent:

v	William	Baxter	Hines V A Hospital
v	Gerry	DuPaty	Housing Authority of Cook County
v	Tom	Galassini	United Way of Metro Chicago
v	Christine	Klepper	HCP of Illinois
v	Khen	Nickele	IDHS-DMH
v	Maryrose	Peters	NAMI - Barrington
v	Heidi	Russell-Green	Safer Foundation
v	Michael	Sada CBSA Co-Chair	Kenneth Young Center
v	Mary	Schurder	Center of Concern, The
v	Courtney	Suchor	Sanctuary/SS Family Shelter
v	David	Tracy	Habitat for Humanity - Chicago S. Sub.

Other Members Present:

Sylvia	(Robertson) Jean-Pierre	Center of Concern, The
Hugh	Brady	NAMI Barrington
John	Fallon	Corp Supp Housing
Brianne	Hetman	SSF/Sanctuary (for Courtney Suchor)
Tom	Hinchy	Cook County DPDevelopment
Ken	Keibler	Catholic Charities
Ken	Schmitt	YMCA Network
Lynda	Schueler	West Suburban PADS
Paul	Selden	Connections for the Homeless
LaTonya	Walker	WINGS
Kelly	Williams	Grand Prairie Services
Jennifer	Wood	YMCA Network
Jennifer	Hill	Alliance

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of April 30, 2008

	<u>Apr 30, 08</u>	<u>Apr 30, 07</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Harris N. A.				
Restricted	31,294.73	0.00	31,294.73	100.0%
Unrestricted	1,780.11	0.00	1,780.11	100.0%
Checking at Harris N. A. - Other	0.00	-9,313.68	9,313.68	100.0%
Total Checking at Harris N. A.	<u>33,074.84</u>	<u>-9,313.68</u>	<u>42,388.52</u>	<u>-455.12%</u>
PayPal	578.09	573.33	4.76	0.83%
Total Checking/Savings	<u>33,652.93</u>	<u>-8,740.35</u>	<u>42,393.28</u>	<u>-485.03%</u>
Accounts Receivable				
1100 - Accounts Receivable	27,999.19	74,904.67	-46,905.48	-62.62%
Total Accounts Receivable	<u>27,999.19</u>	<u>74,904.67</u>	<u>-46,905.48</u>	<u>-62.62%</u>
Other Current Assets				
1400 - Prepaid Expenses	9,816.86	0.00	9,816.86	100.0%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
Total Other Current Assets	<u>10,689.15</u>	<u>872.29</u>	<u>9,816.86</u>	<u>1,125.41%</u>
Total Current Assets	<u>72,341.27</u>	<u>67,036.61</u>	<u>5,304.66</u>	<u>7.91%</u>
Fixed Assets				
1500 - Property and Equipment	23,793.85	10,230.85	13,563.00	132.57%
1900 - Accum. Depreciation - Prop&Eq	-4,425.56	-1,023.09	-3,402.47	332.57%
Total Fixed Assets	<u>19,368.29</u>	<u>9,207.76</u>	<u>10,160.53</u>	<u>110.35%</u>
TOTAL ASSETS	<u>91,709.56</u>	<u>76,244.37</u>	<u>15,465.19</u>	<u>20.28%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	0.00	37,941.10	-37,941.10	-100.0%
Total Accounts Payable	<u>0.00</u>	<u>37,941.10</u>	<u>-37,941.10</u>	<u>-100.0%</u>
Credit Cards				
2020 - CitiBank	245.79	1,570.87	-1,325.08	-84.35%
Total Credit Cards	<u>245.79</u>	<u>1,570.87</u>	<u>-1,325.08</u>	<u>-84.35%</u>
Other Current Liabilities				
Payroll Liabilities				
2330 - Federal Payroll Taxes Payable				
2335 - Medicare Payable EE	136.25	0.00	136.25	100.0%
2336 - Medicare Payable ER	136.30	0.05	136.25	272,500.0%
2337 - FICA Payable EE	581.25	-1.34	582.59	-43,476.87%
2338 - FICA Payable ER	582.61	0.02	582.59	2,912,950.0%
2330 - Federal Payroll Taxes Payable - Other	1,086.33	0.33	1,086.00	329,090.91%
Total 2330 - Federal Payroll Taxes Payable	<u>2,522.74</u>	<u>-0.94</u>	<u>2,523.68</u>	<u>-268,476.6%</u>
2350 - State Payroll Taxes Payable	276.26	381.26	-105.00	-27.54%
2360 - SUTA Payable	107.67	130.00	-22.33	-17.18%
Total Payroll Liabilities	<u>2,906.67</u>	<u>510.32</u>	<u>2,396.35</u>	<u>469.58%</u>
2010 - Line of Credit	6,355.00	49,000.00	-42,645.00	-87.03%
Total Other Current Liabilities	<u>9,261.67</u>	<u>49,510.32</u>	<u>-40,248.65</u>	<u>-81.29%</u>
Total Current Liabilities	<u>9,507.46</u>	<u>89,022.29</u>	<u>-79,514.83</u>	<u>-89.32%</u>
Total Liabilities	<u>9,507.46</u>	<u>89,022.29</u>	<u>-79,514.83</u>	<u>-89.32%</u>
Net Assets				
Total Net Assets	<u>82,202.10</u>	<u>-12,777.92</u>	<u>94,980.02</u>	<u>-743.31%</u>
TOTAL LIABILITIES & NET ASSETS	<u>91,709.56</u>	<u>76,244.37</u>	<u>15,465.19</u>	<u>20.28%</u>

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Income and Expense
January through April 2008

	<u>Jan - Apr 08</u>
Income	
4010 - Grant Income	
CDBG 06-062	41,076.64
Total 4010 - Grant Income	<u>41,076.64</u>
4011 - Donation Income	
401101 - Individual Giving	100.00
401102 - Board Gifts	75.00
401114 - Foundation & Corporate Giving	
CEDA, Inc.	500.00
Chicago Community Trust	15,000.00
Total 401114 - Foundation & Corporate Giving	<u>15,500.00</u>
Total 4011 - Donation Income	15,675.00
4300 - Other Income	
430001 - Java Fund	10.13
4300 - Other Income - Other	58.52
Total 4300 - Other Income	<u>68.65</u>
4999 - Uncategorized Income	0.00
Total Income	<u>56,820.29</u>
Gross Profit	56,820.29
Expense	
Payroll Expenses	48,925.27
6010 - Non-Employee Compensation	5,830.00
6050 - Employee Benefit Programs Exp	3,638.40
6090 - Consultant Fees	660.00
6300 - Rent or Lease Expense	3,196.72
6400 - Utilities Expense	3,899.40
6410 - Printing Expense	9.42
6420 - Travel Expense	1,556.06
6430 - Postage & Delivery	48.17
6450 - Office Supplies Expense	1,605.22
6460 - Interest Expense	1,066.17
6550 - Other Office Expense	189.00
6600 - Advertising Expense	60.00
6680 - Accounting	919.64
6850 - Service Charge Expense	20.00
6950 - Insurance Expense	-243.00
Total Expense	<u>71,380.47</u>
Net Income	<u><u>-14,560.18</u></u>

HMIS Status Report

Prepared by Jennifer Hill

May 9, 2008

Completed:

- ✓ Reviewing DuPage agreement:
 - HMIS Committee 5/9: reviewed draft agreement in detail. Attorneys Adam Grove and Derek Roach participating.
 - Finance Committee 5/9: reviewed pricing structure; requested clarity on term covered by initial agreement (i.e., 4, 12, or 16 months).
 - Alliance atty Adam Grove to revise by 5/12 a.m.
- ✓ Training Costs: \$4500 to Bowman and ~\$500 to RMC for June training, and same amounts for July training.
- ✓ Training dates and locations **CONFIRMED**:
 - June 23-25: Robert Morris College, Orland Park Campus
 - July 15-17: Robert Morris College, Bensenville Campus
- ✓ Hiring:
 - Job interviews underway (4/28-5/7) for Manager of Info Systems candidates. J Hill, K Schmitt, P Selden and/or M Wasserberg participated. DuPage's Leslie Grevoy following up with additional technical questions.
 - Data Evaluation candidate interviews are scheduled for 5/14-5/15.
- ✓ Member Agencies' Prep:
 - HMIS Committee volunteers following up with agencies that have not yet responded to 4-25-08 Memo regarding data sharing and number of users.
 - Domestic Violence: Cook County confirmed that DV agencies are expected to make the July 1 deadline to be trained and using the system. J Hill followed up with each impacted agency this week.
- ✓ RFP: follow-up message sent to top three vendors, Bowman, Foothold, and Social Solutions. Deadline May 15.

Immediate next steps:

- ✓ Return the revised agreement to DuPage on 5/12 for their review and approval.
 - DuPage atty to review by 5/15.
 - Alliance board meeting (5/16).
 - DuPage HHS Committee (5/20) and
 - Finance Cmte (5/27) and County Board (5/27) to approve final.
- ✓ Complete job interviews for HMIS candidates.
- ✓ HMIS committee volunteers help follow-up with agencies.
- ✓ Next memo to members to remind agencies of their signed agreements with the Alliance and the program and service information that needs to be confirmed yet.

Continuum of Care Development Committee April 22, 2008 Meeting Minutes

Present: Sue Shimon, chair, Lynda Schueler, Cynthia Schilsky, Mark Enenbach, Jennifer Hill, director

I. Community Plan to End Homelessness –

Jennifer reported on her presentation of the Plan summary to the CEDA management team on April 18th. The Q&A at CEDA generated ideas about how CEDA might coordinate programs within its system (i.e., its weatherization program) to tie into relevant Plan action steps.

The Plan is scheduled for presentation next:

- Catholic Charities on April 29
- Alliance Board on May 16
- CoCD May 27 meeting – (practice for committee members)
- CBSAs in their June meetings

Committee members agreed each would learn the outline so we have a handful of people who can deliver the presentation.

Next Meeting: May 27, 2008 at 9:30 at the Alliance

**Project Review and Prioritization Committee
Report to Board - May 16, 2008
Submitted by Cynthia Schilsky, PRP Committee Chairperson**

As a result of three roundtable discussions among SuperNOFA renewal applicants and discussions with representatives from HUD, the LOI date was extended for projects interested in “swapping” money allocated for renewal Transitional Housing units to new Permanent Supportive Housing units. As of May 9, the extended LOI due date, there are now 6 TH projects from 4 agencies that have indicated plans to “swap” TH units and create new PSH projects. The agencies are Catholic Charities, South Suburban PADS, Together We Cope and YMCA Network, and combined intend to create 16 units of new PSH which aligns with the Alliance’s goal of creating new PSH. For this reason the following board action is recommended.

Board Action: The 4 agencies and 6 projects that indicated a willingness to swap TH units for PSH units in the 2008 SuperNOFA will be allowed to take the money previously allocated in their TH projects and be able to have that money reallocated to themselves for a new PSH project as outlined in their LOI.

Additional 2008 SuperNOFA information:

It appears that the Samaritan Bonus money can be used for more than 1 project.

All SuperNOFA applicants must be registered with the Central Contractor Registry (CRC). It is required that all Exhibit 2 applicants be registered so you can check that out now at www.ccr.gov to be sure that you are registered. Many of you should already be registered.

The Alliance has done the registration for the CoC – and that is all that needs to be done right now for the electronic process that will be used this year. As soon as information comes out about what the project applicants need to be doing we will let you know.

**AGREEMENT BETWEEN THE COUNTY OF DU PAGE
AND THE ALLIANCE TO END HOMELESSNESS
IN SUBURBAN COOK COUNTY FOR COORDINATING
HOMELESS MANAGEMENT INFORMATION SYSTEMS**

THIS AGREEMENT is entered into by and between the COUNTY OF DU PAGE, Illinois, a body corporate and politic, acting by and through its Department of Community Services (hereinafter “DU PAGE”), with offices located at 421 North County Farm Road, Wheaton, Illinois, 60187, and ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY, an Illinois not-for-profit corporation (hereinafter “ALLIANCE”), with offices located 1107 S. Mannheim Road, Suite 304, Westchester, Illinois, 60154.

RECITALS

WHEREAS, the United States Department of Housing and Urban Development (“HUD”) requires that all local governments and agencies applying for competitively awarded grants for various homeless assistance and supportive housing be part of a Continuum of Care as defined by HUD; and

WHEREAS, HUD also requires that all Continuum of Care organizations implement a Homeless Management Information System (“HMIS”) for the purpose of collecting information deemed critical for the planning and provision of services to the homeless; and

WHEREAS, DU PAGE has implemented a HMIS using grant funds provided by HUD for providing homeless services in DU PAGE County by contracting with Bowman Internet Systems for the development of a Client Management Information System (“CMIS”), known as ServicePoint™, that improves the delivery of services to homeless persons in DU PAGE County by maintaining information about the individual and aggregate needs of homeless persons through a networked infrastructure that offers electronic storage of information and communication among agencies that provide housing and/or support services to the homeless and persons at risk of homelessness; and

WHEREAS, HUD encourages the coordination of HMIS implementations between and among Continuum of Care organizations as a means of achieving economies of scale and avoiding duplication of administrative and operating costs associated with a HMIS; and

WHEREAS, the DU PAGE County Homeless Continuum of Care has established a Technology Subcommittee that has developed interagency policies and procedures for the implementation of the CMIS, known as the Policy Manual; and

WHEREAS, DU PAGE, using designated personnel in its Division of Human Services, will be providing the function of System Administrator 2 (SA2) for the CMIS; and

WHEREAS, the ALLIANCE is a non-profit organization responsible for planning and coordinating homeless services and housing options for all of Suburban Cook County outside of Chicago and Evanston; and

WHEREAS, the ALLIANCE wishes to facilitate the expansion of the CMIS for use by agencies in Suburban Cook County outside of Chicago and Evanston by applying for, and receiving, funding from HUD and entering into a-an Agreement with DU PAGE for the expansion of the CMIS; and

WHEREAS, the ALLIANCE agrees that it will participate in the CMIS along with DU PAGE and other agencies that provide housing and/or support services to the homeless and persons at risk of homelessness in order to help achieve the goals of the CMIS.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and the recitals stated above which are specifically incorporated herein, DU PAGE and ALLIANCE agree as follows:

1.0 RECITALS INCORPORATED.

- 1.1 The foregoing recitals are hereby incorporated by reference as though fully set forth herein.
- 1.2 The headings of the paragraphs and subparagraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of this AGREEMENT or to affect the construction hereof.

2.0 DU PAGE’S RESPONSIBILITIES

- 2.1 **CMIS Access and Administration.** DU PAGE will be the lead agency for the administration of the ~~HMIS~~**CMIS** and continue to be the agency contracting for licenses, services and future system upgrades and enhancements with Bowman Systems. DU PAGE represents and warrants that it has the necessary rights to provide the sublicenses and services to ALLIANCE described herein**will provide access to the CMIS to the ALLIANCE, its participating organizations, and their respective authorized personnel. DU PAGE has all necessary rights and authority to perform its obligations hereunder.**
- 2.2 *System Administrator.* DU PAGE shall designate a System Administrator 2 (“DSA2”) **and one or more alternates,** whose responsibilities will include working with a liaison designated by the ALLIANCE to provide end users’ access to the CMIS, to set up the initial configuration of the CMIS, providing necessary initial support to agencies regarding the functioning of the CMIS, and the initial training of end users’ (see below). ~~DU PAGE shall also provide an individual who can perform the duties of the DSA2 in the event that the DSA2 is temporarily unable to perform their duties.~~
- 2.3 *Security of Data on Application and Database Servers.* DU PAGE shall take all reasonable actions to ~~assure~~**ensure** that the ServicePoint™ software vendor, Bowman Systems (“Bowman”), keeps secure all client data in the ServicePoint™ system as per the service contract between DU PAGE and Bowman. These

actions shall include, but not be limited to prohibiting access by individuals who are not registered with the DSA2 and therefore, are unauthorized to receive ALLIANCE and client data information through any and all means, including telephone, mail, and computer. DU PAGE further agrees that all changes to access codes, passwords, and personnel registration for the ServicePoint™ system will be handled by the DSA2 through the ASA1. The DSA2 will be responsible for achieving personnel registration for the CMIS in a timely manner. DU PAGE shall not be held liable for any breach in security related to changes in authorized ALLIANCE personnel if the ALLIANCE has not notified the DSA2 of these changes.

- 2.4 *Operating Policies.* DU PAGE, has established guidelines and operating policies for the ServicePoint™ system. DU PAGE COUNTY shall, at a minimum, convene the Technology Committee annually for the purpose of review of CMIS guidelines and operating policies.
- 2.5 *Help Desk Support.* DU PAGE will provide Help Desk Support to the ASA1, between the hours of 8:00 a.m. and 4:30 p.m. on regular business days. Help Desk personnel may be reached by telephone or email and will acknowledge all situations within two business days.
- 2.6 *Training.* DU PAGE shall make arrangements for (3) three initial trainings to ALLIANCE'S agency administrators and end users' on the basic use of the ServicePoint™ software. Training shall consist of (1) one to (3) three day training seminars, for a maximum of (20) twenty to (25) twenty-five trainees per session. Additional training on ALLIANCE'S specific use of ServicePoint™ software or any agency customizations to the software will be the responsibility of the ASA1. If staffing changes occur at the ALLIANCE, and additional training is needed, it will also be the responsibility of the ALLIANCE to provide this training.
- 2.7 *Documentation/Manual on use of ServicePoint™.* The software vendor, Bowman, will provide, maintain and update, an on-line manual regarding the use of the ServicePoint™ system.
- 2.8 *Data.* Upon termination of this AGREEMENT, notwithstanding anything in the agreement to the contrary, the DSA2 and the ~~members~~**governmental and not-for-profit users** of the ServicePoint™ ~~+~~**NOTE: WHO ARE THESE MEMBERS?** system shall have the continuing right after the termination of this AGREEMENT to retain and use a copy of the ALLIANCE'S data, which was shared during the course of this AGREEMENT in furtherance of ServicePoint™ programs and subject to any restrictions on use imposed by the clients to whom such data pertains and/or set forth in the provision hereof which, by their terms, survive termination of this AGREEMENT; **provided, that the ALLIANCE may require at any time that any personally identifiable information be**

destroyed. DU PAGE acknowledges that ALLIANCE may be subject to and may have to comply with the provisions of (i) the Health Insurance Portability and Accountability Act (“HIPAA”) and all rules and regulations promulgated pursuant to authority granted therein, and (ii) the Illinois AIDS Confidentiality Act (the “AIDS Act”) and the rules and regulations of the Illinois Department of Public Health promulgated thereunder. DU PAGE shall not, and shall **require Bowman not to,** cause ALLIANCE to, breach or violate or otherwise fail to comply with HIPAA ~~or,~~ the AIDS Act, **or any other applicable confidentiality obligations.**

3.0 ALLIANCE’S RESPONSIBILITIES

- 3.1 ALLIANCE will enter into agreements with agencies providing data entry of homeless services in Suburban Cook County outside of Chicago and Evanston for implementation of the required HMIS. Said agreements will define the roles and responsibilities for all parties in regards to participation and funding.
- 3.2 *System Administrator.* ALLIANCE shall be granted “System Administrator Level 1” access to the CMIS, and shall designate an Alliance System Administrator 1 (“ASA1”) whose responsibilities will include working with the DSA1~~2~~ and training and support to ALLIANCE agency end-users’.
- 3.3 *Agency Administrators.* ALLIANCE shall insure that each of its participating agencies appoints a designated Agency Administrator, whose duties will include: being the primary contact for the ASA1, providing specific training and technical assistance to agency users’ of the CMIS; and performing other duties as specified in the Policy Manual. ALLIANCE shall, at all times, provide DU PAGE with a current and up-to-date list of its Agency Administrators and shall update said list as changes occur.
- 3.4 *Timely and Accurate Input of Data.* ALLIANCE recognizes the need for consistent, uniform data entry among its agency end-users’ to prevent data conflicts and errors. ALLIANCE shall enforce with its staff the importance of quality and accuracy in entering data into the ServicePoint™ in a timely manner, and agrees to abide by the policies and procedures of data entry as outlined in the Policy Manual. ALLIANCE agrees to enter all “HUD” required data fields for all homeless clients. If the ALLIANCE or its agencies are having difficulty inputting data in a timely manner, they will contact the DSA2.
- 3.5 *Monthly Meetings.* ALLIANCE shall conduct regularly scheduled monthly User Group Meetings with its agencies to review implementation of the system and to review the accuracy of data entry, as well as any software updates or upgrades to ServicePoint™. ALLIANCE shall provide DU PAGE with its schedule of said monthly meetings and shall inform DU PAGE of any changes to its meeting schedule.

- 3.6 *Training.* ALLIANCE will be responsible for training the agencies from Suburban Cook County outside of Chicago and Evanston participating in HMISCMIS implementation.
- 3.7 *Payment.* ALLIANCE agrees to pay for the following:
- 3.7.1 The services of the ASA1 to serve as the primary contact between the agencies from Suburban Cook County outside of Chicago and Evanston participating in HMISCMIS implementation, and the DSA2 retained by DU PAGE.
- 3.7.2 Licenses: DU PAGE hereby grants ALLIANCE and its member agencies a sublicense to access and use the software and systems described herein. The ALLIANCE will pay Bowman Systems directly for this sublicense- **as set forth on Exhibit 1.**
- 3.7.3 The ALLIANCE will solely bear any costs associated with future software upgrades, service and support, data hosting, additional program modules, data integration, training, and other changes, **unless such costs apply to DU PAGE in which event the ALLIANCE will be responsible for its pro-rated share of such costs.**
- 3.7.4 Changes and enhancements to the contract between DU PAGE and Bowman Systems for services and/or software that are required for agencies in Suburban Cook County outside of Chicago and Evanston to participate and/or are beneficial to all agencies utilizing the HMISCMIS **of which the ALLIANCE will be responsible for its pro-rated share of such costs.**
- 3.7.5 Pro-rated share of costs associated with System Administration. See Exhibit 1.
- 3.8 ~~DU PAGE will invoice ALLIANCE for payment of any purchases and/or expenses under Section 3 of this AGREEMENT; said invoices to be paid within thirty (30) days of receipt by ALLIANCE. DU PAGE will contact ALLIANCE and seek ALLIANCE'S approval before authorizing expenses and submitting invoices to ALLIANCE. Furthermore, DU PAGE shall submit an invoice to ALLIANCE each month describing all hourly time billed by DU PAGE to ALLIANCE, including hourly time billed against amounts that ALLIANCE has prepaid.~~ **The ALLIANCE will pay the fees described in Section 3 in accordance with Exhibit 1.**
- 3.9 *Technology Committee.* ALLIANCE shall appoint one individual who shall serve on the DU PAGE Technology Committee described in Section 2.4. **and who shall participate in all decision-making by such committee.**

4.0 AMENDMENT OR TRANSFER.

- 4.1 This AGREEMENT may only be amended or modified by a written instrument signed by DU PAGE and ALLIANCE.
- 4.2 Neither party shall assign, directly or indirectly, any of its rights, duties or obligations under this AGREEMENT, in whole or in part, without the prior written consent of the other party.

5.0 EFFECTIVE DATE.

- 5.1 The initial term of this AGREEMENT shall become effective upon the date fully executed by the parties and until terminated as set forth herein.

6.0 ENTIRE INTERGOVERNMENTAL AGREEMENT.

- 6.1 This AGREEMENT represents the entire agreement between DU PAGE and ALLIANCE and supercedes all prior negotiations, representations or agreements, either written or oral.

7.0 NOTICES REQUIRED UNDER THIS AGREEMENT.

- 7.1 All notices, approvals or other communications that either party desires or is required to give to the other party under the terms of this AGREEMENT shall be in writing and shall be considered to be properly given (i) if delivered by messenger, (ii) if mailed in the United States via certified or registered mail, postage prepaid, return receipt requested, (iii) if telefaxed, telegraphed or telecopied or (iv) if delivered by reputable express carrier, prepaid, the next business day after delivery to such carrier, addressed to such party as follows below. Either party may at any time give notice in writing to the other party of a change of name, address, or telephone or facsimile number.

To DU PAGE:

Phil Smith
Director of Community Services
421 North County Farm Road
Wheaton, Illinois 60187

Telephone: (630) 407-6420
Facsimile: (630) 407-6501

To ALLIANCE:

Jennifer C. Hill

Executive Director
Alliance to End Homelessness in
Suburban Cook County
1107 S. Mannheim Road, Suite 304,
Westchester, IL 60154

Telephone: (708) 345-4035

Facsimile: (705) 345-7855

8.0 SEVERABILITY

8.1 The invalidity or enforceability of any of the provisions of this AGREEMENT shall not affect the validity or enforceability of the remainder of this AGREEMENT.

9.0 GOVERNING LAW.

9.1 This AGREEMENT shall be subject to and governed by the laws of the State of Illinois. Venue for the resolution of any disputes or the enforcement of any rights pursuant to this agreement shall be in the 18th Judicial Circuit Court of DU PAGE County, Illinois.

9.2 If a dispute arises under this AGREEMENT, the parties shall make a good faith effort to resolve the dispute between themselves before seeking relief in a court of law.

10.0 INDEPENDENT CONTRACTORS

10.1 ALLIANCE is deemed to be an independent contractor. Nothing contained in this AGREEMENT shall be construed to constitute either party a partner, employee or agent of the other, nor shall either party have authority to bind the other in any respect, it being intended that each shall remain an independent contractor solely responsible for its own actions. No employee or agent of one party hereto shall be considered an employee or agent of the other party hereto.

11.0 INDEMNIFICATION

11.1 ALLIANCE shall indemnify, defend and hold harmless DU PAGE, its officers, agents and employees, from any claim, liability, loss, injury, damage, costs or attorney's fees arising out of or in connection with, its performance of this AGREEMENT by the ALLIANCE, its agents, employees or subcontractors excepting only such loss, injury or damage caused solely by the negligence or willful misconduct of DU PAGE or ALLIANCE.

12.0 NON-DISCRIMINATION.

12.1 The parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of this service because of race, creed, color, age, sex, national origin, nor the presence of any sensory, mental or physical disability, nor in any manner contrary to applicable local ordinance, State and Federal laws and regulations, specifically including Title VI of the Civil Rights Act of 1964 and any appropriate regulations for nondiscrimination in Federally Assisted Programs.

13.0 TERMINATION.

~~13.1 At such time when ALLIANCE'S current HUD grant has been completed, continuation of this AGREEMENT will be determined by the availability of additional grants to support the above stated activities.~~

13.1 ~~13.2~~ The initial term of this AGREEMENT shall be one (1) year, and this AGREEMENT shall renew for subsequent one (1) year terms unless either party provides sixty (60) days prior written notice to the other party of their intent not to renew this AGREEMENT. Except as otherwise set forth in this AGREEMENT, (i) DU PAGE shall have the right to terminate this AGREEMENT upon serving one hundred twenty (120) days' prior written notice upon the ALLIANCE, and (ii) ALLIANCE shall have the right to terminate this AGREEMENT upon serving sixty (60) days prior written notice upon DU PAGE. Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination. Indemnity obligations shall survive termination.

13.2 ~~13.3~~ Upon termination of this AGREEMENT, DU PAGE shall (i) return or cause to be returned a copy of the ALLIANCE'S data stored in the CMIS system, in ASCII format or in such other format as agreed to by the parties, and (ii) make reasonable efforts to obtain a refund of the amounts pre-paid by ALLIANCE to ~~BOWMAN~~Bowman.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed as of the date indicated above by their duly authorized representatives.

Phil Smith
Director of Community Services
DU PAGE County

Date: _____

Jennifer C. Hill
Executive Director
Alliance to End Homelessness in Suburban Cook County

Date: _____

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Document comparison done by DeltaView on Monday, May 12, 2008 2:25:53 PM

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Document 2	interwovenSite://CHIDMS/Active/6245834/4
Rendering set	MW Standard

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Deletion	
Moved from	
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Total changes	48

.INTERAGENCY AGREEMENT BETWEEN
DUPAGE COUNTY AND ALLIANCE TO END HOMELESSNESS
IN SUBURBAN COOK COUNTY FOR COORDINATION OF
HOMELESS MANAGEMENT INFORMATION SYSTEMS

Exhibit 1

With the exception of the per user license fee and database encryption fee, the following annual costs payable to Bowman Systems, Inc. (BSI) are pro-rated based on the number of ALLIANCE end users² ~~(150/375)~~ **as compared to all end users participating in the DU PAGE CMIS. Upon the date hereof, there are expected to be 150 ALLIANCE users out of a total of 375 total users of the DU PAGE CMIS.** These costs are subject to change based on BSI's current fee schedule, and the number of participants in the ServicePoint System. BSI may invoice the ALLIANCE the amount for the first year described below on or after June 1st, 2008, and the ALLIANCE shall pay BSI within 30 days of receipt of ~~invoice~~ **undisputed invoices. The ALLIANCE'S licenses shall run from June 1 through May 31 of the following year.**

- First year per user license fees \$150 each.
- Database encryption fee of \$12 per user license
- AIRS Taxonomy License fee - \$160
- Bowman dedicated server fee - \$4,368
- SSL Certificate Fee (ensures secure transmission of data over the Internet) - \$160
- ServicePoint Training Site Licenses and Maintenance - \$1,200
- ServicePoint Training Site Hosting - \$480
- Call Point Module - \$2,000
- Premium Disaster Recovery - \$3,120
- ServicePoint Source Code Escrow (Conditional access to ServicePoint Programming Code) - \$520
- XML Data Import Tool License & Maintenance - \$600
- Community Point Hosting Fee - \$1,200
- Community Point Support & Maintenance - \$1,200

Total fees payable to BSI for first year - \$39,308

DU PAGE shall provide ALLIANCE with 100 hours of customer support at a cost of \$95 an hour, for a total of \$9,500. ALLIANCE shall pay this amount to DU PAGE within 30 days after ALLIANCE receives the invoice described above from BSI. DU PAGE shall provide additional hours of customer support or project management to ALLIANCE as requested at \$95 an hour.

Grand Total for first year participation in ServicePoint - \$48,808

Document comparison done by DeltaView on Monday, May 12, 2008 2:28:20 PM

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Moved cell	
Split/Merged cell	
Padding cell	

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