

# Cincinnati/Hamilton County CoC HMIS Agency Participation Agreement

## Fee Structure Agreement Appendix

Recorded as of 2024

### Preamble:

This HMIS Fee Structure Agreement, as appendix to the Cincinnati/Hamilton County CoC HMIS Agency Participation Agreement (APA), is entered into between Strategies to End Homelessness (STEH) as the CoC HMIS Lead Agency, referred to herein as “STEH” or the “HMIS Lead” and the below-signed Contributing HMIS Organization, referred to herein as CHO. A “CHO” is defined by the APA as any agency who contributes data to the HMIS.

### I. TERM

1. In general, the contract term of a given HMIS Fee Structure Agreement will be one calendar year, from January 1<sup>st</sup> through December 31<sup>st</sup> of a given year.
2. A given calendar year’s Fee Structure will remain in place and effective between the parties, from calendar year to calendar year, unless or until a new fully executed Fee Structure Agreement is put in place.
3. Any CHO newly entering into an HMIS Agency Participation Agreement will be required to sign both the APA as well as the Fee Structure Appendix in place at the time of onboarding to HMIS.
4. All CHOs will be required to sign a new Fee Structure Agreement if HMIS fees applicable to their CHO type change. HMIS will provide a minimum of thirty days’ notice of any increase in HMIS fees. Every reasonable effort will be made to provide advance notice of ninety days or more.

### II. Type of Participating CHOs

- A. Cincinnati/Hamilton County CHOs who receive funding through STEH or who actively participate in the Cincinnati Hamilton County HMIS through direct data entry or data imports.
- B. CHOs who are not associated with the Cincinnati/Hamilton County CoC but participate in HMIS to have reliable data and access to reports.
- C. CHOs who require extremely limited access to provide client data for a specific purpose such as Coordinated Exit.

\*Fees may be waived at the discretion of STEH in order to ensure consistent participation in the HMIS across the CoC.

### III. CoC PRICING/FEES

1. CHO Type A – CHOs funded through STEH or who actively participate in the Cincinnati/Hamilton County HMIS
  - i. Annual project fees: Project fees are \$400 annually per participating individual HMIS project. This is consistent with the HMIS fee structure which has been in place since 2018.

- ii. Customizations: The HMIS Lead holds that customizations to HMIS data collection improves the value of the HMIS to the CHO and the community. As such, The HMIS Lead will make every effort to provide custom screens (assessments, enrollment/intake, exit), services, reports, training, and process flows as available within the constraints of the HMIS software at no cost. To the extent that is not possible, costs associated with HMIS customization will be assessed based on the requirements of the customization. Customization that requires development or programming by the HMIS vendor will be assessed by the HMIS vendor and provided to the CHO through scope of work documentation from the vendor.
  - iii. Vendor fees and user licenses: Vendor fees and standard enterprise HMIS licensing are covered by the HMIS grant and are not charged to the CHO. Special access licenses (e.g. stand-alone Looker access, agency manager user licenses) will be assessed based on the current cost per the HMIS vendor, additional set-up fees may also be incurred. Special access licenses will only be made available if they are compliant with the current HMIS policies and procedures documents.
  - iv. Data imports: CHO's choosing to participate in HMIS through data imports will pay all costs and fees associated with the alternative data collection software vendor. No additional fees will for STEH's maintenance of or managing imported data will be assessed.
2. CHO Type B - CHOs who are not associated with the Cincinnati/Hamilton County CoC but participate in HMIS to have reliable data and access to reports.
- i. Annual project fees: Project fees are \$400 annually per participating individual HMIS project.
  - ii. Vendor set-up fees will be assessed for CHO type B and will be billed in advance at the time the CHO APA and this Fee Structure Agreement appendix is signed based on the current vendor fees at the time of the signing.
  - iii. On-going vendor fees will be assessed for CHO type B based on current vendor fees and will be billed in advance on a quarterly basis:
    - User licenses (monthly fee for each HMIS user)
    - Agency license (annual fee for each HMIS agency/CHO)
    - Special access licenses (e.g. stand-alone Looker access, agency manager user licenses) will be assessed based on the current cost per the HMIS vendor, additional set-up fees may also be incurred. Special access licenses will only be made available if they are compliant with the current HMIS policies and procedures documents.
  - iv. Fees are to be invoiced by STEH and to be paid by the CHO within 30 days of the date of the invoice.
  - v. Customizations: Costs associated with HMIS customization will be assessed based on the requirements of the customization. Customization that requires development or programming by the HMIS vendor will be assessed by the HMIS vendor and provided to the CHO through scope of work documentation from the vendor.

3. CHO Type C - CHOs who require extremely limited access to provide client data for a specific purpose such as Coordinated Exit.
  - i. No charges for limited access users. Special access licenses do not apply to CHO type C.
  - ii. Annual program fees do not apply to limited access CHOs.
  - iii. Customizations do not apply to CHO type C.
  - iv. Data import options do not apply to CHO type C.

IV. BILLING

1. Fees are to be invoiced by STEH annually and to be paid by the CHO within 30 days of the date of the invoice unless otherwise specified in this agreement.
2. Should the Fee Structure change in a given calendar year in the future, STEH will send the new/updated Fee Structure Appendix.
3. The signed Appendix will be required to be returned to STEH by the Partner Agency within 30 days of receipt.

V. PAYMENTS

- 1) All checks must be made payable to Strategies to End Homelessness.
- 2) The CHO is allowed a thirty (30) day grace period to pay any agency or project fee. This period begins the date the invoice is emailed.
- 3) Payments will not be deducted from program reimbursement, unless or until a given project fails to pay its fees and the grace period has expired.
- 4) Subject to and only following the aforementioned grace period, the HMIS Lead reserves the right to suspend Partner Agency user licenses until full payment is received.
- 5) Payments made to Strategies to End Homelessness for HMIS fees cannot be used to match federal awards without prior approval from the HMIS Lead.

The signature of the parties hereto indicates their agreement with the above terms and conditions.

AGENCY NAME \_\_\_\_\_ CHO Type \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

(Digital PDF signatures are acceptable)

Strategies to End Homelessness

\_\_\_\_\_ Date \_\_\_\_\_

By Kevin Finn

President/CEO Strategies to End Homelessness