

April 26, 2016

To: Continuum of Care Coordinators

From: Paul Mattessich, Executive Director
Wilder Research

Subject: Update on Transition

Hello from Wilder Research! I hope that all is well with each of you.

As we transition to an interim Lead Agency and System Administrator for Minnesota's HMIS, Wilder Research wishes to keep you informed about the work we are doing and the progress that is being made towards the transition. We wish to be as transparent as possible and want to ensure that you have complete information regarding any decisions that need to be made or key tasks that we need to accomplish in collaboration with you. To that end, I will send a regular update to you throughout the transition period so that you are fully informed and have an opportunity to engage, should you have any questions or concerns.

Wilder Research has a strong commitment to a transition process which effectively moves HMIS operations to a new entity. The transition has the potential to overcome the challenges we have discussed during the past year and to improve our system of caring for homeless people and preventing homelessness.

We have a shared goal of ensuring that the transition occurs as quickly and as seamlessly as possible. On April 15th Wilder staff met with HUD representatives Michele Smith and Mary Burbank to ensure we had a proper understanding of documents and agreements needed to support the transfer of the HUD grants. In addition, we have engaged our own legal counsel to assist in either drafting or reviewing these agreements on our behalf. We want the transition to occur in accordance with principles of law, due diligence on behalf of all parties involved, and with the utmost respect for one another, for all agencies potentially affected by the transition, and of course, for Minnesota's homeless population whom we hope will benefit from the changes that we make.

In addition, Wilder Research has taken significant steps to cut spending and focus existing resources based on the priorities that you have identified.

At present, Wilder Research sees two options for the transition to an interim Lead Agency and System Administrator: a June transition, or an August 31 transition. For either option, the identification of the entity who will succeed Wilder constitutes the most significant next step. When the new entity is identified, Wilder will work to execute confidentiality agreements so that we can work with our successor and engage with them to transfer the necessary information and assets. Our analysis suggests the following related to each of these options:

Option 1: June Transition Date

Your representatives have expressed interest in a June 1st transition date. We are happy to look at a plan for such a rapid transition and, if feasible, we will work to make the transition by that date.

However, given the tasks that need to be accomplished by both the Continuums of Care and Wilder for a quality transition, this is a very aggressive date, and June 30th seems more feasible.

To make the transition work by any date in June, we will need to meet with the new entity and with you or your representatives. Although the timetable might be overly ambitious, perhaps we can make it work. It will require timely engagement, disciplined discussions, advance preparations, and timely response and follow-up on the part of all involved parties.

Option 2: August 31st Transition Date

It might be wise to consider waiting until after the current contract has been fulfilled before transitioning to a new Lead Agency and System Administrator. This option eliminates many of the difficulties that arise in trying to stop the work flow and the flow of funds midstream, to attempt to allocate some funds to one portion of the contract year and other funds to another portion, etc. It also ensures that the 20 or so contracts Wilder Research has for HMIS activities all reach fruition without interruption or duplicative work on the part of you or the new entity.

If a transition on August 31 seems like the best option, we are very happy to fulfill the terms of our current contract, and we would work with you to make that happen.

Next Steps:

The most important next step is to identify the interim Lead Agency and System Administrator. We hope that you can do so as quickly as possible, so that we can communicate with them, establish an appropriate transition timeline, get down to the necessary work, and finalize a date for transfer of assets, information, and obligations. Among the documents and agreements that Wilder will work to execute as part of the transition are:

- A letter to be signed by each Continuum of Care (CoC) terminating Wilder Research as the Lead Agency, appointing a new Lead Agency, and an effective date. A copy of this letter would need to be provided to Wilder Research and HUD.
- A confidentiality agreement between Wilder Research and the new Lead Agency that will enable us to share information prior to executing an Asset Transfer Agreement.
- An Asset Transfer Agreement between Wilder and the new Lead Agency. In addition to tangible personal property, this agreement must include transfer of obligations contained in the consents signed by individuals authorizing their personal information to be input in to the HMIS database.
- A Grant Transfer Agreement between HUD, Wilder, and the new Lead Agency.

If you have any questions or thoughts, please feel free to get in touch at 651-280-2710 or via email at paul.mattessich@wilder.org. Thanks.