2017 COC PROGRAM COMPETITION
NEW AND RENEWAL PROJECTS
INFRASTRUCTURE PROJECT APPLICATION

AGENCY PROFILE	
Legal Name of Agency	The Salvation Army
Project Name	HMIS Dedicated Grant
Contact Person	Christina Soulard
Title	Housing Service Director
Address	1215 Fulton St East Grand Rapids, MI 49503
Email	Christina_Soulard@usc.salvationarmy.org
Phone	616-454-5840

Check one:

☐ Coordinated Assessment System Supportive Services Only (SSO)

☒ Homeless Management Information System

Check one:

☐ New Project Application from Reallocated Funds

☒ Renewal Application

Authorized Representative: *I hereby certify that the information contained in this proposal is true and accurate. Any falsification of information will render the application void, and the application will not be accepted. This application has been reviewed and authorized for submission by the agency's board of directors as of the date indicated.*

Name: Betty Zylstra	Title: Executive Director
Date of Board Authorization:	
Date of Anticipated Board Authorization:	9/25/2017

All projects must include as attachments:

☒ Proof of 501(c)3 status from the IRS

☒ Financial statements, including cash flow statement

☒ Non-profit Corporation Update (2013) or equivalent

☒ DUNS number and Standard Form 424 (SF-424)

☒ Active registration in SAM

☒ Most recent audit by an independent certified public accountant

☒ Monitoring report by HUD or other federal or state funding entity, including any responses if there were findings noted in the report

☒ Project Application in e-Snaps (If available)

☐ Preliminary Rendering and Site Plan (if applicable)

INFRASTRUCTURE FUNDING PROJECT APPLICATION

See scorecard for scoring criteria in each question.

PROJECT OVERVIEW

1.a. Renewal Projects: Provide a narrative describing how the project's performance met the met the plans and goals established in the current project's application (including target populations and preferences as specified and/or allowed by the Notice of Funding Availability (NOFA) under which the project was originally funded), the project's performance in assisting program participants to achieve and maintain independent living, and record of success.

This grant supports full use of the HMIS by trained staff at local agencies to provide comprehensive and accurate data. As the system continues to grow in quality and size, the community will improve its ability to evaluate progress toward its housing objectives, including the outcomes of both CoC & ESG funded projects and HUD System Performance Measures. The project continues to support personnel costs for one full-time HMIS System Administrator, employed by the local United Way, whose general role is to provide regular, aggregate data reports to providers, the CoC & HUD about community progress toward housing objectives. Specific activities accomplished under the current application include: ANNUAL: Coordinated & submitted Point In Time count, Housing Inventory Chart, and AHAR data. Prepared HMIS portions of the CoC application. QUARTERLY: Provided data for and facilitated quarterly Data Standards Committee meetings. BI-MONTHLY: Attended & reported at CoC meetings. MONTHLY: Attended and reported at Steering Council meetings, conducted monthly meetings of HMIS Agency Administrators and end-users for training, supported monthly CoC Data Analysis Committee meetings, support development of best practices, participated in statewide HMIS System Administrator meetings, and reviewed overall community data quality. ONGOING: Supported end-users with troubleshooting and technical assistance, facilitated education and communication through a weekly e-mail update, assigned and monitored user licenses and training, coordinated with other CoC staff, ensured compliance with HUD collection, performance and data standards, and oversaw Security Officer duties as outlined in Section 580 of the HMIS requirements. The project will continue to support the cost of licenses for HMIS users within the community. Fourteen agencies participated last year and that number is expected to hold steady or grow this year. More than 100 user licenses are needed to support the work of those agencies. Use of licenses is reviewed quarterly to ensure active participation as outlined in the HMIS Data Standards. This ensures compliance with funding requirements and effective project management. Oversight of HMIS work, within the current CoC structure, is provided by the CoC Steering Council, the Data Quality Committee and the Data Analysis Committee. The Steering Council guides and oversees the HMIS work and provides feedback on the performance of the HMIS System Administrator. The Data Quality Committee is comprised of HMIS participating agencies and other key stakeholders. It works to ensure high standards of data quality, security and privacy, & relevancy of data and reporting to the goals of the Hearth Act and the Continuum of Care. It

also provides semi-annual reports on the functionality of the HMIS system to the Steering Council.

1.b. New Projects: Provide a narrative describing the project generally and what plans and goals will be set for the project (including target populations that fit within the Coalition's current strategic plan)

NA

2. Has the project had any significant changes since the last funding approval?
   No   if "yes" complete the chart below to indicate the change.

Check change type		Previous	New
☐	Decrease in the number of persons served		
☐	Change in number of units		
☐	Change in project site location		
☐	Change in target population		
☐	Change in component type		
☐	Change in grantee/applicant		
☐	Line item or cost category budget changes more than 10%		
☐	Other: Click here to enter text.		
If change was made include as many of the following that apply as attachments to your application:			
Attached (check)			
☐	Attachment: Written communication to HUD requesting the significant change		
☐	Attachment: HUD's written approval of the change requested		
☐	N/A: HUD has not yet provided written approval of the requested change		

PERFORMANCE AND IMPROVEMENT

3. List the outcome reported to HUD for this project and describe the project's progress in reaching those outcomes.

For FY2015: Number of agencies receiving training – 13 (unduplicated)
Number of agencies receiving group training – 16 (unduplicated)
Number of users receiving group training – 35 (unduplicated)

Number of group trainings – 10
Number of weekly update e-mails sent – 34
Number of agencies self-producing HMIS reports – 11 (unduplicated)
Number of HUD reports submitted – 4
Percent of agencies reporting increased understanding – 90%
Percent of agencies reporting increased value in HMIS – 90%

4. Does the project have a continual quality improvement plan or process? If yes, describe.

The CoC has an approved Data Quality Plan and Data Quality Monitoring Plan for HUD Universal Data Elements. Agencies use data quality reports in HMIS to review and improve their data at least monthly. A Data Quality Committee reviews data quality quarterly and connects agencies to support for improvement when needed. Overall data quality performance is reported twice a year to the Steering Council of the CoC.

5. How does the project ensure alignment in practices with both HUD and CoC priorities?

HUD requires the use of HMIS to help coordinate services and to guide system improvements within a CoC. Services are coordinated from intake and assessment to permanent housing placement using HMIS. System performance data is reviewed monthly by the Data Analysis Committee, which has broad representation from both the CoC and the community.

6. How does (How will for new project applications) the project's progress toward outcomes support the efforts of permanent housing projects throughout the CoC?

HMIS supports the movement of persons from homelessness to permanent housing and enables limited resources to be targeted to those with the greatest need. It achieves this by building capacity to analyze the performance of specific programs, as well as the CoC's overall performance within project types. HMIS data also facilitates the analysis and evaluation of the overall community effort to ensure that homelessness is rare, brief and one-time.

Efficient Use of Funding

7. Expenditure of Funds: Use last completed HUD FY. Projects that have not completed a grant year should not answer.

a. Total amount awarded	$100,000
b. Total amount spent	$100,000
c. Percentage spent (answer b. divided by a. multiplied by 100)	100%

8. a. Does the recipient have any HUD monitoring findings for any the agency's projects? No
  If yes, explain below in detail for the Funding Review Panel. Include details on the nature of the finding,
  along with the resolutions and corrective actions taken, if any.
    Click here to enter text.

  b. Has your organization been monitored by HUD in the past three (3) years? No

  If yes, include as attachments: Monitoring report from HUD, your organization's response to any
  findings, documentation from HUD that finding or concern has been satisfied, and any other relevant
  documentation.
  If no, reference most recent monitoring by an entity other than HUD for federal or state funding (ESG,
  CDBG, etc) and include as attachments: Monitoring report, your organization's response to any
  findings, documentation from HUD that finding or concern has been satisfied, and any other relevant
  documentation.

Financial Information

PROJECT BUDGET

Activity	Requested Funds	Other Funding	Total Project Cost
Acquisition			
New Construction			
Rehabilitation			
Leasing			
Rental Assistance			
Supportive Services			
Operating Costs			
HMIS	$93,946		$93,946
Project Administration (limited to 7%)	$6,544		$6,544
Total Project Cost	$100,000		$100,000

Complete Match and Leveraging worksheet, Attachment A.

Attachment A

Identify all HUD and non-HUD funding that comprises the project budget. Only those dollars or non-cash contributions (in-kind) that directly support the project should be listed. This may include federal, state, or local government funds, private funds, grants, and/or other sources, including donations.

Match must be at least 25% of total funding requested.

Resource	Cash or In Kind	Committed or Planned/ Pending	Available (MM/YY)	Amount/ Value	% of Total Budget	Serves as CoC Program Match? (Y/N)
United Way	**Cash**	**Committed**	**06/18**	**25,000**	**25%**	**Yes**
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%	Yes/No
	Cash/Kind	C/PP	MM/YY		%.	Yes/No
Total leveraged from other sources				**$25,000**	**25%**	

Attach additional forms as necessary

Attachment B

HUD General Section Certificates

The agency certifies to the Grand Rapids Area Coalition to End Homelessness that it and its principals are in compliance with the following requirements as indicated by checking the box.

☒*Fair Housing and Equal Opportunity*. See CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.

☒ *Equal Access to Housing in HUD Programs Regardless of Sexual Orienation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section VI.B.2. of the General Section.

☒ *Debarment and Suspension*. See Section III.C.4.c. of the FY 2015 General Section. Additionally, it is the responsibility of the recipient to ensure that all subrecipients are not debarred or suspended. (24 CFR 578.23((3)(c)(4)(v).d. Delinquent Federal Debts. See Section III.C.4.a. of the FY 2013 General Section.

☒ *Compliance with Fair Housing and Civil Rights*. See Section III.C.3.a. of the FY 2015 General Section.

☒ *Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP).* See Section III.C.3.d. of the FY 2015 General Section.

☒ *Economic Opportunities for Low- and Very Low-income Persons (Section 3).* See Section III.C.3.c. of the FY 2015 General Section.

☐ *Real Property Acquisition and Relocation*. See Section VI.B.4. of the FY 2015 General Section.

☒ *Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct*. See Section III.C.3.f. of the FY 2015 General Section.

☒ *Prohibition Against Lobbying Activities*. See Section III.C.3.h. of the FY 2015 General Section.

☒ *Participation in HUD-Sponsored Program Evaluation*. See Section VI.B.6. of the FY 2015 General Section.

☐ *Environmental Requirements.* Notwithstanding provisions at 24 CFR 578.31 and 24 CFR 578.99(a) of the CoC Program interim rule, and in accordance with Section 100261(3) of MAP-21 (Pub. L. 112-141, 126 Stat. 405), activities under this NOFA are subject to environmental review by a responsible entity under HUD regulations at 24 CFR part 58.

☒ *Drug-Free Workplace.* See Section VI.B.9. of the FY 2015 General Section. n. Safeguarding Resident/Client Files. See Section VI.B.10 of the FY 2015 General Section.

☒ *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended*. See Section VI.B.11. of the FY 2015 General Section.

☐ *Lead-Based Paint Requirements*. For housing constructed before 1978 (with certain statutory and regulatory exceptions), CoC Program recipients must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801, et seq.), as amended by the Residential Lead-Based

☐ *Paint Hazard Reduction Act of 1992* (42 U.S.C. 4851, et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

☒ Attestation that all attachments as required by HUD are uploaded in *e-snaps.* See Notice of Funding Availability for the 2015 Continuum of Care Program Competition FR-5900-N-25; Section VI. C. 2.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2015 General Section, found at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/grants/fundsavail/2015gen sec to ensure eligibility.

Agency:　　　　The Salvation Army

Acknowledged By: Betty Zylstra

Title: Executive Director

Date: 8/7/2017