



**2016 COC PROGRAM COMPETITION
RENEWAL PROJECT APPLICATION
INFRASTRUCTURE PROJECTS**

AGENCY PROFILE	
Legal Name of Agency	The Salvation Army Social Services of Kent County
Project Name	Homeless Management Information System
Contact Person	Christina Soulard
Title	Housing Services Director
Address	1215 Fulton St East, Grand Rapids, MI 49503
Email	Christina_soulard@usc.salvationarmy.org
Phone	616-454-5840 ext 1301

Check one:

- Coordinated Assessment System Supportive Services Only (SSO)
- Homeless Management Information System

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:	9/19/2016

All projects requesting renewal must demonstrate they have met minimum project eligibility, capacity, timeliness, and performance standards to be considered for funding.

GENERAL PROJECT INFORMATION

1. Provide a narrative describing how the project's performance 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 initially 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 (January), submitted Housing Inventory Chart (January), conducted formal agency HMIS site reviews (July-September), prepared HMIS portions of the CoC application (September) & submitted AHAR data (November). 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, support and 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. Additional activities currently under development include preparing an annual report for the CoC (April) and developing a reporting structure for HUD System Performance Measures. 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 85 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 Continuum of Care structure, is provided by the Continuum of Care Steering Council and the Data Standards Committee. The Steering Council guides and oversees the HMIS work and provides feedback on the performance of the HMIS System Administrator. The Data Standards 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 Health Act and the Continuum of Care. It also provides semi-annual reports on the functionality of the HMIS system to the Steering Council.

2. Has the project had any significant changes since the last funding approval (HUD FY 2015), No if “yes” complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Change in the number of persons served		
<input type="checkbox"/>	Change in number of units		
<input type="checkbox"/>	Change in project site location		
<input type="checkbox"/>	Change in target population		
<input type="checkbox"/>	Change in component type		
<input type="checkbox"/>	Change in grantee/applicant		
<input type="checkbox"/>	Line item or cost category budget changes more than 10%		
<input type="checkbox"/>	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)			
<input type="checkbox"/>	Attachment: Written communication to HUD requesting the significant change		
<input type="checkbox"/>	Attachment: HUD’s written approval of the change requested		
<input type="checkbox"/>	N/A: HUD has not yet provided written approval of the requested change		

Performance and Improvement

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

For CY2015:

- Number of agencies receiving training – 13 (unduplicated)
- Number of agencies receiving group training – 11 (unduplicated)
- Number of users receiving group training – 24 (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 – 3
- Percent of agencies reporting increased understanding – 90%
- Percent of agencies reporting increased value in HMIS – 90%

Number of reports shared with the public – 1

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.

An ad hoc committee of the CoC is currently putting together a similar plan for reviewing system performance data on a regular basis.

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 will soon begin informing continuous system improvement.

6. How does 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 with in project types.

Efficient Use of Funding

25. Expenditure of Funds: Use last completed HUD FY year. 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 Divide answer b. by answer a.	100%

HUD Monitoring

26. a. Is the recipient free of HUD monitoring findings for all the agency's projects? **Yes**

If no, explain below findings in detail for the Funding Review Panel. Include details on the nature of the finding, resolution 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, provide 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

27. What is the percent of leveraging funds of the total requested funds? 25%
Complete Leveraging worksheet, Attachment A.

PROJECT BUDGET

Activity	Requested Funds	% of Requested Funds	Other Funding	Total Project Cost
Acquisition		%		
New Construction		%		
Rehabilitation		%		
Leasing		%		
Rental Assistance		%		
Supportive Services		%		
Operating Costs		%		
HMIS	\$93,456	94 %		\$93,456
Project Administration (limited to 7%)	\$6,544	6 %		\$6,544
Total Project Cost	\$100,000			\$100,000

Attachment A

Identify all match and leveraging funds. 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. Worksheet should reflect information in eSnaps application.

Resource	Cash or In Kind	Committed or Planned/ Pending	Available (MM/YY)	Amount/ Value	% of HUD Project Award	Serves as CoC Program Match? (Y/N)
Heart of West Michigan United Way	Cash	Committed	07/16	\$5,558	5.6%	Yes
Heart of West Michigan United Way	In Kind	Committed	07/16	\$19,442	19.4%	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
Total leveraged from other sources				\$25,000	25%	

Attach additional forms as necessary



2016 COC PROGRAM COMPETITION RENEWAL PROJECT APPLICATION HMIS and COORDINATED ENTRY

Attachment B

Attachments listed below are required but unscored. Failure to include any documentation that is required may result in application being out of the competition.

All projects must include:

- Annual Progress Report (APR) for the project's most recent completed contract year. (If a full year has not yet been completed for the project, attach an APR with an end date of 6/25/2015) Other structured outcome report for non-HMIS participating agencies are allowed (i.e. domestic violence agencies).
- Line of Credit Control System (LOCCS) report showing drawdowns and final balance
- Project Application submitted in *e-snaps*

Each applicant must include one of the following two:

- Monitoring report from US Department of Housing and Urban Development (HUD)
- Monitoring report from an entity other than HUD for federal or state funding (ESG, CDBG, etc)

If relevant include:

- Organization's response to any findings
- Documentation from HUD (or other entity) that finding or concern has been satisfied
- Any other relevant documentation
- Written communication to HUD requesting the significant change indicated in question 2.
- HUD's written approval of the change requested in question 2.