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| **AGENCY PROFILE** | |
| Legal Name of Agency | The Salvation Army – Western Michigan Northern Indiana Division |
| Project Name | HMIS |
| Contact Person | Nancy Oliver |
| Title | Executive Director, Kent County Social Services |
| Address | 1215 East Fulton St. Grand Rapids, Mi 49503 |
| Email | Nancy\_Oliver@usc.salvationarmy.org |
| Phone | 616-459-9468 Ext. 1301 |

Check one:

Coordinated Entry/Coordinated Assessment System - Supportive Services Only

Homeless Management Information System (*may only be completed by HMIS Lead*)

Check one:

New Project Application from Reallocated Funds

Renewal Application

Domestic Violence Bonus Project (only for Coordinated Entry/Coordinated Assessment project)

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.*

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| Name: Nancy Oliver | Title: Executive Director |
| Date of Board/Local Planning Body Authorization: |  |
| Date of Anticipated Board/Local Planning Body Authorization: | 9/10/2018 |

**All projects must include as attachments (please number each attachment as follows):**

#1: Proof of 501(c)3 status from the IRS

#2: Financial statements, including cash flow statement

#3: Non-profit Corporation Update (2013) or equivalent

#4: DUNS number and Standard Form 424 (SF-424)

#5: Active registration in SAM

#6: Most recent audit by an independent certified public accountant

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

#8: Documentation of all match

#9 Project Application in e-Snaps

#10 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: 1) how the project’s performance met the plans and goals established in the current project’s application (as specified and/or allowed by the Notice of Funding Availability [NOFA] under which the project was originally funded); 2) the project’s performance in assisting communities to bring an effective end to homelessness; 3) the project’s record of success. *(1,000 word limit)*

This request for grant continues to support full use of the HMIS by trained staff at local agencies to provide comprehensive & accurate data. The project supports 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 System Performance Measures, submitted Housing Inventory Chart (January), conducted formal agency HMIS site reviews (July-September), prepared HMIS portions of the CoC application (October) & submitted AHAR data (November). QUARTERLY: Provided data for & facilitated quarterly Data Standards Committee meetings. BI-MONTHLY: Attended & reported at CoC meetings. MONTHLY: Attended & reported at Steering Council meetings, conducted monthly meetings of HMIS Agency Administrators & end-users for training, support & development of best practices, participated in statewide HMIS System Administrator meetings, and reviewed overall community data quality. ONGOING: Support end-users with troubleshooting & technical assistance, facilitate education & communication through a weekly e-mail update, assign & monitor user licenses and training, coordinate with other CoC staff, ensure compliance with HUD collection, performance & data standards, and oversee Security Officer duties as outlined in Section 580 of the HMIS requirements. Additional activities include preparing an annual report for the CoC & 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. More than Fourteen agencies participated last year & 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 & effective project management. Oversight of HMIS work, within the current CoC structure, is provided by the CoC Steering Council & the Data Standards Committee. The Steering Council guides & oversees HMIS work & provides feedback on the performance of the HMIS System Administrator.

1.b. New Projects: Provide a narrative describing the project generally, the geographic coverage of the projects, and what plans and goals will be set for the project to assist communities in bringing an effective end to homelessness (including targeted outcomes that fit within the CoC’s current Strategic Plan). *(1,000 word limit)*

N/A

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 outcomes reported to HUD for this project and describe the project’s progress in reaching those outcomes (For new/domestic violence bonus projects or renewing projects that have not yet completed a full year: share information from the last completed year of another HUD funded project or similarly designed project through this agency). *(500 word limit)*

The following outcomes are the minimum outcomes reported to HUD each reporting period • Number of agencies receiving training • Number of agencies receiving group training • Number of users receiving group training • Number of group trainings • Number of weekly update e-mails sent • Number of agencies self-producing reports • Number of HUD reports submitted • Percentage of agencies reporting increased understanding • Percentage of agencies reporting increased value in HMIS. Exits into stable housing, Increases income (from all sources), increased employment and improved Self Sufficiency are also outcomes measured through this project. In each of these categories the outcome has been in the acceptable to exceeding acceptable range. 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 SPM.

4. Does the project have a continual quality improvement plan or process? If yes, describe. *(500 word limit)*

The CoC maintains an approved Data Quality Plan and Data Quality Monitoring Plan for HUD Universal Data Elements. Partner agencies use data quality reports in HMIS to review and improve their data at least monthly, while the 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? *(500 word limit)*

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 or Domestic Violence Bonus Project applications) the project’s progress toward outcomes support the efforts of permanent housing projects throughout the CoC? *(500 word limit)*

HMIS remains essential to supporting the movement of persons from homelessness to permanent housing and enables the limited resources to be targeted to those with the greatest need. This is achieved by building capacity within the system to analyze the performance of specific programs, in addition to the overall performance of the CoC in each of its 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 *(If the renewing project has not yet completed a full year, share information from the last completed year of another HUD funded project or similarly designed project through this agency)*

7. Expenditure of Funds: Use last completed HUD fiscal year.

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

HUD Monitoring

8. a. Does the recipient have any HUD monitoring findings for any of the agency’s projects? No

If yes, explain below in detail for the Funding Review Committee. Include details on the nature of the finding, along with the resolutions and corrective actions taken, if any.

N/A

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 entity that finding or concern has been satisfied, and any other relevant documentation.

Organizational Capacity

9. Describe agency key staff positions and qualifications of individuals who will carry out the project *(500 word limit)*:

The Salvation Army is the Lead Agency for the Homeless Management Information System (HMIS) in this community and therefore applied for and has been granted HUD CoC funds for a dedicated HMIS grant.

This HUD HMIS grant includes funds related to the HMIS System Administrator function and since the Heart of West Michigan United Way is the fiscal agent for the Essential Needs Task Force (ENTF) which, in turn, acts as the Lead Agency for the local Continuum of Care and HMIS administration, the ENTF/Heart of West Michigan United Way is the subrecipient of this grant.

10. Describe the agency’s financial management system, including financial reporting, record keeping, accounting systems, payment procedures, procurement processes, and audit requirements *(500 word limit)*:

The Salvation Army is a not for profit, charitable organization with a long history of providing a range of social services for and with persons in poverty with the goal of improving and developing greater personal strength and stability in all areas of their lives. The Salvation Army, while a very large organization, is organized by regions. We are part of the Central Territory which ensures that our local work is done within the context of the larger mission and ensures administrative resources in terms of legal and contract assistance. The programs in this community are managed through local leadership and community advisory groups to ensure that the programs are effective and complementary to other services in the community. There is an Advisory Board of Directors and a solid committee structure which guides the work and incorporates business, philanthropic, and civic leaders as well as consumers in the governance and ongoing goal-setting and evaluation.

The Salvation Army follows the regulations placed by The Financial Accounting Standards Board (FASB) which directs us to use Generally Accepted Accounting Policy (GAAP). The financial records are audited by a Certified Public Accounting firm annually, in addition to a Salvation Army team of auditors who annually review program and financial records. Requests for payments are submitted to our Finance department along with all required supporting documentation and payment via check is issued, generally within 48 hours of receipt.

Related specifically to this grant, the Salvation Army receives an invoice from the employer of record which is paid upon review and in compliance with the Memorandum of Understanding.

Financial Information

**PROJECT BUDGET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Requested Funds** | **Other Funding** | **Total Project Cost** |
| Acquisition |  |  |  |
| New Construction |  |  |  |
| Rehabilitation |  |  |  |
| Leasing |  |  |  |
| Rental Assistance |  |  |  |
| Supportive Services |  |  |  |
| Operating Costs |  |  |  |
| HMIS | $93,458 |  |  |
| Project Administration (limited to 7%) | $6,542 |  |  |
| Total Project Cost | $100,000 | $25,000 | $125,000 |

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.** **Documentation of match must be provided with the application.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Resource** | **Cash or In Kind** | **Committed or Planned/ Pending** | **Available (MM/YY)** | **Amount/ Value** | **% of Total Budget** | **Serves as CoC Program Match? (Y/N)** |
| HWMUW | **In Kind** | **Planned/Pending** | **09/18** | **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** |  |

**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 Orientation or Gender Identity.* See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02 and Section V.C.1.f. of the FY 2017 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 V.B.3. of the FY 2017 General Section.

Compliance with Fair Housing and Civil Rights. See Section V.C.1.a. of the FY 2017 General Section.

Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP). See Section V.C.1.d. of the FY 2017 General Section.

Economic Opportunities for Low- and Very Low-income Persons (Section 3). See Section V.C.1.c. of the FY 2017 General Section.

Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct. See Section V.C.15. of the FY 2017 General Section.

Prohibition Against Lobbying Activities. See Section V.C.15. of the FY 2017 General Section.

HUD Habitability Standards inspections on all units, at a minimum.

Participation in HUD-Sponsored Program Evaluation. See Section V.C.5. of the FY 2017 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 V.C.11 of the FY 2017 General Section.

Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended. See Section V.C.13. of the FY 2017 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 2018 Continuum of Care Program Competition FR-6200-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the 2018 General Section, found at: <https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps> to ensure eligibility.

Agency: The Salvation Army, Grand Rapids, MI. Western Michigan/Nortern Indiana Division

Acknowledged By: Nancy Oliver

Title: Executive Director

Date: 8/8/2018