



FY19 HUD COC PROGRAM COMPETITION NEW, RENEWAL, AND DOMESTIC VIOLENCE BONUS INFRASTRUCTURE PROJECT APPLICATION

AGENCY PROFILE	
Legal Name of Agency	The Salvation Army
Project Name	HMIS Dedicated Grant
Contact Person	Pilar Meyer-Dunning
Title	Director, Kent County Social Services
Address	12215 Fulton St East, Grand Rapids, MI 49503
Email	pilar.dunning@usc.salvationarmy.org
Phone	616-459-9468

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.*

Name: Pilar Meyer-Dunning	Title: Director
Date of Board/Local Planning Body Authorization:	
Date of Anticipated Board/Local Planning Body Authorization:	9/10/2019

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?

Yes/No if “yes” complete the chart below to indicate the change.

Check change type		Previous	New
<input type="checkbox"/>	Decrease 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 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 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? (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 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 (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.

[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 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):

In June 1993 the Financial Accounting Standards Board (FASB) issued two Statements of Financial Accounting Standards which significantly affect not-for-profit organizations. Statement No. 116 establishes standards of financial accounting and reporting for contributions received and contributions made. Statement No. 117 establishes standards for general purpose external financial statements provided by not-for-profit organizations and extends the application of generally accepted accounting principles (GAAP) to all not-for-profit organizations.

There are some accounting policies in The Salvation Army for which the accounting practices are not specifically addressed in FASB Statements No. 116 and No. 117, or for which slight modifications of these standards are authorized in these fiscal policies. Nevertheless, The Salvation Army recognizes that substantial compliance with current accounting standards is essential to fulfill its fiduciary obligations to the public. Therefore, these standards form the basis for financial reports issued for fiscal years beginning after December 15, 1994.

The Salvation Army's financial records are recorded using Shelby accounting system software.

Separation of duties is practiced within the Finance Department, so that no one person handles the complete transaction. This allows for safeguarding assets and data. All checks generated must bear two signatures

Any equipment purchases over \$1,000 require Finance Board approval. All purchases require supervisor approval.

An external CPA firm conducts an annual audit including an A-133 audit. Fiscal year end is September 30. The audit firm arrives by November so to have the final audit report generated within six months following fiscal year end.

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)
Heart of West Michigan United Way	Cash	Committed	06/20	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					%	

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.

Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs (24 CFR Parts 5, 91, 92, 93, 200, 247, 547, 576, 880, 882, 883, 884, 886, 891, 905, 960, 966, 982, and 983).

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

Acknowledged By: Pilar Meyer-Dunning

Title: Director, Kent County Social Services

Date: 8/23/2019