



**FY2021 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	Victoria Arnold
Title	Director, Kent County Social Services
Address	1215 Fulton St. E. Grand Rapids MI 49503
Email	victoria.arnold@usc.salvationarmy.org
Phone	616-481-8812

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 – SSO-CE
- Renewal Application
- Domestic Violence Bonus Project SSO-CE

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: Victoria Arnold	Title: Director
Date of Board/Local Planning Body Authorization:	
Date of Anticipated Board/Local Planning Body Authorization:	9/29/2021

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 flowstatement
- #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. 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 Opportunity [NOFO] 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.

2. New Projects: Provide a narrative describing the project in detail, what plans and goals will be set for the project to assist the community in bringing an effective end to homelessness. (including focused outcomes that fit within the CoC's current Strategic Plan). (1,000 word limit)

N/A

3. c. For SSO-CE Projects: How does/will the project include the participation of individuals with lived experience in project design, continuous quality improvement, and evaluation? (1,000 word limit)

N/A

2. RenewalProjects: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. Renewal Projects: 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? Yes 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? Yes 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 acts as the fiduciary agency and employer of record for the local Continuum of Care and HMIS administration, the Heart of West Michigan United Way/Continuum of Care 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.

11. Describe the training applicant and sub-applicant staff have undergone or will undergo as well as agency policies or procedures related to diversity, equity, and inclusion as it pertains to service provision. (500 word limit):

The Salvation Army has two trainings and a Diversity and Inclusion Policy that is implemented organization wide. The ONE Conference is a biennial conference of The Salvation Army Central Territory. The training equips officers, ministry leaders and employees for inter-cultural ministry and to actively engage communities in ways that are just and inclusive. The Racial Justice Summit was created to bring together officers, soldiers, and staff of The Salvation Army to address the critical issue of racism. This summit looks to educate on how to go about dismantle racism, fighting intentionally and vigorously for diversity, inclusion, and anti-racism. By holding the summit, The Salvation Army acknowledges the need for a more open and honest dialogue on race. Some topics include renewal of organizational commitment to fight against systemic racism; Increasing the capacity of Salvationists to address the racists system and structures within the Army and in society; Create space for new ideas and fresh approaches to increasing greater diversity and inclusion; Provide a safe and structured way to examine systems and structure of the Army that are keeping ethnic minorities from full participation and advancement; Create policies and practices where the Army can stand, work and struggle together for racial justice; Promote the Kingdom value of ethnic diversity and inclusiveness in all expressions of Salvation Army life.

PROJECT BUDGET

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

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 Progra Match? (Y/N)
Heart of Michigan United Way	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In Kind	<input type="checkbox"/> C <input checked="" type="checkbox"/> PP	07/21	\$ \$22,614	% 18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Donations	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In Kind	<input checked="" type="checkbox"/> C <input type="checkbox"/> PP	10/21	\$ \$2,386	% 2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUD	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> In Kind	<input type="checkbox"/> C <input checked="" type="checkbox"/> PP	12/22	\$ 100,000	% 80	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<input type="checkbox"/> Cash <input type="checkbox"/> In Kind	<input type="checkbox"/> C <input type="checkbox"/> PP		\$	%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Cash <input type="checkbox"/> In Kind	<input type="checkbox"/> C <input type="checkbox"/> PP		\$	%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Cash <input type="checkbox"/> In Kind	<input type="checkbox"/> C <input type="checkbox"/> PP		\$	%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Cash <input type="checkbox"/> In Kind	<input type="checkbox"/> C <input type="checkbox"/> PP		\$	%	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Cash <input type="checkbox"/> In Kind	<input type="checkbox"/> C <input type="checkbox"/> PP		\$	%	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total leveraged from other sources				\$	%	

Attach additional forms as necessary

Attachment B

General Administration Requirements and Terms for HUD Financial Assistance Awards

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.

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 2 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Affirmatively Furthering Fair Housing. See Section 1.b of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Compliance with Fair Housing and Civil Rights. See Section 1.a. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)." See Section 1.d. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Economic Opportunities for Low- and Very Low-income Persons (Section 3). See Section 1.c. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Accessible Technology. See Section 1.e. of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct. See Section 14 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards *Ensuring the Participation of Small Disadvantaged Businesses, and Women Owned Business.* See Section 3 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Equal Participation of Faith-based Organizations in HUD Programs and Activities. See Section 4 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Real Property Acquisition and Relocation. See Section 5 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

OMB Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See Section 7 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Eminent Domain. See Section 11 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Accessibility for Persons with Disabilities. See Section 12 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

Participation in HUD-Sponsored Program Evaluation. See Section 6 of the General

Administrative Requirements and Terms for HUD Financial Assistance Awards

■ *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. Yes

■ *Drug-Free Workplace.* See Section 8 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

■ *Safeguarding Resident/Client Files.* See Section 9 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards *Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.* See Section 10 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

■ *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. No

■ *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. No

■ *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).* See Section 6 of the General Administrative Requirements and Terms for HUD Financial Assistance Awards

■ Attestation that all attachments as required by HUD are uploaded in *e-snaps*. See Notice of Funding Opportunity for the 2021 Continuum of Care Program Competition FR-6500-N-25.

This list is not exhaustive of all HUD requirements. Applicants are encouraged to review the General Administrative Requirements and Terms for HUD Financial Assistance Awards, found at: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps to ensure eligibility.

Agency: The Salvation Army

Acknowledged By: Victoria Arnold Digitally signed by Victoria Arnold
Date: 2021.09.29 09:51:37 -04'00'

Title: Director, Kent County Social Services

Date: 09/29/2021