3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

The CoC HMIS project utilizes the Wellsky software platform ServicePoint to facilitate all aspects of data collection, management, security and reporting to fulfill all HUD prescribed HMIS requirements. The HMIS houses all CoC funded projects, along with all SAMHSA PATH, ESG, SSVF, and other state and locally funded homeless services programs. The HMIS manages all standard and customized reporting requiremets including the PIT, HIC, APR, LSA and System Performance Measures. Moreover, HMIS data allows for system monitoring, planning and response to gaps in homeless housing and services. The HMIS provides client level evaluation tools and stores relevant data necessary for intake, assessment and prioritization for the Coordinated Entry System in compliance with the HUD CPD notice on prioritization and the Continuum of Care policies and procedures. The HMIS provides dashboard reporting on project and system level performance and grant management tools. Current HMIS staff are available to provide end user training and technical assistance, project monitoring, and manage the ongoing implementation of the data quality management plan to allow for continued data improvement. HMIS staff provide overall support for program evaluation, program reporting, performance evaluation, performance reporting and other analysis needed for agency and community accountability. The BoS is actively working with HUD TA providers develop an enhanced staffing model to ensure the CoC has the adequate foundation and support required to to further improve all aspects of required HMIS functionality, and to increase project performance and system operations. CoC funding will allow the BoS to carry out the recommended staffing model to increase the number of staff dedicated to operating the HMIS.

2. For each primary project location, or structure, enter the number of days from the execution of the grant agreement that each of the following milestones will occur if this project is selected for conditional award.

Project Milestones	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement	Days from Execution of Grant Agreement
	A	**B**	**C**	**D**
Begin hiring staff or expending funds	90	0	0	0
Begin program participant enrollment	0	0	0	0
Program participants occupy leased or rental assistance units or structure(s), or supportive services begin	0	0	0	0
Leased or rental assistance units or structure, and supportive services near 100% capacity	0	0	0	0

Closing on purchase of land, structure(s), or execution of structure lease	0	0	0	0
Start rehabilitation	0	0	0	0
Complete rehabilitation	0	0	0	0
Start new construction	0	0	0	0
Complete new construction	0	0	0	0

4. Will your project participate in the CoC's Coordinated Entry (CE) process or recipient organization is a victim service provider, as defined in 24 CFR 578.3 and uses an alternate CE process that meets HUD's minimum requirements?   Yes

4A. HMIS Standards

1. Is the HMIS currently programmed to collect all Universal Data Elements (UDEs) as set forth in the 2020 HMIS Data Standard Notice?   Yes

2. Does HMIS produce all HUD-required reports and provide data needed for HUD reporting? (i.e., Annual Performance Reports, Annual Homeless Assessment table shells (Logitudinal System Analysis), data for CAPER/ESG reporting, SPM and Data Quality Table, etc).   Yes

3. Is your HMIS capable of generating all reports required by Federal partners including HUD, VA, and HHS?   Yes

4. Does HMIS provide the CoC with an unduplicated count of program participants receiving services in the CoC?   Yes

5. Is there a staff person responsible for insuring the HMIS implementation meets all privacy and security standards as required by HUD and other federal partners?   Yes

6. Does your organization conduct a background check for all employees who access and view HMIS data?   Yes

7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards?   Yes

8. Do you have a process in place to remove licenses for former users who no longer need access to HMIS (e.g. leave their job, fired)   Yes

8a. How long does it take to remove user licenses for former HMIS users?   Within 24 hours

4B. HMIS Training

Indicate the last training date or proposed training date for each HMIS training, as applicable.

 	
Activity	**Enter date of last training or proposed next training (mm/yyyy)**
Basic Computer Training	10/2021
HMIS Software Training for Sys Admin	10/2021
HMIS Software Training	10/2021
Data Quality Training	10/2021
Security Training	10/2021
Privacy/Ethics Training	10/2021
HMIS PIT Count Training	01/2021
Other (must specify)	

6H. HMIS Budget

Instructions:

Enter the quantity and total budget request for each HMIS cost. The request entered should be equivalent to the cost of one year of the relevant HMIS activity. The system populates a list of eligible costs associated with the implementation of an HMIS and for which CoC funds can be requested.

Quantity Detail: This is a required field. A quantity AND description must be entered for each requested cost. Enter the quantity in detail (eg. .75 FTE hours and benefits for staff, utility types, monthly allowance for food and supplies) for each HMIS cost for which funding is being requested. Please note that simply stating "1FTE" is NOT providing "Quantity AND Detail" and restricts understanding of what is being requested. Failure to enter adequate "Quantity AND Detail" may result in conditions being placed on the award and a delay of grant funding.

Annual Assistance Requested: This is a required field. For each grant year, enter the amount funds requested for each activity.

Total Annual Assistance Requested: This field is automatically calculated based on the sum of the annual assistance requests entered for each activity.

Grant term: This field is populated based on the grant term selected on Screen "6A. Funding Request" and will be read only.

Total Request for Grant Term: This field is automatically calculated based on the total amount requested for each eligible cost multiplied by the grant term.

All total fields will be calculated once the required field has been completed and saved.

Additional Resources can be found at the HUD Exchange:
https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources

A quantity AND description must be entered for each requested cost.

Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Equipment		
2. Software		
3. Services		
4. Personnel	Support Staff to Increase Operations & TA	$201,023
5. Space & Operations		
Total Annual Assistance Requested:		$201,023
Grant Term:		1 Year
Total Request for Grant Term:		$201,023

Click the 'Save' button to automatically calculate totals.

6I. Sources of Match

The following list summarizes the funds that will be used as Match for this project. To add a Match source to the list, select the icon. To view or update a Match source already listed, select the icon.

Summary for Match

Total Amount of Cash Commitments:	$55,226
Total Amount of In-Kind Commitments:	$0
Total Amount of All Commitments:	$55,226

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?   No

Type	Source	Name of Source	Amount of Commitments
Cash	Government	HSP	$55,226

6J. Summary Budget

The following information summarizes the funding request for the total term of the project. However, administrative costs can be entered in 8. Admin field below.

Eligible Costs	Annual Assistance Requested (Applicant)	Grant Term (Applicant)	Total Assistance Requested for Grant Term (Applicant)
1a. Acquisition			$0
1b. Rehabilitation			$0
1c. New Construction			$0
2a. Leased Units	$0	1 Year	$0
2b. Leased Structures	$0	1 Year	$0
3. Rental Assistance	$0	1 Year	$0
4. Supportive Services	$0	1 Year	$0
5. Operating	$0	1 Year	$0
6. HMIS	$201,023	1 Year	$201,023
7. Sub-total Costs Requested			$201,023
8. Admin (Up to 10%)			$19,882
9. Total Assistance Plus Admin Requested			$220,905
10. Cash Match			$55,226
11. In-Kind Match			$0
12. Total Match			$55,226
13. Total Budget			$276,131

Click the 'Save' button to automatically calculate totals.