

Project Information - Page 1

Instructions:

Select the appropriate Continuum of Care (CoC) name and number from the drop-down menu. The system will auto-populate the "Project Name" field.

Identify the appropriate "Project Type" from the drop-down menu (new or renewal project). Renewal projects are defined as those HUD McKinney-Vento grants that have received prior funding and are eligible to renew during the current competition.

Identify the project's "Program Type" and "Component Type." These selections must be made in the order of appearance (i.e. component type cannot be selected before selecting program type or project type). Depending on the program type selected, indicate the appropriate component type for the project.

Select the state(s) and the congressional district(s) in which the project is located. This information will be used to list the available geography codes on the next screen, and to send correspondence to the appropriate Congressional Representative(s).

In the last field on this form, provide a general description of the project. The description should include information on the homeless needs that are addressed by the project, the type of housing and number of units being proposed, and the target population that the project will serve. This information is required of all new and renewal projects. Rapid Re-housing projects must review the detailed instructions attached to the left menu and must reference the 2008 NOFA for detailed program requirements. Additional program requirements for all project types are also available at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements. As well, additional training for completing this page is available online at: <http://esnaps.hudhre.info/training>.

The following fields must be completed for every project application.

CoC Number and Name OR-505 - Oregon Balance of State CoC

Project Name HMIS Training & Technical Assistance

Project Type Renewal Project

Program Type

Content depends on "Project Type" selection

Component Type

Content depends on "Program Type" selection

In which state is the project located? Oregon
(for multiple state selections hold CTRL+Key)

In which Congressional District(s) is the project located? OR-001, OR-002, OR-003, OR-004, OR-005
(for multiple selections hold CTRL + Key)

Provide a general description of the project.
(Max 3000 characters)

This project is to pay for .33 F.T.E. to provide on-going training and technical assistance for OPUS, the OHCS HMIS software. This position will develop training material and deliver training in the field, review client data and support the help desk.

Project Information - Page 2

Instructions:

New projects:

There are two types of special housing projects for the 2008 competition, Samaritan Housing and Rapid Re-Housing. All new SHP-PH, SHP-TH, S+C, and Section 8 SRO projects must identify whether or not special housing funds are being requested. Only new SHP-PH, S+C, and Section 8 SRO projects may request Samaritan Housing funds. Rapid Re-housing funds can be requested by new SHP-TH projects only.

Renewal projects:

Indicate whether or not the project previously received funds under the Samaritan Housing Initiative. If the project received Samaritan funds, the project must continue to meet the requirements of the initiative for the life of the project. Renewal SHP projects must also indicate whether or not it is a consolidated grant. All grant consolidations must be HUD approved prior to application submission. Each consolidated grant must be listed on the "Grant Consolidation" page.

New and renewal projects:

Indicate whether or not the project is:

- using Energy Star;
 - located in a rural area (reference the definition in 2008 NOFA before answering this question);
- and
- located on land previously owned by the military.

All new and renewal projects must also indicate the geographic area(s) that will be served by the project.

Budget Activities:

All SHP projects must identify the budget activities being requested for the project. Depending on the project type, these budget activities may include acquisition, new construction, rehabilitation, leasing (units or structures), supportive services, operations, and/or HMIS. All S+C and Section 8 SRO projects must only complete the rental assistance budget and the estimated development cost budget, if applicable.

For additional instructions and examples on completing this form, reference the detailed instructions document on the left menu and the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

The following fields must be completed for every project application.

Were one or more projects consolidated with this project? No

If "yes" additional information is required on the following page.

Grant Term 1 Year

NOTE: New projects must be 2 or 3 years, except new HMIS projects and new hold harmless reallocation projects, which can be 1, 2 or 3 years.

Does the project use Energy Star? Yes

Is the project located in a rural area? Yes

Is the project located on land previously owned by the military? No

***Select all applicable budget activities that the project is requesting:**

HMIS

Project Sponsor Information

Instructions:

The project sponsor is usually the entity that will be carrying out the project. If the sponsor is the same entity as the project applicant, select "yes" in the first drop-down box and enter "save" at the bottom of the page, and the system will auto-populate the fields on this form based on the information entered in the SF-424. Simply verify that the correct information has been populated. If the information is incorrect, correct the applicant information on the SF-424.

If the project sponsor and applicant are separate entities, manually enter the information for the project sponsor. All non-profit sponsors will need to attach proper documentation to verify their non-profit status, if the documentation is not attached to the SF 424. All projects can identify only one sponsor. If multiple sponsors have been identified on past funding applications, the project applicant must identify a "lead" sponsor.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Complete the following fields to identify the project sponsor, including its legal name, type of organization, DUNS number, employer/taxpayer number, and physical address.

Is the project applicant the same as the project sponsor? Yes
(If yes select the "Save" button to auto-fill the fields below)

Organization Name Oregon Housing and Community Services

Organization Type A. State Government

If "Other" specify:

DUNS Number 809580293

Format: xxxxxxxxx or xxxxxxxxxxxxxx

Tax ID or EIN 93-0952117

Format: 12-3456789

Street Address 1 725 Summer Street N.E. Suite B

Street Address 2

City Salem

State Oregon

Zip Code 97301-1266

Format: 12345 or 12345-1234

Is the sponsor a Faith-Based Organization? No

Non-Profit Documentation Attachment Detail

Document Description:

Project Sponsor Contact Information

Instructions:

The project sponsor is usually the entity that will be carrying out the project. If the sponsor is the same entity as the project applicant, the system will auto-populate the fields on this form based on the information entered in the SF-424. Simply verify that the correct information has been populated. If the information is incorrect, correct the applicant information on the SF-424.

If the project sponsor and applicant are separate entities, manually enter the information for the project sponsor. All non-profit sponsors will need to attach proper documentation to verify their non-profit status, if the documentation is not attached to the SF 424. All projects can identify only one sponsor. If multiple sponsors have been identified on past funding applications, the project applicant must identify a "lead" sponsor.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Provide the name and contact information of the person to be contacted for matters regarding project operations. If the sponsor is the same entity as the applicant, the system will auto-populate the fields below.

Prefix
First Name Ann
Middle Name
Last Name Brown
Suffix
Title Continuum of Care Program Analyst
E-mail Address ann.brown@hcs.state.or.us
Confirm E-mail Address ann.brown@hcs.state.or.us
Phone Number 503-986-2122
Format: 123-456-7890
Extension
Fax Number 503-986-2006
Format: 123-456-7890

Assessment Tool Attachment Detail

Document Description:

Housing for Participants

Instructions:

The purpose of this form is to determine the ability of the project to meet the housing standards as described in the NOFA. While this form may be visible by all projects, it only applies to specific housing activities. All renewal projects and new SHP-SSO, SHP-HMIS, SHP-SH, S+C-SRA, and S+C-PRA projects do not have to complete this form and may move to the next form.

The maximum allowable length of stay for participants in SHP-TH projects is 24 months. However, Rapid Re-housing participants must not be housed longer than 18 months. HUD does not impose a length of stay restriction on participants in permanent housing projects (S+C, SHP permanent housing, and Section 8 SRO).

All SHP-PH, S+C-TRA, and S+C-SRA projects must describe the reason for selecting the proposed housing structure.

All S+C-PRAR, S+C-SRO, Section 8 SRO projects and SHP projects that are requesting funds for rehabilitation must describe the rehabilitation activities that will be undertaken for housing the participants in the project.

All other project types are not required to complete this form and may move to the next form.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for detailed program requirements.

Discharge Planning Policy

The following question must be completed by project applicants that are State or Local government agencies.

Has the state or local government developed or implemented a discharge planning policy or protocol to prevent or reduce the number of persons discharged from publicly-funded institutions (e.g. health care facilities, foster care, correctional facilities, or mental health institutions) into homelessness or HUD McKinney-Vento funded programs?

Yes

Project Leveraging

The following list summarizes the leveraging funds for the project. To add information to this list, click on the icon and enter the requested information.

Total value of written commitment \$7,639

Contributor	Source	Date of Commitment	Value of Commitment
Oregon Housing an...	Government	09/16/2008	\$7,639

Project Leveraging Detail

Instructions:

Indicate the type, source (government or private), and total amount of contributions for which the project has a written commitment in hand at the time of application. If you do not have a written commitment in-hand, do not enter the contribution. Undocumented leveraging claims may result in the re-scoring of the CoC application and the withdrawal of the conditional award.

A written agreement should include signed letters, memoranda of agreement, or other documented evidence of a commitment. All written commitments must be signed and dated by an authorized representative, and should include the name of the contributing organization, the type of contribution (cash, child care, case management, etc.), the value of the contribution, and date the contribution will be available. It is also important that the written commitment include the project name and be addressed to the project applicant or sponsor.

Eligible leveraging items may include any written commitments that will be used towards the cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g. the value of donated land, buildings, or equipment claimed in 2007 and prior years cannot be claimed as leveraging by that project for 2008 or any other subsequent year).

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo> for additional program requirements.

Select the Type of Contribution	Cash
Name the Source of the Contribution	Oregon Housing and Community Services
Select Type of Source	Government
Date of Written Commitment	09/16/2008
Value of Written Commitment	\$7,639

Homeless Management Information System (HMIS) Participation

Instructions:

The data entered into this form will be used to determine the percentage of clients reported in the CoC's HMIS for this project.

Indicate whether or not the project is participating in the HMIS. If the project is participating in the HMIS, enter additional information about the project's participation in the HMIS, including the total number of clients served by the project, the total number of clients reported in the HMIS, and the percentage of values that are missing ("Null or Missing Values") and/or unknown ("Don't Know or Refused") for all client records reported. If there were no unknown value, enter "0" in any field within the chart, and select "Save & Next" to move to the next form.

If the project is not participating in the HMIS, indicate the reason(s) for non-participation.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. Reference the 2008 NOFA for additional program requirements.

All projects must indicate their level of participation in the CoC's HMIS.

Does this project provide client level data to HMIS at least annually? Not Applicable (HMIS Dedicated Projects Only)

Select the "Save" button to enter additional information.

Renewal Performance

Instructions:

The fields on this form will assess the progress of the renewal project and identify any significant changes from the prior grant. Indicate whether or not the project has unresolved monitoring findings, or outstanding audit findings, and whether or not amendments have been made to the project since the last funding approval.

If amendments have occurred, indicate and explain the reason(s) for the change(s). Also, indicate the specific change in the project, by noting the previous information (before the amendment) and new information (after the amendment).

Contact the local HUD Field Office for amendment requirements, and/or any unresolved monitoring or outstanding audit findings: <http://www.hud.gov/offices/cpd/about/local/index.cfm>. For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>.

The following fields must be completed by all renewal projects.

Are there any unresolved monitoring or audit findings on HUD McKinney-Vento Act grants, excluding ESG? No

Were there any amendments executed since the last funding approval? No

HMIS Budget - Equipment

Instructions:

HMIS costs are those costs associated with the implementation of an HMIS. Only the portion of the costs DIRECTLY related to the HMIS are eligible for SHP funding. For each year in which SHP funds are being requested, enter the amount requested for each eligible activity.

HMIS cash match - by law, SHP funds may be used to pay for up to 80% of the total HMIS budget for each year of the grant term. This means that the grantee or project sponsor must make cash payment for at least 20% of the project's total HMIS annual budget. Although documentation of matching funds is not required in this application, if the project is awarded grant funds, documentation for Year 1 must be presented before grant agreement and entered in the Annual Performance Report (APR) at the end of the operating year. Documentation of cash match for Years 2 and 3, if applicable, must be met by the end of each of those years and entered in the corresponding APR.

HMIS Other Resources - if there are additional cash or in-kind resources to be contributed to the project, above and beyond the statutorily-required cash match, enter the total amount per year in the appropriate "Other Resources" field.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. For details on funding limitations, cash match, and eligible budget activities refer to the 2008 NOFA, and the SHP desk guide located at: <http://www.hudhre.info/index.cfm?do=viewShpDeskguideD>.

Complete the following budget fields detailing how SHP funds will be used for costs related to the HMIS.

	SHP Request Year 1	Total
Equipment		
1. Central Server(s)	\$0	\$0
2. Personal Computers and Printers	\$0	\$0
3. Networking	\$0	\$0
4. Security	\$0	\$0
Subtotal Equipment Request	\$0	\$0
Cash Match	\$0	\$0
Total Equipment Budget	\$0	\$0
Other Resources (cash and in-kind)	\$0	\$0

The Total values are automatically calculated by the system when you click the "save" button.

HMIS Budget - Software

Instructions:

HMIS costs are those costs associated with the implementation of an HMIS. Only the portion of the costs DIRECTLY related to the HMIS are eligible for SHP funding. For each year in which SHP funds are being requested, enter the amount requested for each eligible activity.

HMIS cash match - by law, SHP funds may be used to pay for up to 80% of the total HMIS budget for each year of the grant term. This means that the grantee or project sponsor must make cash payment for at least 20% of the project's total HMIS annual budget. Although documentation of matching funds is not required in this application, if the project is awarded grant funds, documentation for Year 1 must be presented before grant agreement and entered in the Annual Performance Report (APR) at the end of the operating year. Documentation of cash match for Years 2 and 3, if applicable, must be met by the end of each of those years and entered in the corresponding APR.

HMIS Other Resources - if there are additional cash or in-kind resources to be contributed to the project, above and beyond the statutorily-required cash match, enter the total amount per year in the appropriate "Other Resources" field.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. For details on funding limitations, cash match, and eligible budget activities refer to the 2008 NOFA, and the SHP desk guide located at: <http://www.hudhre.info/index.cfm?do=viewShpDeskguideD>.

Complete the following budget fields detailing how SHP funds will be used for costs related to the HMIS.

	Year 1 SHP Request	Total
Software		
5. Software/User Licensing	\$0	\$0
6. Software Installation	\$0	\$0
7. Support and Maintenance	\$0	\$0
8. Supporting Software Tools	\$0	\$0
Subtotal Software Request	\$0	\$0
Cash Match	\$0	\$0
Total Software Budget	\$0	\$0
Other Resources (cash and in-kind)	\$0	\$0

The Total values are automatically calculated by the system when you click the "save" button.

HMIS Budget - Services

Instructions:

HMIS costs are those costs associated with the implementation of an HMIS. Only the portion of the costs DIRECTLY related to the HMIS are eligible for SHP funding. For each year in which SHP funds are being requested, enter the amount requested for each eligible activity.

HMIS cash match - by law, SHP funds may be used to pay for up to 80% of the total HMIS budget for each year of the grant term. This means that the grantee or project sponsor must make cash payment for at least 20% of the project's total HMIS annual budget. Although documentation of matching funds is not required in this application, if the project is awarded grant funds, documentation for Year 1 must be presented before grant agreement and entered in the Annual Performance Report (APR) at the end of the operating year. Documentation of cash match for Years 2 and 3, if applicable, must be met by the end of each of those years and entered in the corresponding APR.

HMIS Other Resources - if there are additional cash or in-kind resources to be contributed to the project, above and beyond the statutorily-required cash match, enter the total amount per year in the appropriate "Other Resources" field.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. For details on funding limitations, cash match, and eligible budget activities refer to the 2008 NOFA, and the SHP desk guide located at: <http://www.hudhre.info/index.cfm?do=viewShpDeskguideD>.

Complete the following budget fields detailing how SHP funds will be used for costs related to the HMIS.

	Year 1 SHP Request	Total
Services		
9. Training by Third Parties	\$0	\$0
10. Hosting/Technical Services	\$0	\$0
11. Programming: Customization	\$0	\$0
12. Programming: System Interface	\$0	\$0
13. Programming: Data Conversion	\$0	\$0
14. Security Assessment and Setup	\$0	\$0
15. On-line Connectivity (Internet Access)	\$0	\$0
16. Facilitation	\$0	\$0
17. Disaster and Recovery	\$0	\$0
Other (must specify *)		
	\$0	\$0
Subtotal HMIS Services Request	\$0	\$0
Cash Match	\$0	\$0
Total HMIS Services Budget	\$0	\$0
Other Resources (cash and in-kind)	\$0	\$0

The Total values are automatically calculated by the system when you click the "save" button.

HMIS Budget - Personnel

Instructions:

HMIS costs are those costs associated with the implementation of an HMIS. Only the portion of the costs DIRECTLY related to the HMIS are eligible for SHP funding. For each year in which SHP funds are being requested, enter the amount requested for each eligible activity.

HMIS cash match - by law, SHP funds may be used to pay for up to 80% of the total HMIS budget for each year of the grant term. This means that the grantee or project sponsor must make cash payment for at least 20% of the project's total HMIS annual budget. Although documentation of matching funds is not required in this application, if the project is awarded grant funds, documentation for Year 1 must be presented before grant agreement and entered in the Annual Performance Report (APR) at the end of the operating year. Documentation of cash match for Years 2 and 3, if applicable, must be met by the end of each of those years and entered in the corresponding APR.

HMIS Other Resources - if there are additional cash or in-kind resources to be contributed to the project, above and beyond the statutorily-required cash match, enter the total amount per year in the appropriate "Other Resources" field.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. For details on funding limitations, cash match, and eligible budget activities refer to the 2008 NOFA, and the SHP desk guide located at: <http://www.hudhre.info/index.cfm?do=viewShpDeskguideD>.

Complete the following budget fields detailing how SHP funds will be used for costs related to the HMIS.

	Year 1 SHP Request	Total
Personnel		
18. Project Management/Coordination	\$0	\$0
19. Data Analysis	\$0	\$0
20. Programming	\$0	\$0
21. Technical Assistance and Training	\$30,553	\$30,553
22. Administrative Support Staff	\$0	\$0
Subtotal Personnel Request	\$30,553	\$30,553
Cash Match	\$7,639	\$7,639
Total Personnel Budget	\$38,192	\$38,192
Other Resources (cash and in-kind)	\$0	\$0

HMIS Budget - Space & Operations

Instructions:

HMIS costs are those costs associated with the implementation of an HMIS. Only the portion of the costs DIRECTLY related to the HMIS are eligible for SHP funding. For each year in which SHP funds are being requested, enter the amount requested for each eligible activity.

HMIS cash match - by law, SHP funds may be used to pay for up to 80% of the total HMIS budget for each year of the grant term. This means that the grantee or project sponsor must make cash payment for at least 20% of the project's total HMIS annual budget. Although documentation of matching funds is not required in this application, if the project is awarded grant funds, documentation for Year 1 must be presented before grant agreement and entered in the Annual Performance Report (APR) at the end of the operating year. Documentation of cash match for Years 2 and 3, if applicable, must be met by the end of each of those years and entered in the corresponding APR.

HMIS Other Resources - if there are additional cash or in-kind resources to be contributed to the project, above and beyond the statutorily-required cash match, enter the total amount per year in the appropriate "Other Resources" field.

For additional instructions and examples on completing this form, reference the online training modules at: <http://esnaps.hudhre.info/training>. For details on funding limitations, cash match, and eligible budget activities refer to the 2008 NOFA, and the SHP desk guide located at: <http://www.hudhre.info/index.cfm?do=viewShpDeskguideD>.

Complete the following budget fields detailing how SHP funds will be used for costs related to the HMIS.

	Year 1 SHP Request	Total
HMIS Space and Operations		
23. Space Costs	\$0	\$0
24. Operational Costs	\$0	\$0
Subtotal Space & Operations Request	\$0	\$0
Cash Match	\$0	\$0
Total Space & Operations Budget	\$0	\$0
Other Resources (cash and in-kind)	\$0	\$0

The Total values are automatically calculated by the system when you click the "save" button.

HMIS Budget Summary

The following information summarizes the total HMIS funding request for each year of the grant term.

	Year 1
25. Total SHP HMIS Request	\$30,553
26. Total Cash Match	\$7,639
27. Total HMIS Costs	\$38,192

Supportive Housing Program (SHP) Summary Budget

Instructions:

To update the individual budget activities (acquisition, new construction, rehabilitation, leasing, supportive services, operations, or HMIS), use the left menu bar to go back to the appropriate budget. Refer to the 2008 NOFA, and the program desk guide located at: <http://www.hudhre.info/index.cfm?do=viewShpDeskguideD> for details on funding limitations, cash match, and eligible budget activities.

The following information summarizes the SHP funding request and the available cash match for the total term of the project. Enter the appropriate amount of administrative costs for the project.

Selected Grant Term 1 Year

SHP Activities	SHP Dollars Request	Cash Match	Totals
1. Acquisition			\$0
2. Rehabilitation			\$0
3. New Construction			\$0
4. Subtotal (Lines 1 - 3)	\$0	\$0	\$0
5. Real Property Leasing From Leasing Budget Chart	\$0		\$0
6. Supportive Services From Supportive Services Budget Chart	\$0	\$0	\$0
7. Operations From Operating Budget Chart	\$0	\$0	\$0
8. HMIS From HMIS Budget Chart	\$30,553	\$7,639	\$38,192
9. SHP Request (Subtotal lines 4-8)	\$30,553		
10. Administrative Costs (Up to 5% of line 9)	\$1,528	Max. Admin. Allowed	\$1,528
	Total SHP Request (Total lines 9 and 10)	Total Cash Match	Total Budget (Total SHP Request + Total Cash Match)
	\$32,081	\$7,639	\$39,720

Public Housing Authority (PHA) Certification Attachment Detail

Document Description:

Program Outcome Logic Model (HUD 96010) Attachment

Document Type	Required?	Document Description	Date Attached
Logic Model for Program Outcome (HUD 96010)	Yes	HMIS 2008 Logic M...	10/09/2008

Program Outcome Logic Model (HUD 96010) Attachment Detail

Document Description: HMIS 2008 Logic Model