HMIS

The HEARTH Act makes **Homeless Management Information System (HMIS)** participation a requirement for those receiving Emergency Solutions Grant funds. Victim service providers cannot and Legal Services Organizations may choose not to participate in HMIS. However, providers which do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports.

ESG funds can pay the costs of contributing data to HMIS and in support of the HMIS operations costs. Victim service providers and legal service providers may use ESG funds to pay the costs of establishing and operating a comparable database. **Please completely respond to Parts 1-3 of the Application** to describe how your agency would use Data Collection funds.For more information, please see the EHH website.

# Eligible Activities

## HMIS

* **Equipment & Software:** Purchasing or leasing computer hardware; purchasing software or software licenses; Purchasing or leasing equipment, including telephones, faxes, and furniture.
* **Staffing:** Paying salaries for operating HMIS, including:data collection; completing data entry; monitoring and reviewing data quality; completing data analysis; reporting; training staff; Implementing and complying with HMIS requirements.
* **Training and Overhead:** Obtaining technical support; leasing office space; charges for electricity, gas, water, phone service and high-speed data transmission necessary to operate or contribute data to the HMIS; staff travel to HUD sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act; staff travel costs to conduct intake.
* **Fees:** fees charged by the HMIS Lead, the HMIS Lead is the entity designated by the Continuum of Care to operate the HMIS.

*NOTE: If the subrecipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.*

HMIS must comply with HUD’s standards on participation, data collection and reporting. This includes compliance with: 2004 HUD Data Standards and Technical Notice; 2014 HMIS Data Standards; and any subsequent notices published by HUD.

# Part 1: Applicant Information

|  |  |
| --- | --- |
| AGENCY/PROGRAM NAME |  |
|  |  |
| PROGRAM CONTACT NAME |  |
| PHONE NUMBER |  |
| E-MAIL |  |
| MAILING ADDRESS |  |
|  |  |
| LOCAL CONTINUUM OF CARE |  |
| PRIMARY CITIES OR COUNTIES SERVED |  |

# Part 2: HMIS Funding Request

Fill out the chart below with the request for funding. **The maximum request per consolidated application is $10,000.** **Each consolidated application should request at least $3,900 in HMIS, as the HMIS lead will charge this fee at the beginning of the grant year.** Please return to page one for information on eligible activities under “HMIS.” On the EHH Payment Request form, requests will be made under each of the eligible activities under “HMIS.”

**\*\*\*\*There are several budgetary minimums and maximums that the entire application must follow, which can be found on the “Consolidated Budget” and “2018-2019 EHH Allocation Table.”\*\*\*\***

Please work with other applicants to ensure that your street outreach funding request, when combined with all other funding requests, abides by all minimums and maximums.

|  |  |
| --- | --- |
| ESG PROJECT FUNDING REQUEST | |
| HMIS |  |
|  |  |

# Part 3: Project Information

|  |
| --- |
| BRIEF DESCRIPTION OF THE PROJECT |
| Briefly describe the efforts your agency takes to ensure that all required data elements are entered into HMIS. If your agency uses HMIS to measure performance, describe what data elements are used, and how the agency uses the data to inform its programs and services. |
|  |