EXPAND YOUR HMIS: BUDGET ESTIMATES FOR SPECIAL NOFO

Are you applying for new or renewal CoC funds through your region's Special NOFO or NOFO competition? Consider asking for increased funding to improve or expand your HMIS capacity in your project applications.

Why? With the Special NOFO, HUD prioritized **data** as crucial to community strategies to end unsheltered and rural homelessness. The Special NOFO expressly supports CoC regions to "enhance their Homeless Management Information System (HMIS) to collect more comprehensive data on people experiencing unsheltered homelessness in their geographic area." (Special NOFO Overview, page 6)

How? What would my agency add as an eligible expense? HUD outlines eligible HMIS activities for projects[1]. When applying for CoC funds in your region, here are a few ways you can expand your HMIS capacity and notes about cost for each:

Eligible activity	Notes about cost[2]	3-year cost estimate
Software & equipment: Invest in your project's capacity to enter quality data		
Add users	$225 per new user license (per year)	$675 per user (for 3 years)
Dedicate staff time for Quarterly Data Quality participation	2 hours for initial training per user **6 hours staff time** to do regular DQ monitoring *per provider* each quarter (# of Staff x Staff rate x 6 hours x 4 quarters) = annual cost	
Dedicate more staff hours, or an FTE, for data entry	# of staff x hourly rate x FTE billing rate (if dedicated full time to HMIS) =	X 3
Add hardware/computers	~ $1300 per computer	Consider cost of replacing computers every 3-4 years.
Personnel: Invest in new HMIS training & anticipate ongoing training		
Hire dedicated HMIS data entry staff	For projects new to HMIS, ask for dedicated staff, or a portion of staff time to be dedicated to HMIS	
New user training	All new users must complete user training 8 hours x # staff x hourly rate	
Dedicate staff hours to ongoing HMIS training	High quality data starts with curious user who have time to learn, collaborate with other HMIS users, and research answers when they need. We recommend **2 hours per month per staff** for ongoing training.	X 3

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[1] *Special NOFO New Project Detailed Application instructions*, page 36, activities itemized in your budget may include equipment, software, services, personnel, space and operations. See *Hearth CoC Program Interim rule code of regulations*.

[2] *License cost is accurate as of 2022, but subject to change. All other cost estimates are based on an average hourly wage of $20/hour. Your staffing may vary. All staff hours listed here are estimates based on ICA's experience working with HMIS users.*

	Here are examples of ongoing trainings: - Annual Data Privacy & Security Re-certification Training - User Group participation - **1.5 hours per month per user** - Attend a Data Therapy session- **1 hour a quarter per agency**. - Research & professional development - knowledgebase articles, reading manuals, interpreting HMIS reports, **2 hours a month per HMIS user**. - Staff time to attend twice annual NHSDC- 3-day conference (HUD-eligible!).	
Dedicated training for new community card workflows (see below)	Some communities may leverage features of HMIS that enable clients to scan cards at various community contact points. 8 hours x # staff	Implementation would likely take time & dedicated ICA resources
Equipment: Invest in equipment to improve client experience		
Add community card & scanning capability	Requires system changes and may not be available depending on community workflow, contact ICA and your CoC Coordinator if interested.	
Add kiosks for clients to scan cards at community contact points, enabling		
Add card printer		
Services: Increase evaluation & performance capacity for your project		
Invest in staff and agency practice of monitoring & evaluation of your project(s)	$275 per user for HMIS Ad Hoc license for 1 year. HUD Analytics course- free! + ~21-28 hours per user	$875 per user (for 3 years)
Contract with an external evaluator	Rate of contracting with an evaluator.	