

CREATING A PROJECT IN GOOGLE DOCS FOR CHSP

1 Fill out your email address



CHSP New Project Form

Please fill out all necessary fields to set-up your new HMIS project.

chspmontereycounty@gmail.com [Switch account](#) 🔄 Saving...

* Indicates required question

Email *

Next Clear form

2 Click on Next



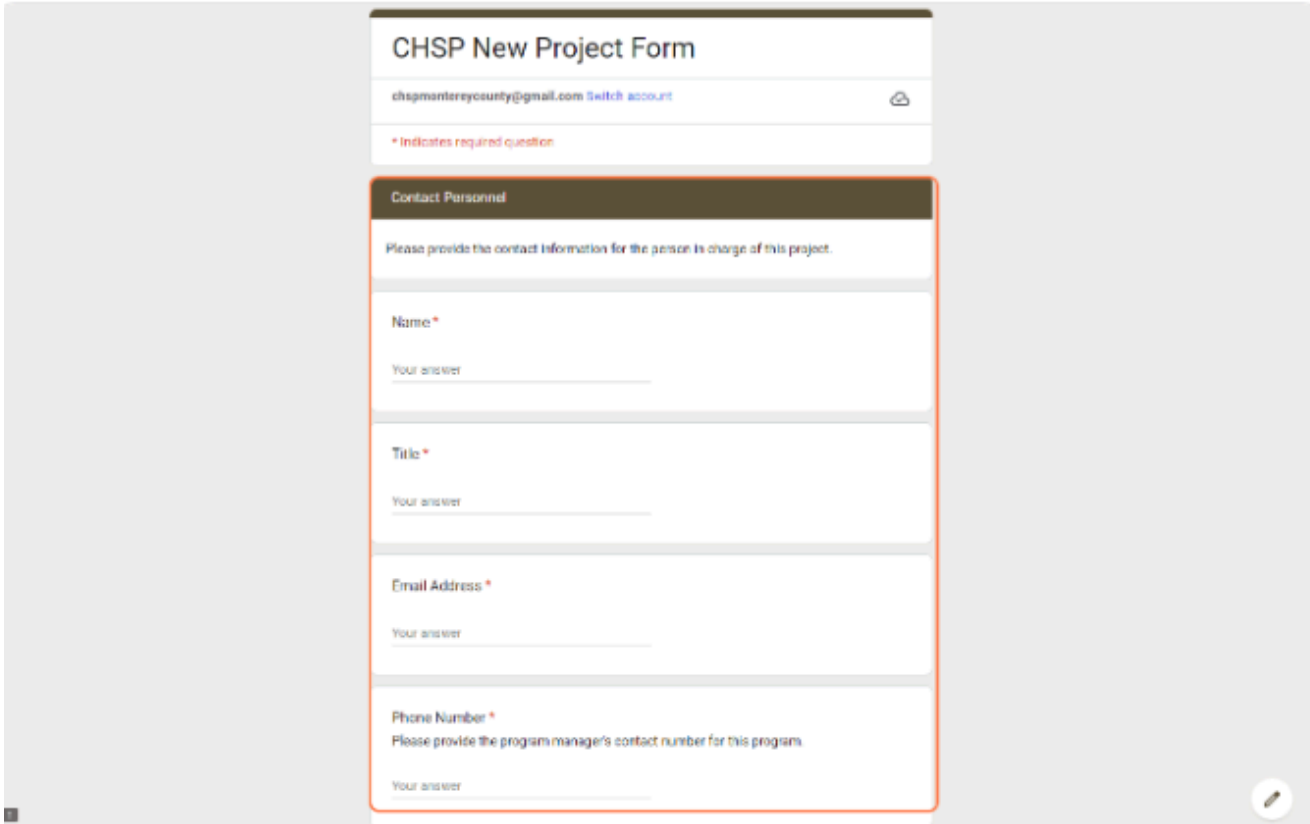
Email *

Test@chsp.org

Next

3 Fill in the Contact Personnel Information.

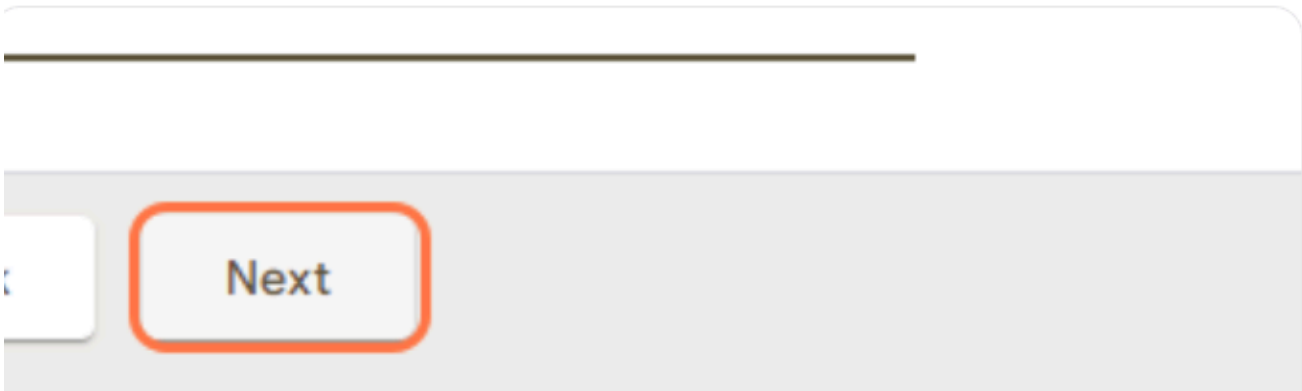
The information given should be from the person in charge of the program.



The screenshot shows a mobile application interface for a "CHSP New Project Form". At the top, the user's email "chsp@montereycounty@gmail.com" and a "Switch account" link are visible. Below this is a red asterisk indicating required questions. The "Contact Personnel" section is highlighted with a red border and contains the following fields:

- Name ***: A text input field with the placeholder "Your answer".
- Title ***: A text input field with the placeholder "Your answer".
- Email Address ***: A text input field with the placeholder "Your answer".
- Phone Number ***: A text input field with the placeholder "Your answer" and a sub-instruction: "Please provide the program manager's contact number for this program."

4 Click on Next



The screenshot shows the bottom navigation bar of the form. It features a "Next" button, which is highlighted with a red rounded rectangle. To the left of the "Next" button, a portion of another button is visible, showing the letter "t".

5 Fill in the Location Information.

* Indicates required question

Location Information

Please provide the contact information for this project.

Physical Address *

Your answer _____

Mailing Address *

Your answer _____

Contact Number *

Please provide the **program's** phone number. *This should be different from the Contact Personnel.*

Your answer _____

6 Fill out the Contact Number.



This number refers to the program, not the Contact Personnel.

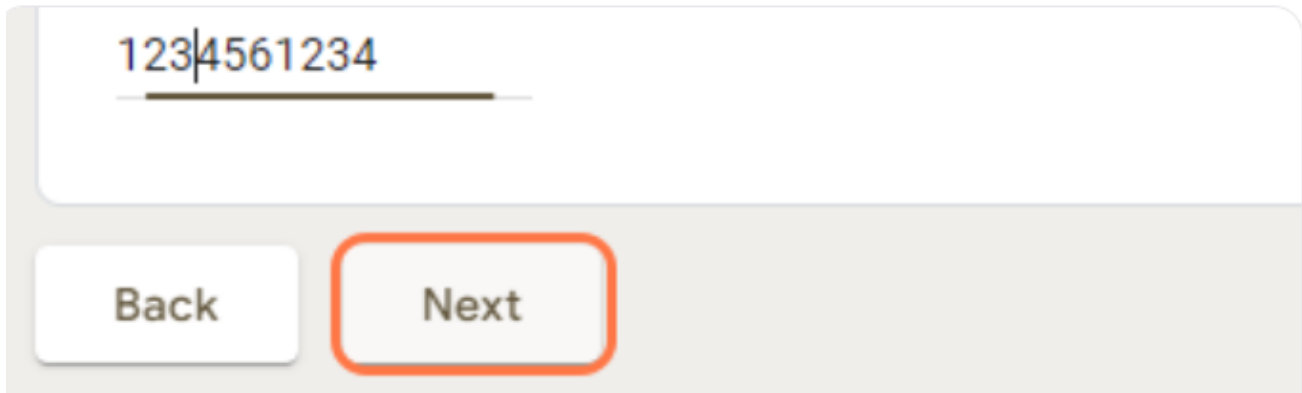
Contact Number *

Please provide the **program's** phone number. *This should be different from the Contact Personnel.*

123-456-1234

! Must be a number

7 Click on Next

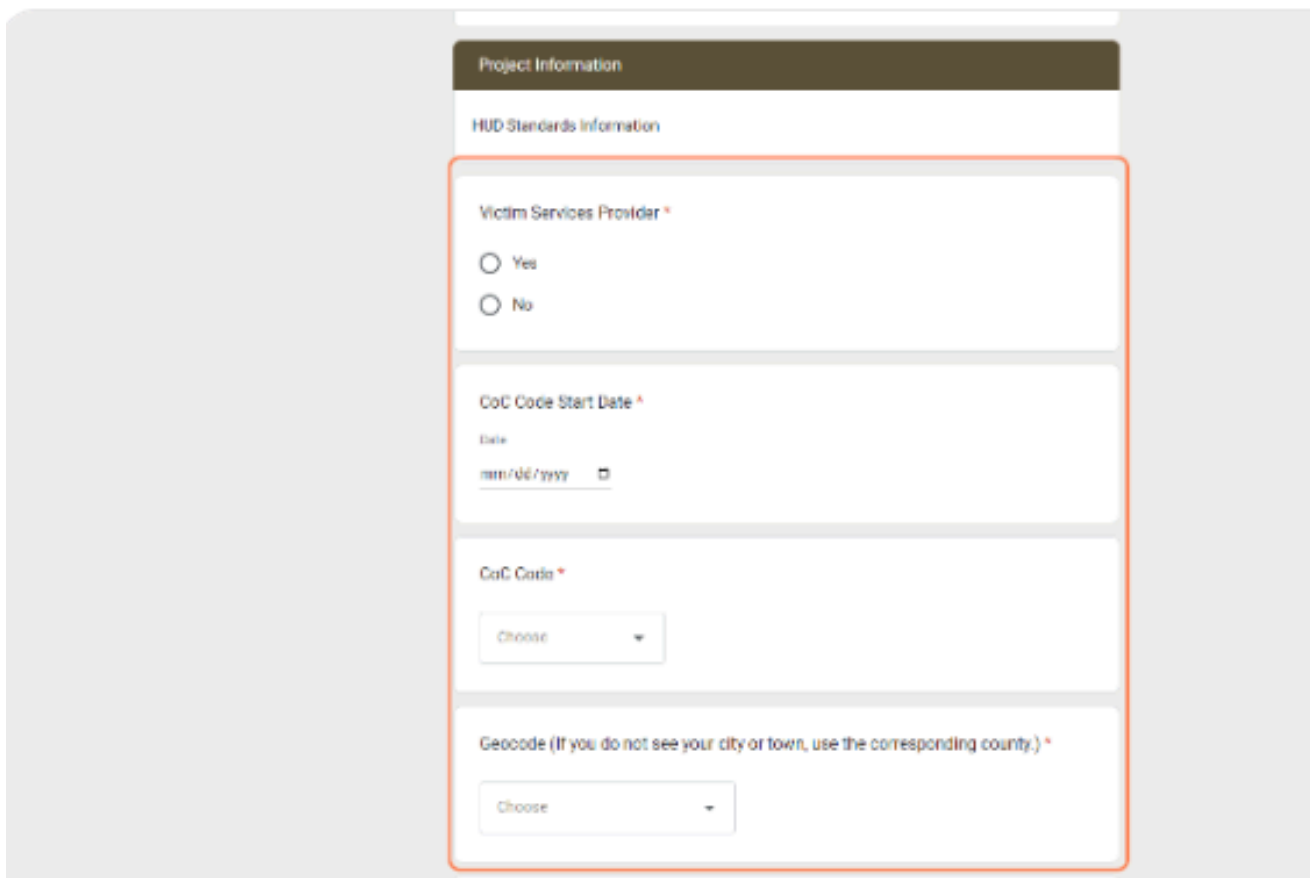


1234561234

Back Next

8 Fill out the Standards Information section

Please make sure to fill in any information you can provide.



Project Information

HUD Standards Information

Victim Services Provider *

Yes

No

CoC Code Start Date *

Date

mm/dd/yyyy

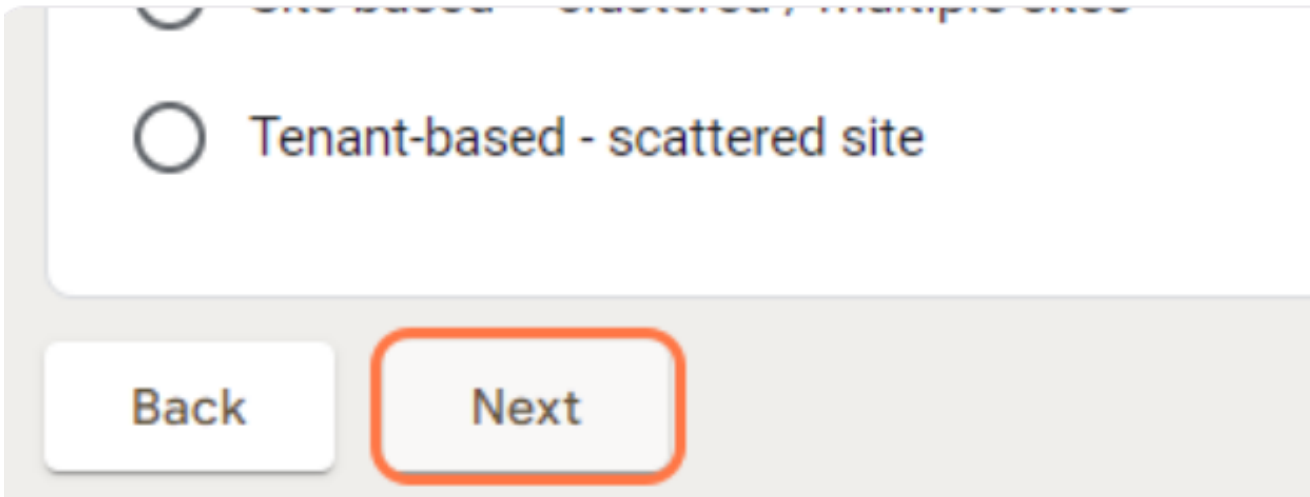
CoC Code *

Choose

Geocode (If you do not see your city or town, use the corresponding county.) *

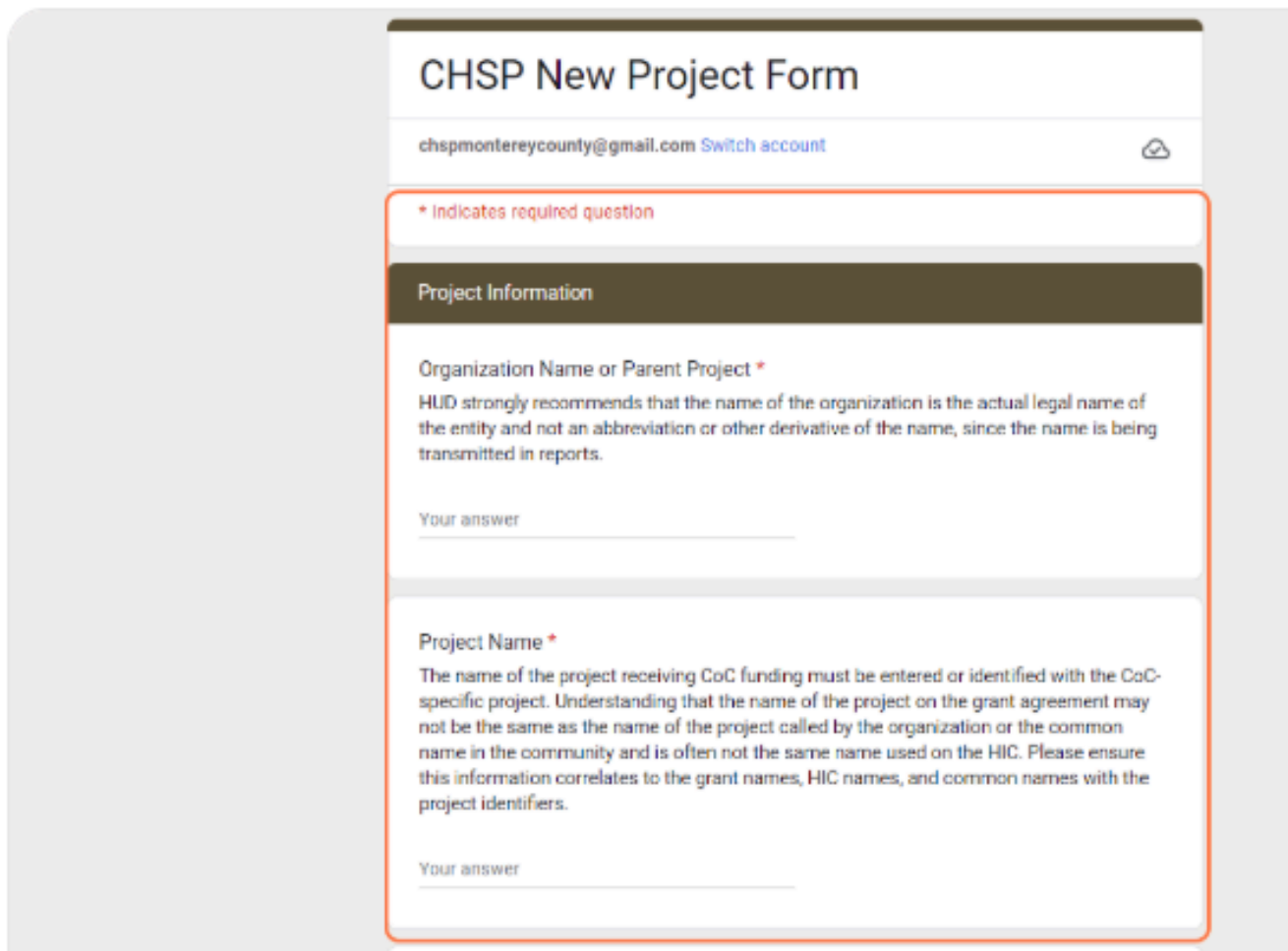
Choose

9 Click on Next



A screenshot of a form interface. At the top, there is a radio button next to the text "Tenant-based - scattered site". Below this, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a thick orange border.

10 Click on Organization Name or Parent Project...




A screenshot of a web form titled "CHSP New Project Form". The form is displayed on a mobile device. At the top, the email address "chspmontereycounty@gmail.com" and a "Switch account" link are visible. Below this, a red asterisk indicates a required question. The form is divided into sections: "Project Information", "Organization Name or Parent Project *", and "Project Name *". The "Organization Name or Parent Project *" section includes a detailed instruction: "HUD strongly recommends that the name of the organization is the actual legal name of the entity and not an abbreviation or other derivative of the name, since the name is being transmitted in reports." Below this instruction is a text input field labeled "Your answer". The "Project Name *" section includes another instruction: "The name of the project receiving CoC funding must be entered or identified with the CoC-specific project. Understanding that the name of the project on the grant agreement may not be the same as the name of the project called by the organization or the common name in the community and is often not the same name used on the HIC. Please ensure this information correlates to the grant names, HIC names, and common names with the project identifiers." Below this instruction is another text input field labeled "Your answer". The entire form content area is highlighted with a thick orange border.

11 Fill out the Operating Dates.

Operating Start Date *

The Operating Start Date of the project is the first day the project provides services and/or housing. This date must be no later than the date the first client served and entered into the project. Projects that are fully funded but have not yet begun operating may use a future project start date that reflects the date the project will begin providing services.


Date




Operating End Date

An Operating End Date must be entered when a project closes. The Operating End Date must be the last day on which the last client received housing/services. The Operating End Date should be left empty if the project is still in operation.

Date



12 Click on Next



13 Fill out the project type section.



* Indicates required question

Project Type

Each project must be identified with a single HMIS project type. Select the correct project type for each project in the HMIS -- no single project within an HMIS may have two project types.

Continuum Project *

All CoC Program funded projects are part of the Continuum of Care and should be marked as "yes" to whether they are Continuum Projects.

Yes

No

14 Select project type

Project Type *

Emergency Shelter

Transitional Housing

PH- Permanent Supportive Housing (disability required for entry)

Street Outreach

RETIRED

Service only

Other

Safe Haven

PH- Housing Only

PH- Housing with Services (no disability required for entry)

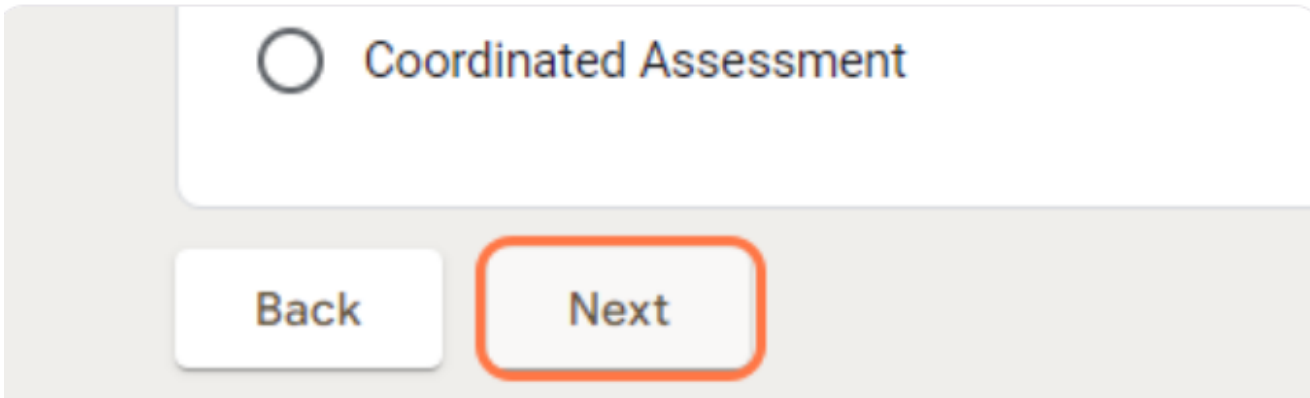
Day Shelter

Homelessness Prevention

PH- Rapid Re-Housing

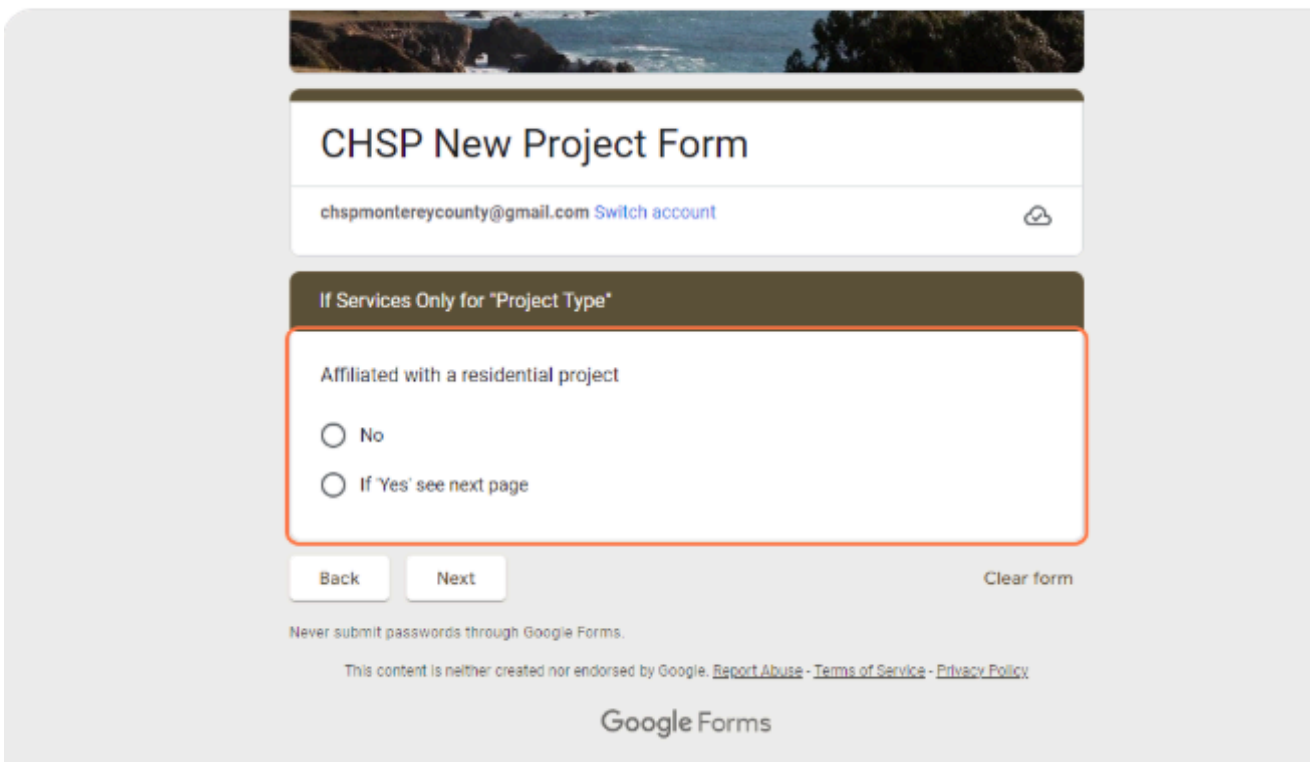
Coordinated Assessment

15 Click on Next



A screenshot of a form interface. At the top, there is a radio button next to the text "Coordinated Assessment". Below this, there are two buttons: "Back" on the left and "Next" on the right. The "Next" button is highlighted with a red rectangular border.

16 Click on Affiliated with a residential project...and click Next



A screenshot of a Google Form titled "CHSP New Project Form". The form is displayed on a mobile device. At the top, there is a header with the title "CHSP New Project Form" and the email address "chspmontereycounty@gmail.com" with a "Switch account" link. Below the header, there is a section titled "If Services Only for 'Project Type'". Under this section, there is a question: "Affiliated with a residential project". There are two radio button options: "No" and "If 'Yes' see next page". The "If 'Yes' see next page" option is highlighted with a red rectangular border. Below the question, there are "Back" and "Next" buttons, and a "Clear form" link. At the bottom, there is a footer with the text "Never submit passwords through Google Forms." and "This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)". The "Google Forms" logo is also visible at the bottom.

17 Fill out this section; if it doesn't apply to your project, click Next.

The screenshot shows a web form titled "CHSP New Project Form". At the top, the user's email "chspm Montereycounty@gmail.com" is displayed with a "Switch account" link and a cloud icon. Below this is a dark header bar with the text "If 'Yes' for Affiliated with a Residential Project:". Underneath is a text input field with the label "Project ID(s) of residential project(s) affiliated with SSO" and a placeholder "Your answer". At the bottom of the form are three buttons: "Back", "Next", and "Clear form". A red rectangular box highlights the entire section from the dark header to the "Next" button.

18 Select a Federal Partner Program and Component

The screenshot displays a form titled "Federal Partner Funding Sources". Below the title is a white box with the instruction: "Projects funded in whole or in part by CoC Program funds are to be identified based on the CoC Program component. Select the appropriate CoC component for each project:". Below this is a large list of radio button options, each representing a different HUD program or component. A red rectangular box highlights the entire list of options.

Federal Partner Program and Components (Funding Sources) *

- HUD:CoC - Homelessness Prevention (High Performing Comm. Only)
- HUD:CoC - Permanent Supportive Housing
- HUD:CoC - Rapid Re Housing
- HUD:CoC - Supportive Services Only
- HUD:CoC - Transitional Housing
- HUD:CoC - Safe Haven
- HUD:CoC - Single Room Occupancy (SRO)
- HUD:CoC - Youth Homeless Demonstration Program (YHDP)
- HUD:ESC - Emergency Shelter (operation and/or essential services)
- HUD:ESC - Homelessness Prevention
- HUD:ESC - Rapid Rehousing
- HUD:ESC - Street Outreach
- HUD: Pay for Success
- HUD: Public and Indian Housing (PIH) Programs
- HUD: Rural Housing Stability Assistance Program
- HUD:HOPWA - Hotel/Motel Vouchers
- HUD:HOPWA - Housing Information

19 Fill in the Grant Identifier...

This information should be included in your project's contract.

The image shows a screenshot of a web form with two input fields. The first field is partially visible at the top and contains the text "Non Federal Funding Source". Below it is a text input field with the placeholder "Your answer". The second field is highlighted with a red border and contains the text "Grant Identifier *". Below this is a paragraph of explanatory text: "The 'Grant Identifier' may be the grant number assigned by the federal partner or any other grant identification system used by the federal partner, grantee, or the CoC unless the federal partner requires a specific grant identifier. This field will be used to identify the specific funding to support a given project." Below the text is another text input field with the placeholder "Your answer".

20 Fill in the start and end dates for your project.

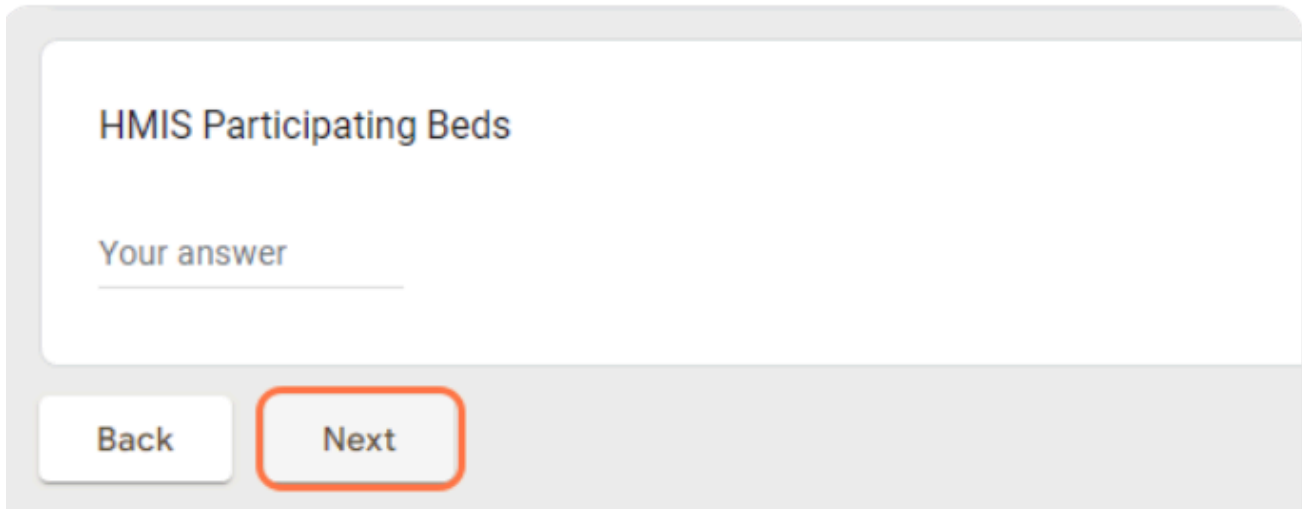
If your project doesn't have an end date you can leave it blank.

The screenshot shows a Google Form with two main sections. The first section is titled "Grant Start Date" with a red asterisk indicating it is required. Below the title is a paragraph of text: "The grant must be identified with the Grant Start Date. In addition, when the CoC does not renew a project, it must be identified with a grant end date. For example, projects still in operation with unexpired 15 or 20-year use terms that no longer receive operating funds would not "end" until the term is complete. Grant start dates and end dates for CoC-funded projects are critical for system performance measurement identification." Below this text is a date input field with a calendar icon. The second section is titled "Grant End Date" and also has a date input field with a calendar icon. At the bottom of the form, there are three buttons: "Back", "Next", and "Clear form". Below the form, there is a small text note: "Never submit passwords through Google Forms."

21 Fill in Bed and Unit Inventory Information

The screenshot shows the top portion of a web form. At the top, there is a dark blue header bar with the text "CHSP New Project Form" in white. Below this is a white bar containing the email address "chspmontereycounty@gmail.com" and a blue link "Switch account". To the right of the email and link is a small icon of a cloud with a checkmark. Below this is another dark blue header bar with the text "Bed and Unit Inventory Information" in white.

22 Click on Next



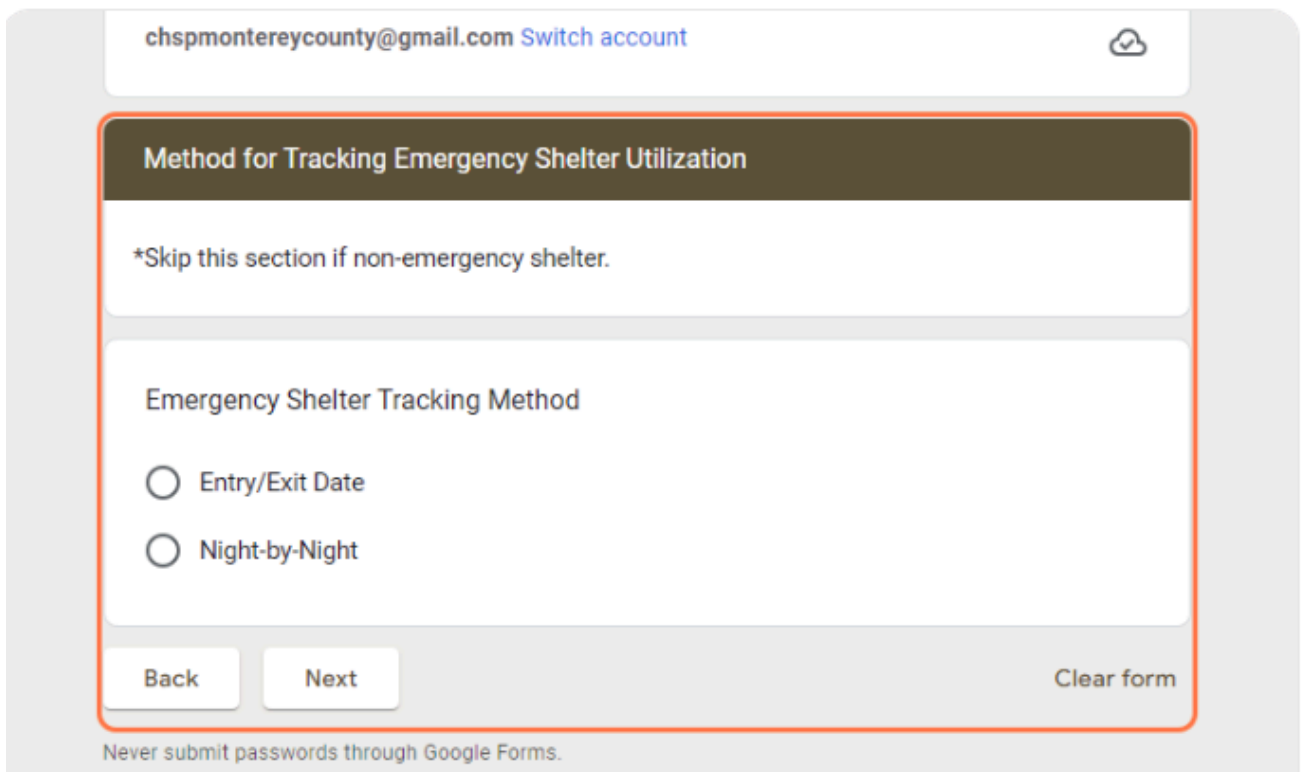
HMIS Participating Beds

Your answer

Back Next

23 Select a method to Track Emergency Shelter Tracking

If your project is not an Emergency Shelter, please skip the next few pages



chspmontereycounty@gmail.com [Switch account](#)

Method for Tracking Emergency Shelter Utilization

*Skip this section if non-emergency shelter.

Emergency Shelter Tracking Method

Entry/Exit Date

Night-by-Night

Back Next Clear form

Never submit passwords through Google Forms.

24 Click on Next

Emergency Shelter Tracking Method

Entry/Exit Date

Night-by-Night

Back Next

25 Select an Emergency Shelter bed type...

If your project is not an Emergency Shelter, please skip and submit your project form.

CHSP New Project Form

chspmontereycounty@gmail.com [Switch account](#)

Emergency Shelter

*Skip this section if non-emergency shelter.

Bed Type

Facility-Based Beds

Voucher Beds

Other Beds

Availability

Year-Round

Seasonal

Overflow

Send me a copy of my responses.