

Correct Program / Project setup is critically important to accurately of recorded HIC/PIT information, Information and Referrals and to support correct system wide performance measures. HUD strongly recommends that programs/projects be reviewed at least once annually and as often as needed to ensure that reporting is accurate. Sarasota County requires programs / projects who receive funding from them, review their provider information on a quarterly basis.

Project Name**Description of Project****Addresses Location:****Physical****Mailing****Contact Numbers:****Main:****Fax:****Contact Personnel:**

Note: ServicePoint allows only one primary user per project. User needs to be licensed in HMIS to be able to receive / view electronic system referral emails & notifications

Contact Name**Title****E-mail****Phone Number****Primary Contact****Yes****No**

Contact Name

Title

E-mail

Phone Number

Primary Contact **Yes**
No

Contact Name

Title

E-mail

Phone Number

Primary Contact **Yes**
No

Additional Information

Website Address

Days / Hours

Program Fees

**Intake / Application
Process**

Eligibility

Required Documents

Languages

Volunteer Opportunities

Handicap Access **Yes**
No

Project Start Date

Continuum Project

Yes

No

Project Type

If Emergency Shelter, what type

**Night By Night
Program Based**

Federal Partner Funding

Grant Identifier

Start Date

End Date

A Primary Service are services that your project offers to all eligible clients.
Example: A shelter project would be list their service as emergency shelter

Primary Services Provided

A Secondary Services are services offered only to clients who are enroll in Primary Service project.
Example: A project may offer diapers to shelter client but not to general public.

**Secondary Services
Provided**

Provider Specific Service allow you to break down a service into a more gradual level.
Example: The service provided was a meal, the Provider Specific could be breakfast, lunch or dinner.

Provider Specific Services