

[The Project Descriptor Elements Form](#) is for new agencies and agencies with new projects. One form must be completed for each funding source for each project within the agency that will be using HMIS. The form allows the Institute for Community Alliances (ICA) to configure data collection appropriately for the agency in the database.

You will need the following in order to complete this form: (1) a Project Contact who can provide information and answer questions about this project; (2) knowledge of the funding source for this project, including when the grant starts/started; (3) for federally-funded projects, the grant identifier from your contract or grant; and (4) for shelters and housing projects, knowledge of the number of beds and units in the project. Please contact [mnhmis@icalliances.org](mailto:mnhmis@icalliances.org) if you need assistance with filling out the form.

Complete the form here:

<https://goo.gl/forms/mMlovfztS2SPp7qi2>