

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2019 CoC Program grant competition.
- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask A Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program Competition NOFA.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2019 CoC Program NOFA.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/23/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Howard County Government

b. Employer/Taxpayer Identification Number (EIN/TIN): 52-6000965

c. Organizational DUNS:	102547127	PLUS 4	
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d. Address

Street 1: 9830 Patuxent Woods Drive

Street 2:

City: Columbia

County: Howard

State: Maryland

Country: United States

Zip / Postal Code: 21046

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Ms.

First Name: Michelle

Middle Name: Lee

Last Name: Hippert

Suffix:

Title: CoC Manager

Organizational Affiliation: Howard County Government

Telephone Number: (410) 313-5971

Extension:

Fax Number: (410) 313-6424

Email: mhippert@howardcountymd.gov

1C. SF-424 Application Details

9. Type of Applicant: B. County Government

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6300-N-25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (state(s) only): Maryland
(for multiple selections hold CTRL+Key)

15. Descriptive Title of Applicant's Project: Planning Project FFY 19

16. Congressional District(s):

a. Applicant: MD-007, MD-006, MD-003
b. Project: MD-007, MD-006, MD-003
(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 07/01/2020
b. End Date: 06/30/2021

18. Estimated Funding (\$)

a. Federal:
b. Applicant:
c. State:
d. Local:
e. Other:
f. Program Income:
g. Total:

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process? b. Program is subject to E.O. 12372 but has not been selected by the State for review.

If "YES", enter the date this application was made available to the State for review:

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Mr.

First Name: Calvin

Middle Name:

Last Name: Ball

Suffix:

Title: County Executive

Telephone Number: (410) 313-6400
(Format: 123-456-7890)

Fax Number: (410) 313-6424
(Format: 123-456-7890)

Email: cmattis@howardcountymd.gov

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/23/2019

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Howard County Government

Prefix: Mr.

First Name: Calvin

Middle Name:

Last Name: Ball

Suffix:

Title: County Executive

Organizational Affiliation: Howard County Government

Telephone Number: (410) 313-6400

Extension:

Email: cmattis@howardcountymd.gov

City: Columbia

County: Howard

State: Maryland

Country: United States

Zip/Postal Code: 21046

2. Employer ID Number (EIN): 52-6000965

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$27,216

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: Planning Project FFY 19 9830 Patuxent Woods Drive Columbia Maryland

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
 (For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
HUD, Office of Special Needs Assistance Programs	Grant (projects included in Annual Renewal Demand for this Recipient Agency)	\$1,029,787.00	Permanent Supportive Housing, Rapid Rehousing Programs, Planning

Part III Interested Parties

You must disclose:
 1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
 2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
NA	NA	NA	\$0.00	0%

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

I AGREE:

Name / Title of Authorized Official: Calvin Ball, County Executive

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/23/2019

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Howard County Government

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

Sites for Work Performance.

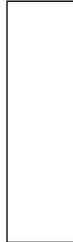
The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application.
 Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I

X

acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.



Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Authorized Representative

Prefix: Mr.

First Name: Calvin

Middle Name

Last Name: Ball

Suffix:

Title: County Executive

Telephone Number: (410) 313-6400
(Format: 123-456-7890)

Fax Number: (410) 313-6424
(Format: 123-456-7890)

Email: cmattis@howardcountymd.gov

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 09/23/2019

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Howard County Government

Name / Title of Authorized Official: Calvin Ball, County Executive

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/23/2019

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Howard County Government
Street 1: 9830 Patuxent Woods Drive
Street 2:
City: Columbia
County: Howard
State: Maryland
Country: United States
Zip / Postal Code: 21046

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

Authorized Representative

Prefix: Mr.

First Name: Calvin

Middle Name:

Last Name: Ball

Suffix:

Title: County Executive

Telephone Number: (410) 313-6400
(Format: 123-456-7890)

Fax Number: (410) 313-6424
(Format: 123-456-7890)

Email: cmattis@howardcountymd.gov

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 09/23/2019

2A. Project Detail

1a. CoC Number and Name: MD-504 - Howard County CoC
1b. Collaborative Applicant Name: Howard County Government

2. Project Name: Planning Project FFY 19

3. Component Type: CoC Planning Project Application

2B. Project Description

1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7.

Through a strategic planning process in 2017, the CoC reorganized and developed an independent Board and renamed the CoC the Coalition to End Homelessness. In late 2017, a governance charter was drafted. In 2018 the process began to update the CoC's Ten Year Plan to reflect the Coalition's Board and its plans to coordinate a system to end homelessness. That process, an effort of the Coalition Board, Coalition Committees and members, involved convening focus groups, conducting research/interviews, and evaluating the effectiveness of housing resources to develop a Five-Year Update to the Plan to End Homelessness, 2019-2024.

Howard County is the grateful recipient of CoC 2014, 2015, 2016 and 2018 Planning funds. Activities are complete under the 2014, 2015 Planning grants. Activities under 2016 will be complete when the Five-Year Update is adopted in October. Howard County matched 2015, 2016 and 2018 Planning grants to fund a fulltime Planning Analyst. The Analyst is dedicated to developing the Plan Update, coordinating with stakeholders to set goals and annual action steps and evaluating Coalition progress in its efforts to end homelessness.

The 2018 grant period will see evaluation of housing services, the process for securing mainstream and employment income and efforts to streamline entry into the homeless system through continued development and improvement of the Coordinated Entry system. In the Spring of 2019, the Collaborative Applicant, in concert with the Coalition Board, contracted with NAEH for an assessment. In late August the NAEH report was received that provided recommendations to help the CoC implement the updated PEH. Recommendations focused on Coordinated Intake, prevention, diversion, outreach, crisis response, housing first, and right-sizing housing resources.

The Collaborative Applicant's 2019 Planning grant will enable it to continue the Planning Analyst position. The Planning Analyst will be informed by the systemwide NAEH recommendations with a focus on guiding the implementation of the recommendations regarding outreach, prevention and diversion to reduce the number of people who become homeless. The Planning Analyst will collaborate with the CoC Board, Coalition and community to review and understand the NAEH recommendations, plan implementation, develop a method to evaluate the effectiveness of first year action steps and establish second year action steps. The Analyst will coordinate with DCRS' HMIS, Coordinated Entry and CoC Manager to provide clear communication on the PEH Update to all stakeholders and conduct evaluations to gauge effectiveness of the PEH strategies and action steps on overall COC performance.

The Analyst position is essential to implementation of action steps to prevent, reduce and end homelessness and to maintaining focus on the NAEH recommendations to evaluate and improve the system.

2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.

The Coalition to End Homelessness Board will update action plans annually for the Five-Year Update to the PEH. The CoC Board and Planning Analyst will spend six months to communicate and educate the community about the new plan and Year One action steps, including recommendations from the NAEH report. Additionally, the Analyst will collaborate with community partners to begin implementation of Year One action steps. The second six months will be devoted to developing and performing evaluation of the processes to provide analysis to the Board and Coalition members of the impact of system change on reducing homelessness.

Summer - Fall 2020: The Coalition will focus collaboration efforts to prevent and end homelessness in Howard County. Partner engagement and coordination will be essential to implementing action steps of the Five-Year Update. Ensuring all types of entities, subpopulations and partners are represented on the CoC Board, and in the work groups or committees of the Board will be critical for community acceptance to accomplish CoC goals. The Program Analyst will outline areas for partner collaboration around the strategies and detailed action steps which may include recommending/supporting new workgroups or Committees of the Board to address the action steps and strategies.

Winter – Spring 2021: The Five-Year Update to the PEH includes goals and action steps to improve and evaluate the CoC’s outreach, prevention and diversion activities to reduce the number of persons who become homeless in Howard County. Evaluation will focus on how households are accessing entry points, reviewing (with the Coordinated Entry Committee) tools used to assess households, the demand/volume of need for supports to divert from homelessness, and the prioritization system in place for interventions to prevent homelessness. The Program Analyst will work with the CoC Services Coordinator and research ways and types of resources needed for overall system improvement, including when and how to make system changes as data indicates. The Program Analyst will work closely with the HMIS Administrator to review existing data reports and develop new reports, as necessary. The management plan will require bi-monthly supervision by the Program Analyst’s supervisor and status reports on progress made, including; summaries of areas for coordination that support the Plan’s goals, collaboration and education outreach conducted, solutions identified for engagement issues; research of outreach, diversion and prevention programs that would improve the system; collaboration with groups to determine providers equipped to implement or expand such programs; data collection and evaluation tools that will indicate performance outcomes of such programs. The supervisor and Program Analyst will develop a workplan with timelines to assure work is completed for this grant and to meet the needs of the Board as it reviews performance of the Five-Year Update for the PEH.

3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects?

The Planning grant funds will improve the outcomes of the CoC and ESG

projects because the Planning Analyst funded through this grant facilitates the planning process for the CoC Board's Five-Year Update to the Plan to End Homelessness, (PEH), overseeing CoC and ESG funded programs. The Update to the PEH is the Board's plan to continue development, improvement and evaluation of a data-driven, coordinated system to prevent and end homelessness. The Planning Analyst's workplan will focus on two areas, collaboration to identify, adopt and implement the Five-Year Update to the PEH and maintaining and improving evaluation criteria on the impact of the plan on reducing homelessness in Howard County.

The CoC's non-profit providers of Outreach, Prevention, Emergency Shelter, Rapid Rehousing and Permanent Supportive Housing all receive CoC or ESG funding and are participants in the Coordinated Entry (CE) and HMIS systems. Each of the CoC and ESG funded programs receive program participants from the CE system and provide data to the HMIS system, except for de-identified data from the domestic and human trafficking provider to ensure security for participants. HMIS data provides the COC information on each program's performance for grant reports and for evaluation of its contribution to CoC-wide performance measures submitted annually to HUD.

Each agency funded through COC or ESG grants was and continues to be, involved in the development of the PEH, and are committed to working on Committees and Workgroups with shared CoC performance goals, including annual updates to the PEH strategies and action steps. Participation in COC planning and performance is a requirement of the subrecipient agreement for each agency with Howard County government as it passes through funding to agencies to reduce and end homelessness.

4. How will the planning activities continue beyond the expiration of HUD financial assistance?

HUD Planning grants have been an indispensable component as Howard County's CoC has reorganized and established a new Board dedicated to a system of data-driven housing and services to reduce and end homelessness. Foremost among those accomplishments are; 1) creation and continued streamlining and improvement of the Coordinated Entry System, 2) increased capacity to lead the Planning Committee, conduct focus and educational groups that contribute to collaboration and information gathering with area providers, advocates and people who are homeless, 3) creation of the Five-Year Update to the Plan to End Homelessness (PEH) and, 4) developing the capacity and staffing to research and implement evidence-based practices for services offered and tools with which to evaluate CoC programming.

The Planning grants have provided funds to hire a Planning Analyst and helped to produce this legacy of accomplishments that may not have been possible without the grants. The Five-Year Update to the PEH continues with careful planning and collaboration to choose the best and most effective services to reduce homelessness in Howard County. Monthly meetings are led by the Planning Analyst which require agendas prior to the meetings, assignments of tasks resulting from meetings and follow-up to continue progress. The Planning Analyst's research and information gathering from interviews and focus groups have provided a strong body of evidence that is key to defining the problem of homelessness and solutions available to the community.

The Coalition Board will begin to implement first year goals and establish action steps for the second year of the Five-Year Update to the PEH. The capacity of the CoC would be negatively impacted without a fulltime Analyst to facilitate planning, collaboration, research and evaluation. We hope that HUD will continue this crucial funding. Losing funds for the Analyst position could mean greatly reduced hours for the Analyst by at least 50 percent or reducing county funding in another area of homeless services to cover funds over lost for the Analyst. Details cannot be known for certain as this Planning grant application does not begin for nearly a year. Decisions at that time could be determined by the economic situation next year and its impact on County functions.

3A. Governance and Operations

1. How often does the CoC conduct meetings of the full CoC membership? Bi-Monthly

2. Does the CoC include membership of a homeless or formerly homeless person? Yes

2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)

Participates in CoC meetings:	<input checked="" type="checkbox"/>
Votes, including electing Coc Board:	<input checked="" type="checkbox"/>
Sits on CoC Board:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

3. Does the CoC's governance charter incorporate written policies and procedures for each of the following

a. Written agendas of CoC meetings? Yes

b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

f. Code of Conduct for board members that includes a recusal process? Yes

g. Written standards for administering assistance? Yes

4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? No

3B. Committees

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC's geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Coordinated Entry Committee	The role is to oversee compliance with Federal CE regulations and ensure effective operations of the CE System. The Single Point of Entry existed before Committee's formation, yet was using informal Committee is focused on assessment, prioritization, and referral methods aspects of the system, selecting assessment tool, developing prioritization structure for housing resources. It is reviewing a pilot tool for prevention and developing a prioritization structure for prevention and emergency shelter (due to the limited capacity within our jurisdiction). The Committee will also oversee a bi-annual evaluation of the CE System.	Monthly	DCRS, Dept. of Social Services, Bridges to Housing, Howard County Public Schools (PPWs), Humanin, Grassroots
HMIS Committee	The HMIS Committee, of the CoC Board, is staffed by the HMIS Administrator, and works to ensure stakeholders have useful data to make decisions so homelessness is rare, brief and non-reoccurring in Howard County. This is done through advisement in the areas of 1) planning/software selection 2) management/operations 3) compliance monitoring 4) quality assurance 5) policy development	Monthly	Humanim, Inc., Grassroots, Dept. of Corrections, Community Action Council, Assc. of Community Services, Bridges to Housing Stability, Vol. of America, HopeWorks, Health Dept., Family and Children's Services, Dept. of Community Resources and Services
CoC Board	The Howard County Coalition to End Homelessness (formerly Continuum of Care) was re-configured and expanded in 2018. The Coalition consists of 23 agencies, and satisfies the requirements of HUD to have a planning body to act on the community's behalf in relation to homelessness. The Coalition is responsible for creating and driving a system of care that responds to the needs of homeless individuals and families in Howard County. The mission of the Coalition is to make homelessness a rare, brief, and non-recurring event in Howard County.	Monthly	DCRS, Grass Roots, DSS, Community Action, Health Dept, MD DHCD, Corrections, Public Schools, HopeWorks, Bridges to Housing, Humanim, DHCD, Housing Com, Volunteers of America, Community Advocates/homeless, United Way, Children's Board, Workforce Devel
Planning Committee	Support the role of Lead Agency, update Plan to End Homelessness, Review System performance, Recommend actions to the Board	Monthly	DCRS, Grass Roots, DSS, Community Action, Health Dept, MD DHCD, Corrections, Public Schools, HopeWorks, Bridges to Housing, Humanim, DHCD, Housing Com, Volunteers of America, Community Advocates/homeless, United Way, Children's Board, Workforce Devel
Ranking and Rating	Review and rank funding proposals submitted for CoC, ESG and local sources for the homeless	Quarterly	Office of Military Families, Dept. of Housing and Community Development, Community Advocates

4A. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.

Summary for Match

Total Value of Cash Commitments:	\$6,804
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$6,804

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	Howard County Gov...	08/28/2019	\$6,804

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 3. Type of source:** Government
- 4. Name the source of the commitment:** Howard County Government
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 08/28/2019
- 6. Value of Written Commitment:** \$6,804

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2021? Yes

2. Does this project propose to allocate funds according to an indirect cost rate? No

3. Select a grant term: 1 Year

A description must be entered for Quantity. Any costs without a Quantity description will be removed from the budget.

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	Program Analyst will spend approximately 504 hours at \$27 per hour (including FICA and Medicare) on outlining areas for partner coordination to meet the goals of the Plan to End Homelessness, including methods to engage CoC members and developing tools and resources to achieve common goals.	\$13,608
2. Project Evaluation		
3. Project Monitoring Activities		
4. Participation in the Consolidated Plan		
5. CoC Application Activities		
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System	The Program Analyst will spend approximately 504 hours at \$27 per hour (including FICA and Medicare) on researching methods to evaluate Coordinated Entry systems, when and how to make shifts, and summarizing areas for action based on research, highlights from the Plan to End Homelessness and Coordinated Entry committee work.	\$13,608
8. HUD Compliance Activities		
Total Costs Requested		\$27,216
Cash Match		\$6,804
In-Kind Match		\$0
Total Match		\$6,804
Total Budget		\$34,020

Click the 'Save' button to automatically calculate the Total Assistance

5A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No		
2. Other Attachment(s)	No		

Attachment Details

Document Description:

Attachment Details

Document Description:

5B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or

disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

1-Year Operation Rule.

For applicants receiving assistance for CoC planning: the project will be operated for the purpose specified in the application for any year for which such assistance is provided.

D. Explanation.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

Name of Authorized Certifying Official: Calvin Ball

Date: 09/23/2019

Title: County Executive

Applicant Organization: Howard County Government

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

X

6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/23/2019
1E. SF-424 Compliance	08/14/2019
1F. SF-424 Declaration	08/14/2019
1G. HUD 2880	08/14/2019
1H. HUD 50070	08/14/2019
1I. Cert. Lobbying	08/14/2019
1J. SF-LLL	08/14/2019
2A. Project Detail	08/14/2019

2B. Description	09/23/2019
3A. Governance and Operations	09/05/2019
3B. Committees	09/23/2019
4A. Match	08/22/2019
4B. Funding Request	08/14/2019
5A. Attachment(s)	No Input Required
5B. Certification	09/05/2019