

## **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 2018 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 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 2018 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2018 CoC Program NOFA, including the General Section Technical Correction, and all requirements and criteria met.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with the instructions found on each individual screen
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- 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 2018 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:** 09/11/2018

**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:** Capital Area Coalition on Homelessness

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 35-2306736

|                                |           |               |      |
|--------------------------------|-----------|---------------|------|
| <b>c. Organizational DUNS:</b> | 832495571 | <b>PLUS 4</b> | 0000 |
|--------------------------------|-----------|---------------|------|

### d. Address

**Street 1:** 10 North Second Street

**Street 2:** Suite 405

**City:** Harrisburg

**County:** Dauphin

**State:** Pennsylvania

**Country:** United States

**Zip / Postal Code:** 17101

### e. Organizational Unit (optional)

**Department Name:**

**Division Name:**

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

**Prefix:** Mr.

**First Name:** George

**Middle Name:** L

**Last Name:** Payne

**Suffix:**

**Title:** Projects Director

**Organizational Affiliation:** Capital Area Coalition on Homelessness

**Telephone Number:** (717) 255-6431

**Extension:**

**Fax Number:** (717) 238-5342

**Email:** [gpayne@hra-harrisburgpa.org](mailto:gpayne@hra-harrisburgpa.org)

## 1C. SF-424 Application Details

**9. Type of Applicant:** M. Nonprofit with 501C3 IRS Status

**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-6200-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):** Pennsylvania  
**(for multiple selections hold CTRL+Key)**

**15. Descriptive Title of Applicant's Project:** CACH Planning Project 2019-2020

**16. Congressional District(s):**

**a. Applicant:** PA-010  
**b. Project:** PA-010  
**(for multiple selections hold CTRL+Key)**

**17. Proposed Project**

**a. Start Date:** 12/01/2019  
**b. End Date:** 11/30/2020

**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:** Bryan

**Middle Name:** K.

**Last Name:** Davis

**Suffix:**

**Title:** Chair

**Telephone Number:** (717) 255-3000  
**(Format: 123-456-7890)**

**Fax Number:** (717) 238-5342  
**(Format: 123-456-7890)**

**Email:** bdavis@hra-harrisburgpa.org

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

**Date Signed:** 09/11/2018



# 1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - Form 2880**  
**U.S. Department of Housing and Urban Development**  
**OMB Approval No. 2510-0011 (exp.11/30/2018)**

## Applicant/Recipient Information

### 1. Applicant/Recipient Name, Address, and Phone

**Agency Legal Name:** Capital Area Coalition on Homelessness

**Prefix:** Mr.

**First Name:** Bryan

**Middle Name:** K.

**Last Name:** Davis

**Suffix:**

**Title:** Chair

**Organizational Affiliation:** Capital Area Coalition on Homelessness

**Telephone Number:** (717) 255-3000

**Extension:**

**Email:** bdavis@hra-harrisburgpa.org

**City:** Harrisburg

**County:** Dauphin

**State:** Pennsylvania

**Country:** United States

**Zip/Postal Code:** 17101

**2. Employer ID Number (EIN):** 35-2306736

**3. HUD Program:** Continuum of Care Program

**4. Amount of HUD Assistance Requested/Received:** \$55,940

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, city and state) of the project or activity:** CACH Planning Project 2019-2020 10 North Second Street Harrisburg Pennsylvania

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.** No

### 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 this information is true and complete.

**I AGREE:**

**Name / Title of Authorized Official:** Bryan Davis, Chair

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

**Date Signed:** 08/08/2018

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Capital Area Coalition on Homelessness

**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 ---<br>(1) The dangers of drug abuse in the workplace<br>(2) The Applicant's policy of maintaining a drug-free workplace;<br>(3) Any available drug counseling, rehabilitation, and employee assistance programs; and<br>(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 ---<br>(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<br>(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 ---<br>(1) Abide by the terms of the statement; and<br>(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 hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and**

X

**accurate.**

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:** Bryan

**Middle Name:** K.

**Last Name:** Davis

**Suffix:**

**Title:** Chair

**Telephone Number:** (717) 255-3000  
**(Format: 123-456-7890)**

**Fax Number:** (717) 238-5342  
**(Format: 123-456-7890)**

**Email:** bdavis@hra-harrisburgpa.org

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

**Date Signed:** 09/11/2018

## **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:** Capital Area Coalition on Homelessness

**Name / Title of Authorized Official:** Bryan Davis, Chair

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

**Date Signed:** 09/11/2018

# 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:** Capital Area Coalition on Homelessness  
**Street 1:** 10 North Second Street  
**Street 2:** Suite 405  
**City:** Harrisburg  
**County:** Dauphin  
**State:** Pennsylvania  
**Country:** United States  
**Zip / Postal Code:** 17101

**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.

X

**Authorized Representative**

**Prefix:** Mr.

**First Name:** Bryan

**Middle Name:** K.

**Last Name:** Davis

**Suffix:**

**Title:** Chair

**Telephone Number:** (717) 255-3000  
**(Format: 123-456-7890)**

**Fax Number:** (717) 238-5342  
**(Format: 123-456-7890)**

**Email:** bdavis@hra-harrisburgpa.org

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

**Date Signed:** 09/11/2018



## 2A. Project Detail

**1a. CoC Number and Name:** PA-501 - Harrisburg/Dauphin County CoC

**1b. Collaborative Applicant Name:** Capital Area Coalition on Homelessness

**2. Project Name:** CACH Planning Project 2019-2020

**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.**

The Capital Area Coalition on Homelessness (CACH), which is the collaborative applicant for CoC PA501, will utilize planning funds for the following activities:

- Design and carry out the collaborative process for the application to HUD
- Prepare and submit the CoC’s application for CoC Program funds
- Evaluate the outcomes of projects funded through CoC and ESG program grants
- Participate in the Consolidated Plan(s) process of the jurisdictions within the City of Harrisburg and County of Dauphin
- Further develop the CoC system including Coordinated Entry and Assessment
- Conduct sheltered and unsheltered Point-in-Time counts
- Monitor recipients and sub-recipients compliance with program Requirements

**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 planning activities are ongoing and continual annual activities.

The preparation and submission of CoC application and collaborative process will take place when HUD releases the NOFA in 2018 for the next round of applications.

Outcome evaluation for HUD SHP funded projects will be conducted annually, and since the individual projects have varying dates of APR submission, the annual date for collection of APRs for review will be fixed to the month of the CoC submission.

Evaluation of ESG project outcome will be conducted in August of each year, one month after ESG local project term end. HMIS, APR, and CAPER reports will be utilized in the process. Participation with the consolidated plans of the City of Harrisburg is related to the ESG and CDBG release of funding request around February and CACH will participate in advising and ratifying the homeless portions of the City’s consolidated plan at that time. Participation with the consolidated plans of the County of Dauphin is related to their ESG request for funding proposal in December and CACH will participate in advising and ratifying the homeless portions of the County’s consolidated plan at that time. Point in Time counts are conducted the last Wednesday in January and CACH leads that effort at that time. Finally, CACH’s efforts to increase its continuum with new and relevant members continues throughout the year.

The Coordinated Assessment will be developed and assessed throughout the grant period with meetings every month by CACH and the service delivery committee to determine its implementation and effectiveness.

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

The planning project enables CACH to improve accountability of HUD CoC and ESG projects by providing APR and performance monitoring on an annual basis. Projects can now be monitored at a local level and yearly which ensures that feedback is timely and relevant, and provide underperforming or noncompliant projects a reasonable length of time to progress and correct these issues. Enforcement can lead to the CoC not choosing to fund or ranking poor performing projects in lower tiers, and visa versa for higher performing evidence based ones.

The funds allow CACH to execute events that informs project outcomes, such as the annual PIT count with new reporting specifications each year including on hardest to poll populations such as unsheltered persons.

The grant will help CACH provide evaluative outcomes tools such as Coordinated Entry and Assessment and to expand HMIS as needed with new programs to achieve ending CH and family and youth homelessness by 2020.

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

CACH will seek volunteer and other resources to maintain its core planning and evaluation of its 10-Year Plan without this funding. CACH will also continue to look for additional planning funds to conduct planning activities outside the CoC's core planning activities.

### 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  |
|---|---|-------------------|---|
| Service Delivery and Data Collections Committee | The Service Delivery and Data Collection Committee combined, follow the CoC ten year Blueprint as its guide, carrying out the actions steps on homeless service goals. This includes reducing homeless recidivism, lowering shelter length of stay, improving access to mainstream resources, Project Homeless Connect, training, etc. This committee is charged with annually examining and making recommendations to the Coordinated Entry process and CoC and ESG Written Standards. To achieve this, the group combines with Data Collection and Needs Analysis responsibilities such as serving as the advisory board for HMIS, carrying out the annual PIT, HIC and providing regular data analysis reports to guide the standards and services throughout the CoC. | Monthly           | CACH, YWCA, Shalom House, Dauphin County Mental Health and Intellectual Disabilities, Homeless School liaison, Dauphin County Public Housing Authority, Brethren Housing Association, Downtown Daily Bread Drop In Center, Center for Peace and Justice |
| Education and Public Awareness                  | Promote the vision, mission, activities of CACH and all its members for the sake of educating the public on local homeless issues and trends and to garner resources to end homelessness  | Monthly           | CACH, Brethren Housing, Foundation for Enhancing Communities, United Way of the Capital Region  |
| Housing Committee                               | The Housing Committee follows the housing goals of the CoC ten year blueprint which include expanding affordable housing opportunities, increasing subsidized housing for the target population, and developing the homeless preference for public and other housing opportunities. It meets and is chaired by Dauphin County Public Housing staff and volunteers.  | Monthly           | Dauphin County Housing Authority, Harrisburg Housing Authority, Local Housing Options Team, Local Lead Agency and CACH, Center for Independent Living, Pennsylvania Housing and Finance Authority, YWCA   |
| Homeless Prevention Committee                   | The Prevention Committee is tasked with identifying goals and pursuing initiatives CoC wide that will prevent near homeless at risk individuals from becoming homeless. This includes exploring causes such as unaffordable housing, low income and income management, and overcoming barriers or gaps for example through employment development and expanding representative payee options.   | Monthly           | CACH, Dauphin County Housing Authority, Brethren Housing Association, Community Action Commission, YWCA, Pinnacle Health  |
| Steering Committee                              | Provides oversight for all committees, and promotes the function and mission of the Coalition. This is the central committee that is the board for CACH. As such it ratifies policies, standards, procedures, budget, and executive action  | Monthly           | CACH, County and City PHAs, City of Hbg, Dauphin County, Homeless Participant, YWCA, BHA, Shalom House, Community Action Commission, United Way, Foundation for Enhancing Communities   |

## 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:    | \$18,644 |
| Total Value of In-Kind Commitments: | \$0      |
| Total Value of All Commitments:     | \$18,644 |

**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 | Private | Capital Area Coal... | 09/11/2018         | \$18,644             |

## Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 3. Type of source:** Private
- 4. Name the source of the commitment:** Capital Area Coalition on Homelessness  
**(Be as specific as possible and include the office or grant program as applicable)**
- 5. Date of Written Commitment:** 09/11/2018
- 6. Value of Written Commitment:** \$18,644

## 4B. Funding Request

**1. Will it be feasible for the project to be under grant agreement by September 30, 2020?** 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<br>(max 400 characters)  | Annual Assistance Requested (Applicant) |
|---|---|---|
| <b>1. Coordination Activities</b>                               | 1073 hours @ \$25 an hour for coordination meetings, sub-committees, coordinated assessment development, coordinated blueprint implementation, expansion of HMIS.                         | \$26,835                                |
| <b>2. Project Evaluation</b>                                    | 108 hours @ \$25 an hour for evaluating projects, APRs, CAPER goals, HUD matrix goals and comparison over 3 years for adequate analysis of performance.                                   | \$2,704                                 |
| <b>3. Project Monitoring Activities</b>                         | 196 hours @ \$25 an hour for monitoring HUD SHP and ESG projects, gathering reports and client documents and site visits as needed.   | \$4,897                                 |
| <b>4. Participation in the Consolidated Plan</b>                | 216 hours @ 25 an hour for participating with the City of Harrisburg and separately with the County of Dauphin in their consolidated plan as it relates to homeless planning and funding. | \$5,407                                 |
| <b>5. CoC Application Activities</b>                            | 427 hours @ 25 an hour for coordinating the CoC application which includes completing Exhibit 1 and checking, evaluating and ranking, and submitting Exhibit 2 applications and renewals. | \$10,689                                |
| <b>6. Determining Geographical Area to Be Served by the CoC</b> |   | \$0                                     |
| <b>7. Developing a CoC System</b>                               | 108 hours @ 25 an hour to network, advertise, updated website necessary, to maintain current and expand relevant stakeholder involvement in a comprehensive CoC system                    | \$2,704                                 |
| <b>8. HUD Compliance Activities</b>                             | 108 hours @ 25 an hour to oversee CoC HUD compliance activities.  | \$2,704                                 |
| <b>Total Costs Requested</b>                                    |   | \$55,940                                |
| <b>Cash Match</b>   |   | \$18,644                                |
| <b>In-Kind Match</b>  |   | \$0                                     |
| <b>Total Match</b>  |   | \$18,644                                |
| <b>Total Budget</b>   |   | \$74,584                                |

**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:** Bryan Davis

**Date:** 09/11/2018

**Title:** Chair

**Applicant Organization:** Capital Area Coalition on Homelessness

**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) | 09/11/2018        |
| 1E. SF-424 Compliance                | 09/11/2018        |
| 1F. SF-424 Declaration               | 09/11/2018        |
| 1G. HUD 2880                         | 09/11/2018        |
| 1H. HUD 50070                        | 09/11/2018        |
| 1I. Cert. Lobbying                   | 09/11/2018        |
| 1J. SF-LLL                           | 09/11/2018        |
| 2A. Project Detail                   | 09/11/2018        |

|   |         |            |
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|--------------------------------------|-------------------|
| <b>2B. Description</b>               | 09/11/2018        |
| <b>3A. Governance and Operations</b> | 09/11/2018        |
| <b>3B. Committees</b>                | 09/11/2018        |
| <b>4A. Match</b>                     | 09/11/2018        |
| <b>4B. Funding Request</b>           | 09/11/2018        |
| <b>5A. Attachment(s)</b>             | No Input Required |
| <b>5B. Certification</b>             | 09/11/2018        |