


Oklahoma Department of Commerce  
Office of Community Development

Application for Financial Assistance FY 2012 Emergency Solutions Grant Program

<p>1.a. Type of Submission  <input type="checkbox"/> Rehabilitation/Conversion  <input checked="" type="checkbox"/> Non Rehabilitation/Conversion</p>	<p>2.a. Has the Shelter received ESG funds in previous years? If yes, indicate which year and contract numbers. 5039 ESG 92 7171 ESG 95 8038 ESG 97 8415 ESG 98 11684 ESG 05 11244 ESG 06 14202 ESG 10</p>																				
<p>3a. Applicant Name (Sponsor) The City of Norman</p>	<p>3b. Shelter Name The Salvation Army, A Georgia Corporation</p>																				
<p>3c. Applicant address PO Box 370, Norman, OK 73070</p>	<p>3d. Shelter mailing address, street address PO Box 1092; 318 E. Hayes, OK 73069</p>																				
<p>3e. Applicant contact name, email address and phone number Linda Price 405-366-5439 Linda.price@normanok.gov</p>	<p>3f. Shelter contact name, email address and phone number Major Dan Proctor 405-246-1070 Dan_Proctor@uss.salvationarmy.org</p>																				
<p>3g. County Cleveland</p>	<p>3h. County Code 14</p>																				
<p>4. Employer Identification Number (EIN)  <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">—</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">0</td> </tr> </table> </p>	7	3	—	6	0	0	5	3	5	0	<p>4.a. DUNS Number  <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">4</td> <td style="width: 20px; text-align: center;">0</td> </tr> </table> </p>		1	0	1	5	0	1	2	4	0
7	3	—	6	0	0	5	3	5	0												
1	0	1	5	0	1	2	4	0													
<p>5. Applicant Category  <input checked="" type="checkbox"/> City/Town    <input type="checkbox"/> County  <input type="checkbox"/> Community Action Agency</p>	<p>6. Estimated # beneficiaries We will be able to assist over 125 households (400 individuals) with this project.</p>																				
<p>7. Contract Start Date: <b>October 1, 2012</b> Contract Ending Date: <b>September 30, 2013</b></p>	<p>8. Requested Funding for this Project:</p>																				
<p>9. Description of Project: Operations, Homeless Prevention and Rapid Re-Housing.</p>	<p>Applicant (Match)</p>	<p>\$100,000</p>																			
	<p>ESG Request</p>	<p>\$100,000</p>																			
	<p>Other (Additional Funds)</p>	<p>\$</p>																			
	<p><b>Total Project:</b></p>	<p><b>\$200,000</b></p>																			
<p>10a. Applicant State Legislative Districts (list individual county and district #) House 44, 45, 46, and 53; Senate 15, 16, and 17  10b. Shelter State Legislative Districts (list individual county and district #) House 44, 45, 46, and 53; Senate 15, 16, and 17</p>	<p>11. Does the Applicant have any ODOC audit exceptions?  <input type="checkbox"/> Yes, if "yes" attach explanation  <input checked="" type="checkbox"/> No</p>																				
<p>12. To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized the Governing Body of the Applicant and the applicant will comply with the attached assurances if the assistance is awarded.</p>	<p>12a. Name/Title of Authorized Representative: Cindy S. Rosenthal, Mayor of the City of Norman</p>																				
<p>12b. Signature of Authorized Representative:</p>																					
<p>12d. Date Signed:</p>																					



DOING THE MOST GOOD™

*The Salvation Army Norman*

*Emergency Solutions Grant 2012-2013*

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**COMMUNITY NEEDS**

I-1. Due to the tremendous need in our county for these types of funds, we are applying for both tiers of funding, but will accept either tier if awarded.

In 2012, there were a total of 616 documented homeless persons in Cleveland County. This includes 491 households, with 393 of those households being unsheltered. While some homeless families and individuals are housed in emergency shelter or transitional housing, 456 total people were unsheltered during the Point in Time count in 2012. 269 children were unsheltered, and 11 children were in transitional shelter.

Clearly the need for services for homeless persons in Cleveland County is demonstrated in these numbers. In our agency alone we provided over 9,000 nights of lodging in our emergency shelter. The agencies in our service area are serving men, women, families, and children in every way possible.

I-2. Data showing proof of need is collected through the Point in Time count and through the "Homeless Management Information System" (HMIS) and our own in-house statistical tracking system.

## **PROPOSED USE OF FUNDS**

II-1. The sub-populations that our shelter serves include: Children and Youth, Chronic Substance Abuser, Co-Occurring Disorders, Expectant Mothers, Persons with HIV/AIDS, Mentally Ill, Veterans, Victims of Domestic Violence, Chronic Homeless

II-2. The Salvation Army operates an on-site Emergency Shelter and provides accompanying services to homeless clients. Our emergency shelter is the only program in Cleveland County that provides immediate housing for the homeless. Our shelter has 7 beds for men, 6 beds for women, and 1 family room furnished with 2 beds and several cots. In addition we have 32 cots to be used as overflow units during inclement weather.

Upon entry into our shelter, clients are provided with sleeping quarters, showers, laundry facilities, and hygiene products.

We provide breakfast and dinner 365-days a year, free and open to the public. We are available to walk-ins and those who have just been released from jail, the hospital, or mental health services every day, including holidays. The Salvation Army partners with area hospitals and agencies to accept individuals being discharged from their programs.

Greater emphasis is placed on helping people quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. We will expand homeless prevention and add a new rapid-rehousing assistance component.

II-3. Although we are not requesting funding for Street Outreach at this time, The Salvation Army Norman does implement Street Outreach services during times of disasters. While every disaster is unique and creates its own special needs, the core of The Salvation Army's disaster program consists of several basic services (Food Service, Shelter, Emergency Assistance, Donation Management, Emotional and Spiritual Care, Emergency Communications, Disaster Case Management, Clean-Up & Reconstruction and Partnerships). While these services address many of the typical needs of a disaster survivor, Salvation Army disaster relief is also flexible. Our services are adapted to the specific needs of individuals and communities and scalable according to the magnitude of the disaster. The Salvation Army is well known for arriving at the scene of a disaster, ready to feed the victims and assist in any way possible.

II-4. The emergency shelter opens every evening at 5:00 pm for dinner, with shelter space available at 6:00 pm to begin the check-in process. The shelter serves breakfast from 7:30 am to 9:00 am each morning. Our program is the only one of its kind in Cleveland County that offers breakfast and dinner every single day of the year. The Case Management Specialist will be available during the daytime hours of 9 am – 5 pm for case management, shelter intake, referrals, and other services. Our day shelter is open on Saturday and Sunday from 9 am - 5 pm. This schedule ensures that a

Salvation Army staff member is on the property and available for clients 24 hours a day, seven days a week.

II-5. Currently, our emergency shelter provides a 5-night stay for any individual or family every 30-day period; however, we offer extensions to those individuals who have met with our Housing Director and can prove that they have obtained gainful employment or will have housing in the next 7 days. In cases of extreme weather—nighttime highs above 100° or lows below 36° --we open our shelter to everyone, regardless of how many nights they have stayed in our shelter in the last 30 days. Cots are provided for these clients to sleep in our dining area or lobby.

If awarded Emergency Solutions Grant funds, we will begin screening clients for qualification into the rapid-rehousing or prevention programs. Eligible clients that are in need of temporary shelter will be admitted into our emergency shelter while a case plan is developed and can remain until permanent housing is obtained.

II-6. There is never a charge for any service that we offer.

II-7. One way that clients will be connected to our services is via the Central System for Intake. This is a centralized system for residents of Cleveland County to call and request assistance with Prevention and Rapid-Rehousing funds. Attached you will find more information on this new collaborative effort.

The Salvation Army has a unique opportunity to reach out to clients in our Emergency Shelter to assist with rapid-rehousing, as well as to connect to clients in need of prevention services through our Social Service programs. Clients in crisis often come to us as they are in danger of becoming homeless, and we are often a first stop for them when they are newly evicted.

Once a client has visited our offices and is in need of services, they will be immediately referred to our Case Management Specialist or the Director of Social Services. At this time, the client will be screened to determine eligibility in the Prevention or Rapid Rehousing Programs. Required documentation could include agency referrals, homeless certification, identification, social security cards, income verification, notice from landlord/invoice, lease/rental agreement, and utility bills. The employee will then place the client into the qualifying program and begin administering services.

As required by the program, the employee will conduct home visits as necessary to verify habitability and to check for lead based paint. All client information will be entered into HMIS throughout the process.

II-8. Currently, clients in our Emergency Shelter meet with the Director of Social Services to access case management. Services such as referrals to partner agencies, identification recovery services (obtaining birth certificates and identification cards), clothing vouchers, backpack distribution, bus pass applications, and assistance in accessing public funds are provided for all shelter clients. For clients on an extended stay, we offer budgeting assistance, extended case planning, and housing location assistance.

Proposed program funds would allow our Case Management Specialist to take this a step further. Clients that qualify for Rapid Rehousing or Prevention programs would have access to these funds. The Case Management Specialist will conduct an initial evaluation, including verifying and documenting eligibility. Together the Case Management Specialist and the client will determine the needs, and develop an individualized housing and service plan. Once the initial crisis has been solved (whether that be locating housing, paying back rent, or preparing for housing readiness), the client would meet with the Case Management Specialist once weekly for a month. This could be in person or by phone, as determined by the housing and service plan. After the first month, a schedule would be developed regarding follow up visits as the level of assistance required is determined. Monitoring and evaluating program participants is an ongoing process.

An individualized housing and service plan might include assistance in securing and coordinating services and obtaining federal and state local benefits, service/treatment goals, barriers to obtaining housing, available resources, and objectives with measurable outcomes. The housing and service plan will allow the administering employee the ability to monitor individual client progress towards Emergency Solutions Grant program goals of housing stability, increased skills/income, and greater self-determination.

The Case Management Specialist will be responsible for all case management activities, with the Director of Social Services providing backup and oversight.

11-9. Currently, upon entry into our shelter program, clients are invited to visit with our Director of Social Services. The Director will educate clients on the availability of transitional housing programs in the area, and can provide and assist in completion of applications and referrals to these programs as necessary. She coordinates with case managers from area agencies such as Food and Shelter, Inc., Community Action Agency, East Main Place, Central Oklahoma Community Mental Health Services, and others to determine client eligibility into these programs and to assist with the application process.

If awarded Emergency Solutions Grant program funds, the Case Management Specialist will take the above listed actions to determine program eligibility. If a client is in need of permanent housing, the Case Management Specialist will work with area landlords, assist with rental applications, and determine housing barriers. Following the individualized housing and service plan, qualifying expenses will be determined and action steps for the client would be set in place. These might include budgeting, employment search, counseling sessions, or debt reduction services.

11-10. The services that will be provided address the needs of the households serviced will allow them to become self-sufficient first by taking them out of their state of crisis. It is difficult for people to plan, find employment, budget, and follow a case plan when each night they are worried about where they are going to sleep. With a secure place to live, clients can focus on increasing their income, as well as developing the skills that they need to become self-sufficient. Having a stable home gives people the confidence needed to take the necessary steps to becoming a contributing member of society.

## **PERFORMANCE MEASURES**

III-1. Local performance measures are as follows:

- Number of clients that move from emergency shelter into permanent housing
- Number of clients that report that our shelter is safe and secure
- Number of clients that increase income during their stay in our emergency shelter

III-2. If awarded both tiers, we expect to be able to serve 2,500 clients in our emergency shelter, rapid-rehousing, and prevention programs.

III-3. Data will be collected via the “Homeless Management Information System” (HMIS) and our own statistical tracking program.

## **COMMUNITY AND LOCAL GOVERNMENT COMMITMENT**

IV-1. The Salvation Army is able to provide documentation of matching funds, as demonstrated in the ODOC-1 form.

IV-2. Although we are not using these funds for match, we would like to provide information on the following programs that demonstrate community commitment to our program:

- \$155,000 raised in our Christmas Red Kettle Program
- \$12,900 Share the Warmth allocation to provide utility assistance
- \$6,600 Lend A Hand allocation to provide utility assistance
- \$2,157 Oklahoma Fuel Funds allocation to provide utility assistance
- \$25,000 United Way allocation for Emergency Shelter
- \$35,000 United Way allocation for Social Services
- Weekly food donations provided by Olive Garden, Kentucky Fried Chicken, and Starbucks, as well as the local Farmers Market

## **CONTINUUM OF CARE REQUIREMENTS**

V-1. The Continuum of Care of Cleveland County is a very active group. Attached you will find additional information explaining how the Continuum in our area operates. The Director of Social Services from The Salvation Army Norman is a member of the Continuum of Care Leadership Committee and helps make critical decisions within the Continuum. This group meets monthly for strategic planning purposes.

The Salvation Army is an integral part of the Continuum of Care in Cleveland County. As the only walk-in emergency shelter in the county, we serve as the first place that other agencies can refer the clients that are in need of emergency shelter.

The proposed services fit well into the local Continuum of Care Action plan because the services are addressing the immediate need for rapid rehousing and prevention in our area. Our Continuum is focused on ending and preventing homelessness, and these funds would help us to achieve those goals.

Attached you will find our CoC Agreement for HMIS Data Entry.

V-2. There are many different agencies that provide a plethora of services in Cleveland County. These include transitional housing programs, programs that provide rent and utility assistance, and health services, among others. The mainstream service providers in our area meet regularly as a group called the Cleveland County Assistance Network. At these meetings, which also include the City of Norman and the United Way, we discuss what funding is available, which programs are beginning and ending, and the requirements to apply for available assistance. This, along with the Continuum of Care meetings, allows us unique opportunities for collaboration with other agencies. We are always aware of which agencies have funding and how it is being spent.

Another benefit of this collaboration is that we are constantly communicating and are able to refer clients to the various programs in most cases with a written referral, phone call or e-mail.

V-3. The agencies with which we regularly meet and collaborate on a regular basis include Food and Shelter, Inc., Community Action Agency, East Main Place, Thunderbird Clubhouse, Bridges, and the Department of Human Services. The City of Norman and the United Way of Norman are very active in our collaborations as well, and this enables us to have all updated resources posted on the United Way website as well as 211.

V-4. Our shelter residents are invited to complete a survey upon exit from the shelter. Attached you will find a copy of this survey. The survey asks several simple questions, and is completely confidential. This survey allows us to see the areas in which improvement is needed, such as a need for more case management. The discovery that many of our clients felt that we were lacking in that area led to our addition of a Case Management Specialist in our office. Another example is the clients expressed a need for a bicycle rack, so that they are able to secure their bicycles during dinner and overnight. We were able to then get a bicycle rack donated from the City of Norman. We



are consistently looking for cost-effective ways to expand and improve services, and the input that we receive from clients is invaluable.

Additionally, our Director of Social Services is a formerly homeless individual. Her experiences give her a unique perspective when making decisions regarding policy and procedures. Having experienced homelessness and overcoming barriers to obtaining permanent housing, she brings an understanding to the struggles that these clients face, and can offer suggestions regarding the best way to serve the clients that find themselves newly homeless or in danger of losing their housing. We intend to place a formerly homeless member of the community onto our Advisory Board when an opening becomes available.

## MATCH CERTIFICATION

**SOURCES OF LOCAL MATCH:**

[Attach supporting documentation for available match. Documentation should reflect funding availability during the ESG contract year.]

**Other Federal (including pass-through funds, e.g., City CDBG, County FEMA, etc.)**

	\$	0	
	\$	0	
	\$	0	
	\$	0	

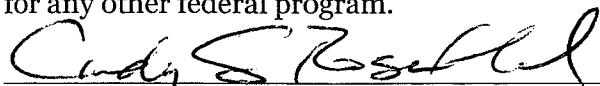
**State/Local Government Funding**

	\$	0	
	\$	0	
	\$	0	
	\$	0	

**Private (including recipient) Funding**

Fund Raising/Cash	\$	91,400	
Loans	\$	0	
Building Value or Lease	\$	0	
Donated Goods	\$	8,600	
Donated Computers	\$	0	
New Staff Salaries	\$	0	
Volunteers (\$5/hr)	\$	0	
Volunteer Medical/Legal	\$	0	
Other (specify)	\$	0	

I certify that the match funds have been identified and committed to support the proposed ESG project and have not been used to match previous ESG awards (i.e. the value of a donated building used as match in a 2010 ESG award cannot be used as match in 2011). This form is a description of the sources and amounts of such match funds, which are not being used as match for any other federal program.

  
Signature/Title

6-11-12  
Date

ODOC -1  
ESG 2012

**ODOC 2 – Local Government Certification**

**Emergency Solutions Grant (ESG) Program  
To be submitted by the Units of General Local Government Applicants**

I, Cindy S. Rosenthal, Chief Elected Official of the City of Norman, certify that the units of general local government will comply with the following:

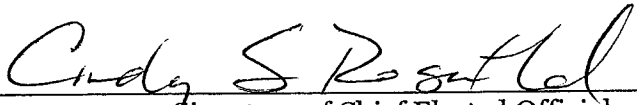
1. The requirements of 24 CFR Sec. 576.53 and the January 9, 1989, Federal Register Notice of Fund Availability; Amended Program Requirements, concerning the continued use of buildings for which Emergency Solutions Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services, concerning the population to be served.
2. The building standards requirement of 24 CFR Sec. 576.55.
3. The requirements of 24 CFR Sec. 576.56, concerning assistance to the homeless.
4. The requirements of 24 CFR Sec. 576.57, other appropriate provisions of 24 CFR Part 576, and other applicable Federal laws concerning nondiscrimination and equal opportunity.

I further certify that the units of general local government will comply with the provisions of, and regulations and procedures applicable under, section 104(g) of the Housing and Community Development Act of 1974 with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.

I further certify that the units of general local government and the shelter(s) conducting activities, funded in whole or in part with McKinney Act funds, to assist the homeless population in this jurisdiction, will administer, in good faith, a policy designed to ensure that the assisted homeless facility is free from the illegal use, possession, or distribution of drugs or alcohol by its beneficiaries.

I further certify that the submission of an application for an emergency solutions grant is authorized under state and/or local law and that the local government possesses legal authority to carry out emergency solutions grant activities in accordance with applicable law and regulations of the Department of Housing and Urban Development.

Cindy S. Rosenthal, Mayor of the City of Norman  
Name of Chief Elected Official and Title

  
Signature of Chief Elected Official

May 22, 2012  
Date

ODOC -2  
ESG 2012

**ODOC 5 Applicant Assurances**

**Emergency Solutions Grant (ESG) Program  
To be submitted by all Applicants**

I, Cindy S. Rosenthal, Mayor of the City of Norman (title) certify that if awarded FY 2011 Emergency Solutions Grant funding, this Unit of Local General Government does assure:

1. Homeless individuals and families will be given assistance in obtaining:

Appropriate case management, essential services, including transitional housing, permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and

Other Federal, State, local, and private assistance available for such individuals.

2. Homeless individuals will be provided the opportunity for participation on the policymaking entity in accordance with 42 U.S.C. 11375 (d).
3. Homeless individuals and families will be involved in providing work or services pertaining to facilities or activities assisted under this part, in accordance with 42 U.S.C. 11375 (c) (7).

Cindy S. Rosenthal, Mayor of the City of Norman

Name and Title of Chief Elected Official (or) Executive Director of CAA

Cindy S Rosenthal  
Signature

May 22, 2012

Date

ODOC-5  
ESG 2012

## ODOC 6 – Program Certifications

### Emergency Solutions Grant Program (ESG) Certifications

I, Cindy S. Rosenthal, Mayor  
(Signature of Authorized Representative) (title)

of the City of Norman certify that the organization will comply with the following:  
(name of organization)

**Consolidated Plan** – The 2010 HUD-approved Consolidated Plan.


**Consistency with Plan** – Housing activities to be undertaken with ESG funds are consistent with the strategic plan.

**Confidentiality** – Grant subrecipients must develop and implement procedures to ensure:  
(1) The confidentiality of records pertaining to any individual provided with assistance; and  
(2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

**Discharge Policy** – Grant subrecipients must agree to develop and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

**Affirmatively Further Fair Housing** -- The local government or nonprofit will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**HMIS** – HUD’s standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information. (Domestic Violence Shelters exempt as stated in “VAWA Protections”)

  
Cindy S. Rosenthal, Mayor of the City of Norman  
Authorized Signature/Official Title

May 22, 2012  
Date

**ODOC-6  
ESG 2012**

**Certification of Consistency  
With the Consolidated Plan**

**U.S. Department of Housing  
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

(Type or clearly print the following information :)

**Applicant Name:** Salvation Army, A Georgia Corporation

**Project Name:** ESG 2012

**Location  
of the Project:** 318 E. Hayes, Norman, OK 73069

**Name of the Federal  
Program to which the  
applicant is applying:** Emergency Solutions Grant

**Name of Certifying  
Jurisdiction:** City of Norman

**Certifying Official of the  
Jurisdiction Name:** Linda R. Price

**Title:** Revitalization Manager

**Signature:** 

**Date:** May 23, 2012

**Form  
HUD-2991**

**Certification of Consistency  
With the Consolidated Plan**

**U.S. Department of Housing  
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

(Type or clearly print the following information :)

**Applicant Name:** Salvation Army, A Georgia Corporation

**Project Name:** ESG 2012

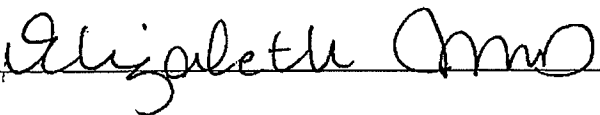
**Location  
of the Project:** 318 E. Hayes Norman OK 73069

**Name of the Federal  
Program to which the  
applicant is applying:** Emergency Solutions Grant

**Name of Certifying  
Jurisdiction:** City of Moore

**Certifying Official of the  
Jurisdiction Name:** Elizabeth Jones

**Title:** Director of Community Development

**Signature:** 

**Date:** May 23, 2012

**Form  
HUD-2991**

## ODOC 7 - Certification for Drug-Free Workplace

I, Cindy S. Rosenthal, Mayor  
(Signature of Authorized Representative) (title)

of the City of Norman, certify that the organization will comply with the  
(name of organization)

following:

**Drug-Free Workplace** --It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. 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 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - a. (a) Abide by the terms of the statement; and
  - b. (b) 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;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) 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 Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
  - a. 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
  - (b) 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;
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

### Additional Instructions for Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD,



in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

- 3 Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- 4 Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
- 5 If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
- 6 The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

201 W. Gray, Norman, Cleveland County, OK 73069

Place of Performance (Street address, city, county, state, zip code)

Check \_\_\_ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

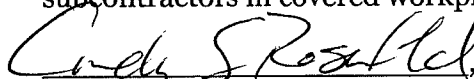
7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub recipients or subcontractors in covered workplaces).

  
Cindy S. Rosenthal, Mayor  
Authorized Signature & Official Title

May 22, 2012

Date

ODOC-7  
ESG 2012

**ODOC 8 – Anti-Lobbying Certification**

**Certification for  
EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)**

I, Cindy S. Rosenthal, Mayor  
(Signature of Authorized Representative) (title)

of the City of Norman, certify that the organization will comply with the  
(name of organization)

following:

**Anti-Lobbying** --To the best of the local government's or nonprofit's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, 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 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, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 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.

Additional Instructions for Lobbying Certification

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.

Cindy S. Rosenthal Mayor  
Authorized Signature & Official Title

May 22, 2012  
Date

**ODOC-8  
ESG 2012**

**ODOC 10 - Additional Funds Documentation**

The list of all sources of additional funds not included as match to be used to carry out your proposed project. *Be specific.*

Source(s) of Additional Funds:	Amount of Additional Funds
Lend a Hand Utility Assistance Program _	\$200 _____
Share the Warmth Utility Assistance Program	\$200 _____
United Way Utility Assistance Funds _____	\$600 _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1.1 Total additional funds committed to the FY'12 ESG Program:  
 \_\_\_\_\_ \$ 1,000 \_\_\_\_\_

**In the case of a tie, any additional funds listed on this form will be utilized as a tiebreaker. If points are awarded because of a tie, the additional funds as listed and as committed will be monitored by ODOC for compliance. Additional Funding awards must overlap the ESG funding period to be eligible.**

ODOC -10 ESG 2012
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**Oklahoma Department of Commerce  
Office of Community Development  
Emergency Solutions Grant Program  
REQUEST FOR RELEASE OF FUNDS AND CERTIFICATION**

Contractor Name: City of Norman, OK		Contract Number	
Address: PO Box 370 Norman, OK 73070		Date of Request	
Project Description (Brief): Emergency Solutions Grant 2012			
REQUIREMENTS	DOCUMENTATION	Items Included	State Use Only
Environmental Review	A. Categorically Excluded/Exempt Activity - Form 702-B & Sample 702-4 are attached. B. Categorically Excluded Activity - Form 702-B & Form 702-D, Sample 702-6 are attached.	N/A	
a. Nonprofit			
b. Other Than Nonprofits	A. Categorically Excluded/Exempt Activity - I hereby state Form 702-B has been completed and Sample 702-4 is attached. B. Categorically Excluded Activity - I hereby state Form 702-B has been completed and Form 702-D, Sample 702-7 are attached.	XXX	
c. If project is located in the Floodplain	Proof of Floodplain and Wetland Publication - Sample 702-3 is attached.	N/A	
d. Activities that make physical changes to buildings or sites	Property has been cleared by the Historic Preservation Office and Correspondence is attached.	N/A	
OTHER	Contract Conditions, listed in Part II of ODOC contract. Copy of signed agreement with Shelter, if applicable.	XXX	
Signature of Authorized Official: <u><i>Cindy S Rosenthal</i></u>			
Name & Title of Authorized Official: <u>Cindy S. Rosenthal, Mayor of the City of Norman</u>			
Date: <u>May 22, 2012</u>			

## Categorical Exclusion Not subject to §58.5 Determination for Activities Listed at 24 CFR §58.35(b)

Grant Recipient: City of Norman Project Name: Salvation Army ESG  
 Project Description (Include all actions which are either geographically or functionally related):  
Operations and maintenance, homeless prevention and rapid rehousing activities

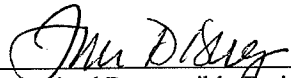
Location: \_\_\_\_\_  
 Funding Source: CDBG HOME ESG HOPWA EDI Capital Fund Operating Subsidy Hope VI Other  
 Estimated Funding Amount: 100,000 Grant Number: \_\_\_\_\_

I have reviewed and determined that the abovementioned project is a Categorical Excluded activity (not subject to §58.5) per 24 CFR §58.35(b) as follows:

<input type="checkbox"/>	58.35(b).1. Tenant-based rental assistance;
<input checked="" type="checkbox"/>	58.35(b) 2. Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, and Federal government benefits and services;
<input type="checkbox"/>	58.35(b) 3. Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs;
<input type="checkbox"/>	58.35(b) 4. Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
<input type="checkbox"/>	58.35(b) 5. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payment assistance, interest buy-downs, and similar activities that result in the transfer of title.
<input type="checkbox"/>	58.35(b). 6. Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.
<input type="checkbox"/>	58.35(b). 7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under this part, if the approval is made by the same responsible entity that conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under §58.47.

The responsible entity must also complete and attach the **§58.6 Compliance Checklist**. By signing below the Responsible Entity officially determines in writing that each activity or project is Categorical Excluded (not subject to §58.5) and meets the conditions specified for such exclusion under section 24 CFR §58.35(b). This document must be maintained in the ERR.

AUTHORIZED RESPONSIBLE ENTITY OFFICIAL:

  
 Authorized Responsible Entity Signature

6-11-12  
 Date

LISA D. KRIEG  
 Authorized Responsible Entity Name (printed)

GRANTS PLANNER  
 Title (printed)

property in consequence of any act or omission by **Subcontractor**. **Subcontractor** shall, within limitations placed on such entities by state law, save harmless the State of Oklahoma and the City of Norman (contractor), their agents, officers, and employees from any claim or amount recovered as a result of infringement of patent, trademark, copyright, or from any claim or amounts arising or recovered under Workers' Compensation Law or any other law.

#### **7. Modification**

- a. This contract is subject to such modification as may be required by federal or state law or regulations.
- b. Except as otherwise provided in this contract, the work and services to be performed and the total contract amount may be modified only upon written agreement of the duly authorized representatives of the parties.

#### **8. Termination OR Suspension**

This contract may be terminated or suspended in whole or in part at any time by written agreement of the parties.

### **PART III - SPECIFIC TERMS AND CONDITIONS**

1. The **Subcontractor** shall provide assistance to the homeless in compliance with 24 CFR, Part 576.
2. Actual emergency shelter activities and services to be provided are as specified in **Attachment "B"** to this document.
3. The **Subcontractor** assures that no assisted renovation, rehabilitation, or conversion activities will affect historic properties, flood plains, endangered species or prime farmland.
4. **Subcontractor** specifically certifies and assures that it will comply with applicable terms of the following statutes, regulations and executive orders:

#### **Non-Discrimination and Equal Opportunity**

Title VI of the Civil Rights Act of 1964, 42 USC 2000d, (*et. seq.*), which prohibits discrimination on the basis of race, color or national origin under any program receiving Federal funds. HUD regulations are at 24 CFR Part 1.

1. The requirements of the Fair Housing Act (42 USC 3601-19) and implementing regulations at 24 CFR Part 100.
2. Executive Order 11063 (1962) as amended by Executive Order 12259 (1981), which requires equal opportunity in housing. HUD regulations are at 24 CFR Part 107.

3. 42 USC 5309, which prohibits discrimination on the basis of race, color, national origin or sex in connection with funds made available pursuant to the Act. Section 109 also prohibits discrimination on the basis of age and disability as provided in:
  - a. Age Discrimination Act of 1975 (42 USC 6101-07) and implementing regulations at 24 CFR Part 146.
  - b. Section 504 of Rehabilitation Act of 1973 (29 USC 794) and implementing regulations at 24 CFR Part 8. For the purposes of the Emergency Solutions Grants Program, the term “dwelling units” in 24 CFR Part 8 shall include sleeping accommodations.
4. Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u), which requires that, to the greatest extent feasible, opportunities for training and employment be provided to lower-income persons in the project area that contracts for work in connection with the project be awarded to businesses in, or owned in substantial part by, residents of the project area. Regulations are at 24 CFR Part 135.
5. Executive Order 11246 (1965), which prohibits discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action in connection with Federally assisted construction contracts. Regulations are at 24 CFR Part 130 and 41 CFR Part 60-1.
6. Executive Orders 11625, 12432 and 12138 requiring efforts to encourage the use of minority and women’s business enterprises in connection with activities funded by this subcontract.
7. 42 USC 11375, which requires that, to the maximum extent practicable, **Contractor** shall involve homeless individuals and families in the construction, renovation, maintenance and operation of the facilities assisted under the ESG Program and in the provision of services for occupants of these facilities.

**Affirmatively Furthering Fair Housing**

Under section 808(e)(5) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients. Sub grantees will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair Housing Act. Protected classes include race, color, national origin, religion, sex, disability, and familial status.

**Drug-Free Workplace**

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD’s implementing regulations at 24 CFR part 21 apply to HPRP. The sub grantee must have and follow policies stating that it is unlawful for employees distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- (a) Establishing an ongoing drug-free awareness program to inform employees about:
- (b) The dangers of drug abuse in the workplace;
- (c) The grantee’s policy of maintaining a drug-free workplace;
- (d) Any available drug counseling, rehabilitation, and employee assistance programs; and

- (e) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;



**Discharge Policy**

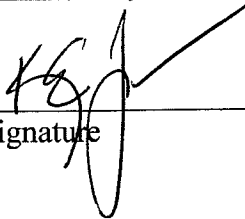
The sub grantee must have an established policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

**Lead-Based Paint**

Title IV of the Lead-Based Paint Poisoning Prevention Act (42 USC 4831, et. seq.) which prohibits the use of lead-based paint in residences for which Federal assistance is provided. Regulations found at 24 CFR Part 35.

EXECUTED BY:  
**Subcontractor (Emergency Shelter)**

The Salvation Army, A Georgia Corporation


  
\_\_\_\_\_  
Signature

Major Ken Luyk, Divisional Commander  
Name Title

June 7, 2012  
Date

EXECUTED BY:  
**Name of Contractor (Sponsor)**

City of Norman

  
\_\_\_\_\_  
Signature

Cindy S. Rosenthal, Mayor  
Name Title

May 23, 2012  
Date

(Please review pages 40- 41 before filling out this report)

**Applicant/Recipient  
Disclosure/Update Report**

U.S. Department of Housing  
and Urban Development

OMB Approval No 2510-0011

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

**Applicant/Recipient Information** Indicate whether this is an Initial Report  or an update report

1. Applicant/Recipient Name, Address, and Phone (include area code):  
City of Norman/Salvation Army, A Georgia Corporation

2. Social Security Number or Employer ID Number:  
73-6005350

3. HUD Program Name  
Emergency Solutions Grant

4. Amount of HUD Assistance Requested /Received  
\$100,000

4. State the name and location (street address, City and State) of the project or activity:  
201 W. Gray, Norman OK 73069; 318 E. Hayes, Norman, OK 73069

**Part I Threshold Determinations**

1. Are you applying for assistance for a specific project or activity?  
These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (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 the fiscal year (Oct.1-Sep.30)? For further information

Yes  No

Yes  No

If you answered, "No" to either question 1 or 2, Stop! You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

**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/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use additional pages as necessary.)

**Part III Interested Parties.** You must disclose:

- 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
- 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 in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

**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 non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: *Cindy S. Roskelley* Date: (mm/dd/yyyy)

X *Cindy S. Roskelley* May 22, 2012

(REFER TO PAGE SIX UNDER TIER 1 AND TIER 2 FOR SPENDING DESCRIPTIONS)

**Emergency Solutions Grant Program (ESG)**

**FY'12 Project Budget Summary – BOTH TIERS**

<b>COST CATEGORY</b>	<b>For Fiscal Use Only</b>	<b>ESG Requested Funds</b>	<b>Match Funds</b>	<b>Project Total</b>
<b>Tier I: 40% of Grant Funds awarded must be spent on Prevention and/or Rapid Rehousing Services</b>				
<b>Tier II: 60% of Grant Funds awarded may be spent on Prevention and/or Rapid Re-Housing Services</b>				
<b>Administration (3.75%)</b>		\$	\$	\$
<b>HMIS</b>				
<b>Emergency Shelter:</b>				
Renovation				
Operation		50,000	100,000	150,000
Essential Services				
RA Assistance				
<b>Total Emergency Shelter</b>		50,000	100,000	150,000
<b>Total Street Outreach – Essential Services</b>				
<b>Rapid Re-Housing Services</b>				
Housing Relocation and Stabilization Services		10,000		10,000
Tenant-Based Rental Assistance		15,000		15,000
Project-Based Rental Assistance				
<b>Total Rapid ReHousing</b>		25,000		25,000
<b>Homelessness Prevention Services:</b>				
Housing Relocation and Stabilization Services		10,000		10,000
Tenant-Based Rental Assistance		15,000		15,000
Project-Based Rental Assistance				
<b>Total Preventive Services</b>		25,000		25,000
<b>TOTAL</b>		\$100,000	\$100,000	\$200,000

  
 \_\_\_\_\_  
 Signature of Authorized Official

6-11-12  
 \_\_\_\_\_  
 Date

ODOC 11  
 ESG 2012

**BUDGET NARRATIVE (BOTH TIERS): For each budget category, provide a line item detail and narrative explanation of how funds will be utilized:**

**Administration**

None

**Rehabilitation/Renovation**

None

**Shelter Operation and Services**

ESG Funds - \$50,000 total. \$20,000 for staff salary, Case Management Specialist. \$4,000 for shelter supplies, including cleaning and maintenance supplies. \$8,000 for shelter utilities. \$3,000 for shelter insurance. \$5,000 for new shelter lockers. \$10,000 for shelter furnishings.

Match - \$100,000 total. \$80,000 for staff salaries, Shelter Monitors. \$8,600 food, gift in kind. \$2,500 telephone/postage costs. \$3,900 monthly extermination, including bed bug spray. \$5,000 security system.

**Street Outreach**

None

**Rapid Re-Housing Services**

\$25,000 for Rapid Rehousing costs.

**Homelessness Prevention**

\$25,000 for Homelessness Prevention costs.

**HMIS**

None



The City of  
**NORMAN**

201 West Gray • P.O. Box 370  
Norman, Oklahoma • 73070

REVITALIZATION DIVISION  
Phone: 405-366-5332

May 22, 2012

Oklahoma Department of Commerce  
Office of Community Development  
900 N. Stiles  
Oklahoma City, OK 73126

Attn: Human Development Team

The Salvation Army of Norman is the only stand alone, walk in Emergency Shelter in not only Norman but Cleveland County. This organization has a long standing tradition of service to Norman and the surrounding communities and is a current recipient of ESG funds. The Salvation Army performs excellently in their coordination of services with other continuum members and other governmental entities in the provision of services to this ever increasing population.

Ashley Jones and Kristin Martin have both worked tirelessly in their efforts to improve services at the shelter as well as help to implement the Central System for Intake that the Continuum is developing. It has been my pleasure this past year to have worked with both Ashley and Kristen.

Sincerely,

Lisa D. Krieg  
Grants Planner/Staff Support  
Cleveland County Continuum of Care

**Continuum of Care Homeless Management Information System  
Partnership Agreement  
Between the Homeless Alliance and**

---

This agreement is entered into on 10/22/10 (mm/dd/yy) between The Homeless Alliance, Inc., hereafter referred to as "The Homeless Alliance" and THE SALVATION ARMY, A GEORGIA CORPORATION, For Norman, OK (agency name), hereafter identified as "The Agency," regarding access and use of the Continuum of Care Homeless Management Information System, hereafter identified as the "HMIS."

**I. Introduction**

The HMIS is a shared database that allows authorized personnel at HMIS Member Agencies throughout Oklahoma City, Oklahoma County, the City of Norman, and Cleveland County, and the Balance of the agencies within the State of Oklahoma who are not within the boundaries of a continuum utilizing another HMIS program to share information on common clients. Goals of the HMIS include: ability to expedite client intake procedures, improved referral accuracy, increased case management and administrative tools, and the creation of a tool to follow demographic trends and service utilization patterns of families and individuals experiencing homelessness, as well as those families and individuals on the verge of homelessness.

The project is administered by The Homeless Alliance. The Homeless Alliance controls the central server that hosts the HMIS and limits access to the database to Member Agencies participating in the project. The Homeless Alliance intends to protect HMIS data to the utmost of its ability from accidental or intentional unauthorized modification, disclosure, or destruction; and The Homeless Alliance does this by utilizing a variety of methods to guard the data.

Ultimately, when used correctly and faithfully by all involved parties, the HMIS is designed to benefit multiple stakeholders, including the community, homeless service agencies, and consumers of homeless services, through a more effective and efficient service delivery system.

**II. Confidentiality**

A. The Agency and The Homeless Alliance will uphold relevant federal and state confidentiality regulations and laws that protect client records and will only release confidential client records with written consent by the client or the client's guardian, unless otherwise provided for in the regulations or laws. A "client" is anyone who receives services from the Agency or The Homeless Alliance and a "guardian" is one legally in charge of the affairs of a minor or of a person deemed incompetent to manage his/her own affairs.

1. The Agency and The Homeless Alliance will abide specifically by federal confidentiality regulations as contained in the Code of Federal Regulations, 42 CFR Part 2, regarding disclosure of alcohol and/or drug abuse records. In general terms, the federal regulation prohibits the disclosure of alcohol and/or drug abuse records unless disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Agency and The Homeless Alliance understand the federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patients.

2. The Agency and The Homeless Alliance will abide specifically with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and corresponding regulations passed by the Federal Department of Health and Human Services where applicable. In general, the regulations provide consumers with rights to control the release of medical information, including: advance consent for most disclosures of health information; right to see a copy of health records; right to request a correction to health records; right to obtain documentation of disclosures of their health information; and right to an explanation of their privacy rights and how information may be used or disclosed. The current regulation provides protection for paper, oral, and electronic information.
  3. The Agency and The Homeless Alliance will abide specifically by Oklahoma state law, which in general terms requires an individual to be informed that any and all medical records she/he authorizes to be released, whether related to physical or mental health, may include information indicating the presence of a communicable or venereal disease. The Agency or The Homeless Alliance is required to inform the individual that these records may include, but are not limited to, the inclusion of information on diseases such as hepatitis, syphilis, gonorrhea, tuberculosis, and the Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS).
  4. The Agency and The Homeless Alliance will abide specifically by Oklahoma Title 43A, Mental Health Law. In general terms, this law prohibits agencies from releasing any information that would identify a person as a client of a mental health facility, unless client consent is granted.
  5. The Agency will provide a verbal explanation of the HMIS and arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the consent form(s).
  6. The Agency or The Homeless Alliance will not divulge any confidential information received from the HMIS to any organization or individual without proper written consent by the client unless otherwise permitted by relevant regulations or laws.
  7. The Agency will ensure that all persons who are issued a Username and Password for the HMIS within the Agency abide by this Partnership Agreement, including the confidentiality rules and regulations. The Agency will be responsible for ensuring that its staff members comply with any Agency confidentiality requirements above and beyond the requirements issued by the HMIS regulations, such as having employees sign a form stating their understanding of, and agreement to comply with, HMIS confidentiality practices<sup>1</sup>. It is understood that those granted Agency Administrator access within each HMIS Agency must become a Certified HMIS Agency Administrator through training provided by The Homeless Alliance.
  8. The Agency understands that the file server, which will contain all client information, including identifying client information, will be physically located at an appropriately Secured Facility chosen by The Homeless Alliance.
- B. The Agency agrees to maintain appropriate documentation of client consent, or guardian-provided consent, to participate in the HMIS.
1. The Agency must have an informed consent process/form that notifies clients of The Agency's intentions to take and maintain basic identifying information and

<sup>1</sup> Sample form provided by The Homeless Alliance

confidential records about the client, as well as their rights in regard to such records. This authorizes The Agency to enter client data into the HMIS.

2. If a client declines to give informed consent to be entered into the HMIS, the client may not be entered into the HMIS.
3. The Agency will obtain a signed Release of Information form from the client before allowing a client's information to be shared via the HMIS. The Agency may choose to incorporate an HMIS clause into existing Agency Authorization for Release of Information form(s), or they may choose to use the standard HMIS Authorization to Release Information form<sup>2</sup>. Regardless of which method is used, The Agency will communicate to the client what information will be shared if consent is given. The Agency will communicate to the client that other HMIS member Agencies will have access to Basic Client Information and are expected to use the information professionally and to adhere to the terms of the HMIS Partnership Agreement. HMIS Member Agencies are each responsible for obtaining appropriate consent before allowing further sharing of client records. The Continuum of Care Committee, in their periodic reviews of HMIS Member Agencies, has the right to ask for and inspect HMIS Member Agencies' Release of Information and Client Consent forms.
4. If a client denies authorization to have his/her Basic Client Information shared via the HMIS, the client's data may not be entered into the HMIS.
5. The Agency agrees to place all Client Authorization for Release of Information forms related to the HMIS in a file to be located at The Agency's business address and that such forms will be made available to The Continuum of Care Committee for review upon request. The Agency will retain these HMIS-related Authorization for Release of Information forms for a period of five years upon expiration, after which time the forms will be disposed of in a manner that ensures client confidentiality is not compromised.
6. The Agency understands The Homeless Alliance does not require or suggest that services be contingent upon a client's participation in the HMIS.

C. The Agency and The Homeless Alliance understand the HMIS project, and The Homeless Alliance, as administrator, are custodians of data, and not owners of data.

1. In the event the HMIS Project ceases to exist, Member Agencies will be notified and provided reasonable time to access and save client data on those served by the Agency as well as statistical and frequency data from the entire system. The information collected by the centralized server will then be purged.
2. In the event The Homeless Alliance ceases to exist, the custodianship of the data will be transferred to another non-profit for administration, and all HMIS Member Agencies will be informed in a timely manner.
3. Regular data backups will be made, and the data will be stored in a locked safe deposit box at a bank at an off-site location.
4. All staff of The Homeless Alliance who are granted System Administrator access to the HMIS will undergo a background check, with the results released to the HMIS member agencies upon request.
5. The Agency consents that all Data entered and contained on the HMIS is open to unrestricted access by the funding entity.

---

<sup>2</sup> Form provided by The Homeless Alliance



### III. Data Entry and/or Regular Use

- A. User Identification and Passwords are not permitted to be shared among users.
- B. If an agency has access to a client's information via the HMIS, it is generally understood that the client gave permission to share such data. Before an agency can update, modify, or add to the existing data, it must first complete an informed consent process (as noted in article II, section B.1).
- C. If a client has previously given permission to Release his/her Basic Client Information and later revokes his/her authorization, the Agency at which such desire is expressed will client to complete a brief form<sup>3</sup>, which will be sent to the HMIS Coordinator to invalidate the client record and notify those Member Agencies that have entered program level data on that client.
- D. The Agency will only enter individuals in the HMIS who are clients under the Agency's jurisdiction.
- E. The Agency will not misrepresent its client base in the HMIS by entering information known to be inaccurate.
- F. The Agency will consistently enter information into the HMIS and will strive for real-time, or close to real-time,<sup>4</sup> data entry.
- G. The Agency understands that with evidence of informed consent, it can update, edit, and print a client's information.
- H. The Agency understands that an Authorization to Release Information form is necessary to share client information via the HMIS.
- I. Discriminatory comments based on race, color, religion, national origin, ancestry, handicap, age, sex, and sexual orientation are not permitted in the HMIS. Offensive language and profanity are not permitted in the HMIS.
- J. The Agency will utilize the HMIS for business purposes only.
- K. The Agency understands The Homeless Alliance will provide initial training and periodic updates to that training to assigned Agency Staff about the use of the HMIS and that this information is then to be communicated to other HMIS Staff within the Agency.
- L. The Agency understands The Homeless Alliance will be available for technical assistance within reason (such as troubleshooting and report generation). Standard operating hours in which technical assistance will generally be available are 9:00 a.m.-5:00 p.m., Monday through Friday. The Network Administrator can be reached during non-standard operating hours via cell phone for emergency purposes only.
- M. The Agency will keep updated virus protection software on Agency computers that access the HMIS.
- N. Transmission of material in violation of any United States federal or state regulations is prohibited and includes, but is not limited to: copyright material, material legally judged to be threatening or obscene, and material considered protected by trade secret.
- O. The Agency will not use the HMIS with intent to defraud the federal, state, local government, an individual entity, or to conduct any illegal activity.

<sup>3</sup> Form provided by The Homeless Alliance

<sup>4</sup> Real-time or close to real-time is defined by either immediate data entry upon seeing a client, or data entry into the HMIS within one business day.

- P. The Agency recognizes the Continuum of Care HMIS Committee (“the Committee”) to be the discussion center regarding the HMIS, including HMIS process updates, policy and practice guidelines, data analysis, and software/hardware upgrades. The Agency will designate an assigned HMIS Staff member to attend HMIS meetings regularly and understands that The Homeless Alliance will continue to be responsible for coordinating Committee activities.

#### IV. Reports

- A. The Agency understands that it will retain access to all identifying and statistical data on the clients it serves.
- B. The Agency understands that access to data on persons whom it does not serve will be limited to basic identifying information. Therefore, the Agency understands that a list of all persons in the HMIS along with basic identifying information data can be generated.
- C. Reports obtaining information beyond basic identifying data on individuals not served by the Agency are limited to statistical and frequency reports, which do not disclose identifying information.
- D. The Agency understands that before non-identifying system-wide aggregate information collected by the HMIS is disseminated to non-HMIS Member Agencies, including funders, it shall be endorsed by the HMIS Committee or Data Subcommittee and/or The Homeless Alliance<sup>5</sup>.

#### V. Database Integrity

- A. The Agency will not give or share assigned user identification and passwords to access the HMIS with any other organization, governmental entity, business, or individual.
- B. The Agency will not cause in any manner, or way, corruption of the HMIS. Any unauthorized access or unauthorized modification to computer system information or interference with normal system operations, on the equipment controlled by The Homeless Alliance will result in immediate suspension of services, and The Homeless Alliance will pursue all appropriate legal action.

#### VI. Hold Harmless

- A. The Homeless Alliance makes no warranties, expressed or implied. The Agency, at all times, will indemnify and hold The Homeless Alliance harmless from any damages, liabilities, claims, and expenses that may be claimed against the Agency, or for injuries or damages to the Agency or another party arising from participation in the HMIS, or arising from any acts, omissions, neglect or fault of the Agency or its agents, employees, licensees, or clients, or arising from the Agency’s failure to comply with laws, statutes, ordinances or regulations applicable to it or the conduct of its business.
- B. This Agency will also hold The Homeless Alliance harmless for negative repercussions resulting in the loss of data due to delays, non-deliveries, mis-deliveries, or service interruption caused by the Agency’s, or another Member Agency’s, negligence or errors or omissions, as well as technological difficulties and/or acts of God. The Homeless Alliance shall not be liable to the Agency for damages, losses, or injuries to the Agency or another party other than if such is the result of gross negligence or willful misconduct of The Homeless Alliance.

#### VII. Terms and Conditions

- A. The parties hereto agree that this agreement is the complete and exclusive statement of the agreement between parties and supersedes all prior proposals and understanding, oral and written, relating to the subject matter of this agreement.

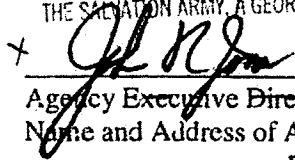
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<sup>5</sup> The HMIS Committee will serve in part to protect the confidentiality of clients and the integrity of the data by requiring that certain methods of data analysis be utilized.

- B. Neither party shall transfer or assign any rights or obligations without the written consent of the other party.
- C. This agreement shall remain in-force until revoked in writing by either party with 30 days advance written notice. The exception to this term is if allegations, or actual incidences, arise regarding possible, or actual, breaches of this agreement. Should such situation arise, The Homeless Alliance may immediately suspend access to the HMIS until the allegations are resolved in order to protect the integrity of the system.
- D. This agreement may be modified or amended by written agreement executed by both parties with 30 days advance written notice.

Use of the HMIS constitutes acceptance of these Terms and Conditions.

THE SALVATION ARMY, A GEORGIA CORPORATION

+ 

SEP 20 2010

Agency Executive Director Signature: SALVATION ARMY, A GEORGIA CORPORATION Date (mm/dd/yy)

Name and Address of Agency: 1424 NORTHEAST EXPRESSWAY, N.E.

TREASURER

ATLANTA, GEORGIA 30329

**JOHN R. JONES**

Printed Name of Agency Executive Director

Date (mm/dd/yy)



10-20-10  
Date (mm/dd/yy)

Dan Straughan  
Executive Director  
The Homeless Alliance  
312 W. Commerce  
Oklahoma City, OK 73109



## **THE SALVATION ARMY POLICY STATEMENT ON RELATIONSHIPS WITH OTHER GROUPS AND ORGANIZATIONS**

The Salvation Army in the United States works cooperatively with many groups — governmental, social service, civic, religious, business, humanitarian, educational, health, character building, and other groups — in the pursuit of its mission to preach the Christian Gospel and meet human need.

Any agency, governmental or private, which enters into a contractual or cooperative relationship with The Salvation Army should be advised that:

1. The Salvation Army is an international religious and charitable movement, organized and operated on a quasi-military pattern, and is a branch of the Christian church.
2. All programs of The Salvation Army are administered by Salvation Army Officers, who are ministers of the Gospel.
3. The motivation of the organization is love of God and a practical concern for the needs of humanity.
4. The Salvation Army's provision of food, shelter, health services, counseling, and other physical, social, emotional, psychological and spiritual aid, is given on the basis of need, available resources and established program policies.

Organizations contracting and/or cooperating with The Salvation Army may be assured that because The Salvation Army is rooted in Christian compassion and is governed by Judeo-Christian ethics, The Salvation Army will strictly observe all provisions of its contracts and agreements.

Commissioners Conference:  
May 1996



United Way of Norman  
2424 Springer Dr. Ste 304  
Norman, OK 73069  
Phone (405) 329-2025

**Request for Proposal Report  
FY 2013 Funding**

Date: 05/24/2012  
Agency: The Salvation Army  
Program: Social Services  
From: Individuals and Families Council

The United Way of Norman Board of Directors has approved the following funding recommendation at the May 15, 2012, Board meeting:

*FY2013 Community Investment: \$35,000*

The funding decisions were made through a lengthy, diligent process. Each council member reviewed and scored each proposal according to the rubric provided. The councils then came together as a group to discuss scores and rank agencies according to these scores. Investment decisions were based on the following:

- Agency's ability to quantify, communicate, and present the service they provide, how many people they reach, and the impact they have on our community
- How well the program fit into the community impact framework
- The agency's capacity to document and measure results, as well as program outcomes from previous years
- If the program is a duplicated service
- Financial standing of agency, including reserve amount and overhead percentage

The council was impressed with your proposal and the expansion that you are willing to do in the social services area.

A quarterly reporting document and schedule will follow, along with the United Way Partner Agreement. These will be handed out during a follow-up meeting on **June 29, 9:00 a.m. at Sarkeys Foundation**. You will receive your first check July 1. We look forward to working with you throughout this fiscal year.

Respectfully,

Renee O'Leary and Diane Murphree  
Directors of Community Impact



**United Way of Norman**  
2424 Springer Dr. Ste 304  
Norman, OK 73069  
Phone (405) 329-2025

## **Request for Proposal Report FY 2013 Funding**

Date: May 24, 2012  
Agency: The Salvation Army Norman  
Program: The Salvation Army Red Shields Shelter  
From: Basic Needs Council

The United Way of Norman Board of Directors has approved the following funding recommendation at the May 15, 2012 Board meeting:

*FY 2013 Investment: \$25,000*

The funding decisions were made through a lengthy, diligent process. Each council member reviewed and scored each proposal according to the rubric provided. The councils then came together as a group to discuss scores and rank agencies according to these scores. Investment decisions were based on the following:

- Agency's ability to quantify, communicate, and present the service they provide, how many people they reach, and the impact they have on our community
- How well the program fit into the community impact framework
- The agency's capacity to document and measure results, as well as program outcomes from previous years
- If the program is a duplicated service
- Financial standing of agency, including reserve amount and overhead percentage

The council and board would like to commend you for empowering staff and being much more involved in the community, collaborations and expansion of services.

A quarterly reporting document and schedule will follow, along with the United Way Partner Agreement. These will be handed out during a follow-up meeting on **June 29, 9:00 a.m. at the Sarkeys Foundation**. You will receive your first check July 1. We look forward to working with you throughout this fiscal year.

Respectfully,

A handwritten signature in cursive script that reads "Renee O'Leary".

Renee O'Leary  
Director of Community Impact

## Central System for Intake Cleveland County Continuum of Care

For the past three years in coordination with the Annual Point in Time Count of the Homeless, the Cleveland County Continuum of Care has also assessed the current need for prevention services. This is accomplished by asking not only the mainstream service providers but also other community and faith based providers to log each request for assistance that is made within the county during the 24 hour count. Each year an increase in requests has been documented with a total of 584 requests made on January 26, 2012. Although the requests were varied the overwhelming majority were for food pantry, rent and utility assistance. In analyzing the results each year it is apparent that many of these calls are duplications in their requests for service especially for rent and utility assistance. Service providers all maintain resource lists where referrals are made when assistance cannot be provided. When the data for rent and utility assistance from mainstream service providers is analyzed, it can conservatively be assumed that within that 24 hour period that there were approximately 30 households looking for rental assistance and 35 households seeking utility assistance.

As the implementation of the HEARTH Act moves forward and the Emergency Shelter Grant Program transitions into the Emergency Solutions Grant, the Cleveland County Continuum of Care is implementing a Central Intake System for Emergency Assistance. This concept has been discussed informally for several years by our Continuum and by 2014 all CoC's will be required to have in place a Centralized Intake System to be eligible for funding. This will not be an easy or simple task and will have many kinks to work out, but informal discussions have been held with the primary entities in the Cleveland County CoC as to the schematics of such a system and how they would affect the day to day operations of their organization.

Currently we have commitments to this new system from Salvation Army, Food and Shelter, COCAA, East Main Place, Bridges, Women's Resource Center and Thunderbird Clubhouse. Preliminary discussions have been held with United Way, First Baptist Church, First Christian Church, McFarlin Methodist and Trinity Baptist as well as the Norman Mission Ministries Committee with positive feedback given.

The system that we are implementing would entail that a dedicated telephone number would be established whereas any person that is seeking emergency assistance for utilities or housing would be referred to for screening. As the HPRP funding that we have had for emergency assistance is winding down, the proposal is that we utilize the staff person at Food and Shelter that has been responsible for the screening for the HPRP program. Given the funding that we have had available the last two years, FSF has been the primary contact for assistance, all potentially participating agencies, this a natural continuation. With the wide range of both public funding and private funding that FSF has administered, the staff is familiar with both the types of funding that are available as well as the basic guidelines. Of course there will be the need for additional training and continuous communication between the partnering agencies and FSF to keep abreast of all available funding. Each agency will continue to retain and administer their funding, but

will coordinate the disbursement of the funds with FSF so that appropriate appointments can be made for assistance.

As the Central Intake System is implemented in the Summer of 2012, guideline for the frequency of assistance will be reviewed from each agency and considered as a part of the intake procedure. In discussion with agencies it was determined that a household is actually to receive assistance from agencies over the course of a year that would provide resources to pay their at least one of their utility bills six months out of twelve! While we all agree that there are extenuating circumstances where this amount of assistance may be warranted but for the some clients this is simply how they plan to pay their bills. By implementing the intake procedure whereas we systematically reduce over a period of time the eligibility for assistance in coordination with financial literacy education, hopefully we can eliminate some of these instances to allow the funding to go to those in crisis.

To illustrate an example, when a potential client would in the past call COCAA for rent assistance, they will be referred to the central intake phone number (at FSF) for screening instead of being screened by COCAA. After initial screening is made and potential eligibility determined, an intake appointment will be conducted by FSF using a standard application agreed to by all agencies, all required information is gathered, identification documents scanned and client file establishment into the HMIS system is initiated. With proper release of information obtained from the client, critical information is now in an electronic format and can be transmitted to any agency that will be providing assistance. This would require only one intake process by the client, substantially reducing the duplication of numerous intakes by various assistance organizations. In addition, no longer will agencies need to schedule specific times whereas staff members "man the phones" to screen and set appointments. With the cooperation of both the assistance providers and the faith based community to refer all households seeking assistance first to the intake number we can then assess the need and refer to the appropriate source for assistance.

When an intake is made and the household does not meet the criteria for assistance (or if there are not any funds available) from one of the provider agencies, they will then be provided documentation that their case has been reviewed by the provider agencies, instructing them not to contact the agencies and then providing information regarding other resources in the community. This documentation can then be presented to the other resources (primarily the faith based resources) and they can then be assured that the client has already been screened. We will not be sharing the intake information other than the reason that they do not qualify for assistance with the faith based community without an additional executed Release of Information.

We understand that there are certain clients that an agency already has a relationship with that may need assistance. The agency would still be able to assist the person without referring them to the central intake as long as they provide the pertinent information after assistance so that the assistance data can be included.