

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 301 NW 6th Street
 Suite 200
 Oklahoma City, OK 73102

Tax ID No.: 73-6005350
CoC Program Grant Number: OK0133L6I041600
Effective Date: 3/28/2017
DUNS No.: 101501240

CONTINUUM OF CARE PROGRAM GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and City of Norman (the “Recipient”).

This Agreement is governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”) and the Continuum of Care Program rule (the “Rule”).

The terms “Grant “ or “Grant Funds” represents the funds that are provided under this Agreement. The term “Application” means the application submissions on the basis of which the Grant was approved by HUD, including the certifications, assurances, and any information or documentation required to meet any grant award condition. All other terms shall have the meanings given in the Rule.

The Application is incorporated herein as part of this Agreement, except that only those project listed, and only in the amount listed on the Scope of Work exhibit, are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control.

Exhibit 1, the FY2016 Scope of Work, is attached hereto and made a part hereof. If in the future appropriations are made available for Continuum of Care grants; if the Recipient applies under a Notice of Funds Availability published by HUD; and, if pursuant to the selection criteria in the Notice of Funds Availability, HUD selects Recipient and one or more projects listed on Exhibit 1 for renewal, then additional Scope of Work exhibits may be attached to this Agreement. Those additional exhibits, when attached, will also become a part hereof.

The effective date of the Agreement shall be the date of execution by HUD and it is the date the usage of funds under this Agreement may begin. Each project will have a performance period that will be listed on the Scope of Work exhibit(s) to this Agreement. For renewal projects, the period of performance shall begin at the end of the Recipient’s final operating year for the project being renewed and eligible costs incurred for a project between the end of the Recipient’s final operating year under the grant being renewed and the execution of this Agreement may be paid with funds from the first operating year of this Agreement. For each new project funded under this Agreement, the Recipient and HUD will set an operating start date in eLOCCS, which will be used to track expenditures, to establish the project performance period and to determine when a project is eligible for renewal. The Recipient hereby authorizes HUD to insert the project performance period for new projects into the exhibit without the Recipient’s signature, after the operating start date is established in eLOCCS.

This Agreement shall remain in effect until termination either: 1) by agreement of the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the final performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of funds for all projects funded under this Agreement.

Recipient agrees:

1. To ensure the operation of the project(s) listed on the Scope of Work in accordance with the provisions of the Act and all requirements of the Rule;
2. To monitor and report the progress of the project(s) to the Continuum of Care and HUD;
3. To ensure, to the maximum extent practicable, that individuals and families experiencing homelessness are involved, through employment, provision of volunteer services, or otherwise, in constructing, rehabilitating, maintaining, and operating facilities for the project and in providing supportive services for the project;
4. To require certification from all subrecipients that:
 - a. Subrecipients will maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project;
 - b. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operation of such project;
 - c. Subrecipients will establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness;
 - d. In the case of projects that provide housing or services to families, subrecipients will designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act;
 - e. The subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government; and
 - f. Subrecipients will provide information, such as data and reports, as required by HUD;
5. To establish such fiscal control and accounting procedures as may be necessary to assure the proper disbursement of, and accounting for grant funds in order to ensure that all financial transactions are conducted, and records maintained in accordance with generally accepted accounting principles, if the Recipient is a Unified Funding Agency;
6. To monitor subrecipient match and report on match to HUD;
7. To take the educational needs of children into account when families are placed in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education;
8. To monitor subrecipients at least annually;
9. To use the centralized or coordinated assessment system established by the Continuum of Care as required by the Rule. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system, provided that victim service providers in the area use a centralized or coordinated assessment system that meets HUD's minimum requirements ;

10. To follow the written standards, developed by the Continuum of Care, for providing Continuum of Care assistance, including those required by the Rule;
11. Enter into subrecipient agreements requiring subrecipients to operate the project(s) in accordance with the provisions of this Act and all requirements of the Rule; and
12. To comply with such other terms and conditions as HUD may have established in the applicable Notice of Funds Availability.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Application, unless HUD is otherwise advised in writing. Recipient notifications to HUD shall be to the HUD Field Office responsible for executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

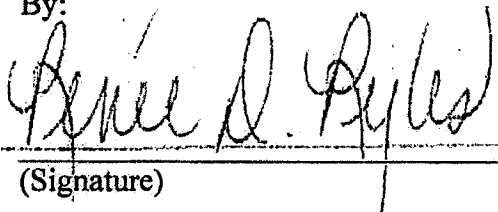
The Agreement constitutes the entire agreement between the parties hereto, and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

Renee Ryles, Director

(Typed Name and Title)

March 28, 2017

(Date)

RECIPIENT

City of Norman

(Name of Organization)

By:

(Signature of Authorized Official)

Lynne Miller, Mayor

(Typed Name and Title of Authorized Official)

(Date)

Tax ID No.: 73-6005350
CoC Program Grant Number: OK0133L6I041600
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EXHIBIT 1
SCOPE OF WORK for FY2016 COMPETITION

1. The projects listed on this Scope of Work are governed by the Continuum of Care Program Interim Rule attached hereto and made a part hereof as Exhibit 1a. Upon publication for effect of a Final Rule for the Continuum of Care program, the Final Rule will govern this Agreement instead of the Interim Rule. The projects listed on this Exhibit at 4., below, is also subject to the terms of the Notice of Funds Availability for the fiscal year listed above.
2. The Continuum that designated the Recipient to apply for grant funds has not been designated a high performing community by HUD for the applicable fiscal year.
3. The Recipient is not the only Recipient for the Continuum of Care. HUD's total funding obligation for this grant is \$__12015__, allocated between budget line items, as indicated in 4., below. In accordance with the Rule, the Recipient is prohibited from moving more than 10% from one budget line item in a project's approved budget to another without a written amendment to this Agreement.
4. Subject to the terms of this Agreement, HUD agrees to provide the Grant funds, in the amount specified for the project application listed, to be used during the performance period established below. However, no funds for new projects may be drawn down by Recipient until HUD has approved site control pursuant to the Rule and no funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.

Project No.	Performance Period	Total Amount
OK0133L6I041600	-	\$ 12015

Allocated between budget line items as follows:

a. Continuum of Care planning activities	\$ 12015
b. UFA costs	\$ 0
c. Acquisition	\$ 0
d. Rehabilitation	\$ 0
e. New construction	\$ 0
f. Leasing	\$ 0
g. Rental assistance (of which \$ 0 is for short-term and medium-term rental assistance for persons at risk of homelessness)	\$ 0
h. Supportive services	\$ 0
i. Operating costs	\$ 0
j. Homeless Management Information System	\$ 0

- | | |
|--|------|
| k. Administrative costs | \$ 0 |
| l. Relocation Costs | \$ 0 |
| m. Housing relocation and stabilization services | \$ 0 |
5. If grant funds will be used for payment of indirect costs, pursuant to 2 CFR 200, Subpart E - Cost Principles, the Recipient is authorized to insert the Recipient's federally recognized indirect cost rates (including if the de minimis rate is charged per 2 CFR §200.414) on the attached Federally Recognized Indirect Cost Rates Schedule, which Schedule shall be incorporated herein and made a part of the Agreement. No indirect costs may be charged to the grant by the Recipient if their federally recognized cost rate is not listed on the Schedule. Do not include indirect cost rates for Subrecipients; however, Subrecipients may not charge indirect costs to the grant if they do not also have a federally recognized indirect cost rate.
 6. The following project has not been awarded project-based rental assistance for a term of fifteen (15) years. Funding is provided under this Scope of Work for the performance period stated in paragraph 4. Additional funding is subject to the availability of annual appropriations.
 7. Program income earned during the grant term shall be retained by the recipient and used for eligible activities. Program income may also be counted as match.

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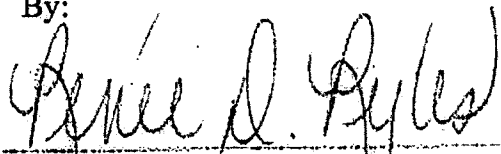
FEDERALLY RECOGNIZED INDIRECT COST RATE SCHEDULE

<u>Grant No.</u>	<u>Recipient Name</u>	<u>Indirect cost rate</u>	<u>Cost Base</u>
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**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

Renee Ryles, Director

(Typed Name and Title)

March 28, 2017

(Date)

RECIPIENT

City of Norman

(Name of Organization)

By:

(Signature of Authorized Official)

Lynne Miller, Mayor

(Typed Name and Title of Authorized Official)

(Date)

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

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 2016 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 2016 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2016 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 2016 CoC Program NOFA.

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

1A. Application Type

Instructions:

Type of Submission: This field is pre-populated and cannot be changed.

Type of Application: This field is pre-populated and cannot be changed.

Date Received: This field is pre-populated with the date on which the application is submitted and cannot be edited.

Applicant Identifier: Field intentionally left blank, cannot edit.

Federal Entity Identifier: Field intentionally left blank, cannot edit.

Federal Award Identifier: Field intentionally left blank, cannot edit.

Date Received by State: Field intentionally left blank, cannot edit.

State Application Identifier: Field intentionally left blank, cannot edit.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/12/2016

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

1B. Legal Applicant

Instructions:

The information on this screen is pre-populated from the Project Applicant Profile. If there are any discrepancies, or errors, click on "View Applicant Profile" from the left-menu bar, place the Project Applicant Profile in "edit" mode to correct the information.

When the update/correction has been completed, place the Project Applicant Profile in "complete" mode before clicking on "Back to FY 2016 CoC Planning Project Application" from the left-menu bar. For further instructions on updating the Project Applicant Profile, review the "Project Applicant Profile" training document on the HUD Exchange.

8. Applicant

a. Legal Name: City of Norman

b. Employer/Taxpayer Identification Number (EIN/TIN): 73-6005350

	c. Organizational DUNS:	101501240	PLUS 4	
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d. Address

Street 1: 201-A West Gray

Street 2:

City: Norman

County: Cleveland

State: Oklahoma

Country: United States

Zip / Postal Code: 73069

e. Organizational Unit (optional)

Department Name:

Division Name: CDBG Division

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

Prefix: Ms.

First Name: Michelle

Middle Name:

FY2016 CoC Planning Project Application	Page 3	09/12/2016
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Applicant: City of Norman

101501240

Project: City of Norman Planning Grant147905

Last Name: Evans**Suffix:****Title:** Homeless Program Coordinator**Organizational Affiliation:** City of Norman**Telephone Number:** (405) 366-5434**Extension:****Fax Number:** (405) 366-5379**Email:** michelle.evans@normanok.gov

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
147905

1C. Application Details

Instructions:

The information on this screen is pre-populated from the Project Applicant Profile. If there are any discrepancies, or errors, click on ""View Applicant Profile" from the left-menu bar, place the Project Applicant Profile in "edit" mode to correct the information.

When the update/correction has been completed, place the Project Applicant Profile in "complete" mode before clicking on "Back to FY 2016 CoC Planning Project Application" from the left-menu bar.

For further instructions on updating the Project Applicant Profile, review the "Project Applicant Profile" training document on the HUD Exchange.

9. Type of Applicant: C. City or Township Government

If "Other" please specify:

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

11. Catalog of Federal Domestic Assistance CoC Program

Title:

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6000-N-25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

1D. Congressional District(s)

Instructions:

Areas Affected By Project: This field is required. Select the State(s) in which the proposed project will operate and serve the homeless.

Descriptive Title of Applicant's Project: This field is populated with the name entered on the Project Form when the project application was initiated. To change the project name, click return to the Submission List and click on "Projects" on the left hand menu. Click on the magnifying glass next to the project name to edit.

Congressional District(s):

a. Applicant: This field is pre-populated from the Project Applicant Profile. Project applicants cannot modify the pre-populated data on this screen. However, project applicants may modify the Project Applicant Profile in e-snaps to correct an error.

b. Project: This field is required. Select the congressional district(s) in which the project operates. For new projects, select the district(s) in which the project is expected to operate.

Proposed Project Start and End Dates: In this required field, , indicate the estimated operating start and end date of the project.

Estimated Funding: Fields intentionally left blank, cannot edit.

Additional Resources can be found at the HUD Resource Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

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

15. Descriptive Title of Applicant's Project: City of Norman Planning Grant

16. Congressional District(s):

a. Applicant: OK-004

b. Project: OK-004

(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 06/01/2017

b. End Date: 05/31/2018

18. Estimated Funding (\$)

a. Federal:

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
147905

- b. Applicant:**
- c. State:**
- d. Local:**
- e. Other:**
- f. Program Income:**
- g. Total:**

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

1E. Compliance

Instructions:

Is Application Subject to Review by State Executive Order 12372 Process: In this required field, select the appropriate dropdown option that applies to the Applicant applying for homeless assistance funding. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

Click the following link to access the lists of those States that have chosen to participate in the intergovernmental review process: http://www.whitehouse.gov/omb/grants_spoc

If the applicant is located in a state or U.S. territory that is required review by State Executive Order 12372, enter the date this application was made available to the State or U.S. territory for review.

Is the Applicant Delinquent on any Federal Debt: In this required field, select the appropriate dropdown option that applies to the project applicant. This question applies to the project applicant's organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes.

If "Yes" is selected an explanation is required in the space provided on this screen.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

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:

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

1F. Declaration

Instructions:

The authorized person for the project applicant organization must agree to the declaration statement in order to proceed to the project application. The list of certifications and assurances are contained in the FY 2016 CoC Program NOFA (Section VI.A.1.b) and in the e-snaps Project Applicant Profile.

Authorized Representative: The authorized representative's information is pre-populated on this screen from the Project Applicant Profile. A copy of the governing body's authorization for this person to sign the project application as the official representative must be on file in the applicant's office.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

All screens, 1A – 1F must be completed in full before the project applicant will have access to the Project Application in e-snaps.

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: Ms.

First Name: Lynne

Middle Name:

Last Name: Miller

Suffix:

Title: Mayor

Telephone Number: (405) 366-5464
(Format: 123-456-7890)

Fax Number: (405) 366-5379
(Format: 123-456-7890)

Email: lisa.krieg@normanok.gov

Applicant: City of Norman

101501240

Project: City of Norman Planning Grant

147905

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

Date Signed: 09/12/2016

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

2A. Project Detail

Instructions:

CoC Number and Name: Select the number and name of the CoC that the project applicant – also the collaborative applicant – represents. This is the CoC that will submit the CoC Consolidated Application to HUD by the designated submission deadline.

CoC Applicant Name: Select the name of the CoC Applicant, also known as the Collaborative Applicant, from the dropdown. The selection should be the same as the project applicant for the CoC Planning grant. In most cases, there will only be one name from which to choose. Make sure to select the correct applicant name.

Project Name: This is pre-populated from the "Project" form and cannot be edited.

Component Type: This field is pre-populated with the value "CoC Planning Project Application" and cannot be edited.

Additional Resources can be found at the HUD Resource Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

1a. CoC Number and Name: OK-504 - Norman/Cleveland County CoC

1b. Collaborative Applicant Name: City of Norman

2. Project Name: City of Norman Planning Grant

3. Component Type: CoC Planning Project Application

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

2B. Project Description

Instructions:

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: This is a required field. The project description must clearly describe the proposed planning activities that will be carried out by the CoC with these grant funds and how the CoC will ensure compliance with the provisions of 24 CFR 578.7 as well as the associated planning activities at 24 CFR 578.39.

Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work: This is a required field. The description must clearly demonstrate the estimated schedule of implementing the proposed activities, the management plan in place to ensure timely start of the project if awarded, and a description of how the Collaborative Applicant will complete the proposed activities.

How will the requested funds improve the CoC's ability to evaluate the outcome of CoC and ESG projects: This is a required field. The narrative should include the Collaborative Applicant's increased capacity for evaluation, and how that capacity will allow for the evaluation of both CoC and ESG projects.

How will the planning activities continue beyond the expiration of HUD financial assistance: This is a required field. The narrative should provide a brief description of how the planning activities paid for by the grant funds might continue beyond the grant term listed in this application and without HUD funds.

Additional Resources can be found at the HUD Resource Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

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 City of Norman is the designated Collaborative Applicant for the Continuum. The Planning funds will continue to assist offsetting the costs associated with the coordination of increased activities and collaboration of the Cleveland County Continuum of Care (CoC) while remaining compliance with the 24 CFR 578.7. safeguarding a guarantee the CoC requirements regarding the centralized coordinated assessment system is helping our community best use our current resources efficiently and for the direct, and immediate needs of families and individuals requesting assistance. The goal of this planning grant is to continue improvements on system coordination of homeless assistance and mainstream housing, service providers, and to ensure people experiencing homelessness are receiving assistance as quickly as possible. Under the 2015 NOFA, we were awarded a planning grant that included extensive training opportunities and the expenditures including but are not limited to staff costs of the CDBG Division of the City of Norman & implementation costs associated with CoC regulations by staff or other entities as needed.

Overall, the CoC has performed well, and still saw improvements by coordinating services, & utilizing a diverse variety of resources and ideas to address the intricacies of the homeless population within our jurisdiction; however, improvements to make headway involve inclusive coordination and

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

collaboration efforts among CoC agencies. HUD continually provides technical assistance which we have benefited from such resources in the past with successful outcomes, and will continue to utilize such resources in the future; these funds will be used to coordinate on-site third party facilitation of training, and to provide a unique insight to our current programs structures, and collaboration. All training will include the entire CoC geographical area, our Coordinated Case Management Committee, and newly acquired partnering entities as they become involved with our CoC.

The Planning grant will be essential as the CoC works to achieve overall higher performance outcomes. The CoC funded agencies in 2015 were provided baseline performance data by individual projects across the CoC. The criteria included occupancies, lengths of stays, housing placements, case management and data quality. Agencies were asked to review the performance data and evaluate each of the programs current processes, coordination and HMIS quality entries. We will continue working toward finalizing the plans to end homelessness among Veterans, chronic, families and youth. Specific outcome orientated strategies will continue to be implemented.

We will plan for and conduct a point-in-time count of homeless persons covering all of Cleveland County. The count will identify the number of unsheltered homeless persons, identify and count the number of homeless persons in emergency shelters and transitional housing projects, and concentrate on family and youth.

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

Upon contract execution, the Planning Project funds will help initiate a structured approach to collaborating with each of the five funded agencies and additional CoC partner agencies to help to assess their baseline performance, acknowledge and sought after solutions for improvement and advancement towards enhanced outcomes for each funded project. The projected schedule of proposed activities and development will begin promptly on the start of the grant, June 1, 2017.

Estimated Timelines include but are not limited to;

Project Evaluation: Ongoing during the grant timeline of 2017-2018
 Coordinated Entry Enhancements: Ongoing 2017-2018
 Point-In-Time Count: January 2017

The CoC members will receive a performance matrix on a monthly basis to set a timeline of progress reporting on the performances, and to ensure continuity. This also provides an opportunity to compare with partnering agencies throughout the continuum. The City of Norman, as the assigned Collaborative Applicant, will establish and organize the specifics regarding the training schedule of events, and management plans as necessary. These funds, if awarded to The City of Norman, will promptly be put to good use by planning and implementing the training sessions CoC wide. To ensure successful outcomes with our CoC partners, and agencies, a detailed process of planning

and collaboration will outline the timelines of work, and expectations.

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

As the Collaborative Applicant and CoC agencies partner together, we will continue to provide the already established well-coordinated monitoring activities and track the progress for accuracy and timeliness. This set process allows for immediate attention and swift action to recipients not performing up to the set standards of performance. The continual evaluation will involve the management of the Central System for Intake with direct focus on the households assisted, denied, and active referrals to other CoC agencies, or involved entities.

Open communication with the agencies will continue in a timely fashion. We are always open and interested in expanding our learning abilities to include best practices, new techniques, and appropriate implementation strategies to enhance our development and performance standards to meet and exceed efficient, yet highly effective service delivery systems and the reporting associated with the process.

Continual engagement with the community will help to ensure the relevant implementation of CoC policies and procedures are in compliance with the Charter and Standard Operating Procedures. We will continue to coordinate with our CoC's HMIS Lead confirming accurate data collection, and initiation of reports necessary for outcome evaluation and then used for feedback sessions CoC wide.

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

As the Collaborative Applicant we will continue to support the planning process and implementation of a strong framework of coordination and collaboration involving the CoC and ESG available funds for assistance will be supplemented in a well-organized method to help decrease replication of services by nurturing robust networks of proposed efforts. The Planning grant helps the continuation of increased opportunities and improvements as needed, policy and procedures, and related performance and governance expansions. The Planning grant also provides the ability to implement the performance goals and objectives divided among our CoC. The measured progress made by the CoC in recent years has been a documented success; however, we are able to distinguish areas of improvement which can be fully implemented by obtaining this grant, along with additional resources made available, will substantially benefit our continuous drive in meeting set challenges and goals to successfully end veteran, chronic, and family and youth homelessness. Staff has been provided by The City of Norman through CDBG funding for direct coordination of the continuum. The City of Norman has served as the Lead Agency since the inception of the CoC award process, but now serves as the Collaborative

Applicant: City of Norman

101501240

Project: City of Norman Planning Grant

147905

Applicant. This planning grant helps supplement the CDBG funding and increases the likelihood for further targeted training sessions that the entire CoC will benefit from.

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

3A. Governance and Operations

Instructions

Screen 3A requires project applicants to detail important aspects of their CoC's governance structure and operations.

How often does the CoC conduct meetings of the full CoC membership? In this required field, select the appropriate dropdown option from the menu to indicate how often the CoC conducts meetings with the full CoC membership invited and largely accounted for.

Does the CoC include membership of a homeless or formerly homeless person? This is a required field. Select "Yes" or "No" to indicate whether or not the CoC membership includes at least one homeless or formerly homeless individual.

For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply): Select an option from the dropdown menu to indicate the roles that homeless or formerly homeless members play in the CoC.

Does the CoC's governance charter incorporate written policies and procedures for each of the following: Select "Yes" for each of the following if it is included in the CoC's governance charter. Select "No" for each of the following if is NOT included in the CoC's governance charter.

- a. Written agendas of CoC meetings?
- b. Coordinated Entry? (Also known as centralized or coordinated assessment)

*Please explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter? This question will appear if no is selected for question "b" above.

- c. Process for monitoring outcomes of ESG recipients?
- d. CoC policies and procedures?
- e. Written process for board selection?
- f. Code of Conduct for board members that includes a recusal process?
- g. Written standards for administering assistance?

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? Select "Yes" if there were any written complaints, from any source, 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.

If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved. This question will appear if "Yes" is selected for question 4 above. Remember to include how the complaint(s) was resolved and the date of resolution.

1. How often does the CoC conduct meetings of the full CoC membership? Quarterly

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

FY2016 CoC Planning Project Application	Page 16	09/12/2016
---	---------	------------

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

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

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

3B. Committees

Instructions

Screen 3B provides an opportunity for project applicants to list the CoC committees that meet regularly regarding CoC-wide planning and policy. Please list no more than five committees and choose those that have the broadest impact and/or that meet most frequently.

Committees: In the following table, provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, including a brief description of the role, the frequency of the meetings and name of individuals and/or organizations represented. Only include committees, subcommittees, and/or workgroups that are directly involved in CoC-wide planning and not the regular delivery of services.

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, 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.

Committee Name	Role of the Committee (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Coordinated Case Management	CCM is the local planning and oversight committee coordinating funding, services and strategic efforts to end homelessness in the community. Homeless service providers who are case managing clients on our By name List strategize available housing for their clients by way of available NHA vouchers, & TCON HOME funds from TBRA program. Available housing and case plans are discussed each week as this committee works with all CoC agencies in collaboration for resources, funding, and available services to provide to clients by following the principles of Housing First philosophy. New members are invited regularly and asked to engage with ongoing community efforts. CCM Committee is guided by resources available through the Zero: 2016 initiative.	Weekly	TCON,SA, HOPE, Food & Shelter, Women's Resource Center, TBC, PI, VA, SSVF, Catholic Charities, Oklahoma Department of Mental Health & Substance Abuse Center, Griffin Hospital, NAIC, NHA, Bridges, COCAA, Red Rock, Goodwill, Heartline Oklahoma
Evaluation Committee	The role of the Evaluation Committee is to review expenditure reports of both CoC and ESG funding, help organize annual PIT count, HIC chart, AHAR, evaluate CoC and ESG applications, and assist in rating process, check all projects in HMIS for data quality and accuracy, and to ensure compliance with all federal, state, and local regulations, and monitor election of Executive officers.	Quarterly	United way, Bridges, Salvation Army, Progressive Independence, Food & Shelter

Applicant: City of Norman

101501240

Project: City of Norman Planning Grant

147905

<p>Governance Committee</p>	<p>Governance Committee develops and reviews Governance Charter annually, reviews written selection processes, Conflict of Interest Policies, for compliance and assures compliance with all federal, state, and local regulations, HUD regulations, monitors CoC and ESG apps, Design & implement process associated with applying for HUD CoC program funds, planning the CoC, operating the CoC, prevention and diversion strategies, outreach & engagement, & coordinated assessment, and specific responsibilities as outlined by HUD in the Continuum of Care Interim Rule.</p>	<p>Monthly</p>	<p>F&S, UW, PI, SA, TCON, PI, HOPE, & Bridges</p>
<p>ECHO Committee</p>	<p>The role of the Oversight Committee to End Chronic Homelessness is to ensure timely and quality implementation of the 2015 Ten Year Plan and appointment of the Discharge Planning Committee, Information /Data Collection Committee, Public Awareness /Marketing Committee, and Planning and Development Committee. Eleven member committee, ten members representing organizations of the City of Norman, with one at-large member.</p>	<p>Quarterly</p>	<p>TCON, PI, F&S, ODMHSAS, NOAA, VA, Bridges, NPD</p>

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

4A. Sources of Match

Instructions:

Match (cash or in-kind) must be used for eligible program costs only and must be equal to or greater than 25% of the total grant request for all eligible costs under the CoC Program interim rule with the exception of leasing costs. Please review 24 CFR Part 578, the FY 2016 Funding Notice, and the FY 2016 CoC Program NOFA for more detailed information concerning Match

Will this commitment be used towards Match? Select Match to categorize each commitment being entered.

Type of Commitment: Select Cash (\$) or In-kind (non-cash) to denote the type of contribution that describes this match commitment.

Type of source: Select Private or Government to denote the source of the contribution. The Neighborhood Stabilization Program (NSP) and HUD-VASH (VA Supportive Housing program) funds may be considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.

Name the Source of the Commitment: (Be as specific as possible and include the office or grant program as applicable) Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD office can quickly identify and approve of the commitment source.

Date of written commitment: Enter the date of the written contribution.

Value of written commitment: Enter the total dollar value of the contribution.

The values entered on each detailed Match screen will populate the Screen "3B. Funding Request." The Cash, In-Kind, and Total Match will also automatically populate the Summary budget where the 25% match minimum will be calculated and applied.

Additional Resources can be found at the HUD Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

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:					\$0
Total Value of In-Kind Commitments:					\$3,004
Total Value of All Commitments:					\$3,004
Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	In-Kind	Government	CoC Planning Project	09/08/2016	\$3,004

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
147905

Sources of Match Details

- 1. Will this commitment be used towards Match? Yes
- 2. Type of commitment: In-Kind
- 3. Type of source: Government
- 4. Name the source of the commitment: CoC Planning Project
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment: 09/08/2016
- 6. Value of Written Commitment: \$3,004

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

4B. Funding Request

Instructions:

Is it feasible for the project to be under grant agreement by September 30, 2018: Select "Yes" or "No" to indicate whether the grant agreement will be executed and the project will begin operating by September 30, 2018. The FY 2016 HUD Appropriations Act requires HUD to obligate FY 2016 CoC Program funds by this date. A selection of "No" may result in the rejection of a project application during the HUD assessment. Further, if a CoC Planning award is not obligated with the grant execution by September 30, 2018, the conditional award will be terminated and the funds recaptured.

Does this project propose to allocate funds according to an indirect cost rate? This is a required field. Select "Yes" or "No" to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, please 2 CFR Part 200.56, Part 200.413 and Part 200.414, FY 2016 NOFA and contact your local HUD office. The following questions become visible if "Yes" is selected:

- Please complete the indirect cost rate schedule below: Applicant must complete at least one row in the grid.
- Has this rate been approved by your cognizant agency?: Select "Yes" or "No" from the dropdown menu.
- Do you plan to use the 10% de minimis rate?: Select "Yes" or "No" from the dropdown menu.

Select a grant term: This field is populated with the value "1 Year" and cannot be edited.

Eligible Costs: For items 1 through 8, enter a "Quantity AND Description" and amount of assistance for each activity for which funds are being requested. "Quantity AND Description" details should be thorough, and failure to enter adequate "Quantity AND Detail" may result in conditions being placed on an award and a delay of grant funding. Once a "Quantity AND Detail" and an amount have been entered into one or more of the items, click "Save" and e-snaps will total the assistance requested and determine the total Match amount required.

Total Costs Requested: This field is automatically calculated based total amount requested for each eligible cost.

Cash Match: This field is automatically populated. If it needs to be changed, return to Screen "4A. Sources of Match" to make changes to this field.

In-Kind Match: This field is automatically populated. If it needs to be changed, return to Screen "4A. Sources of Match" to make changes to this field.

Total Match: This field will automatically calculate the total combined value of the Cash and In-Kind Match. The total match must equal 25% of the request listed in the field "Total Eligible Costs Request" minus the amount requested for Leased Units and Leased Structures. There is no upper limit for Match. If an ineligible amount is entered, the system will report an error and prevent application submission. To correct an inadequate level of match, return to Screen "4A. Sources of Match" to make changes.

Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC program regulations. Compliance with eligibility requirements will be verified at grant agreement. The Total Budget automatically calculates when you click the "Save" button.

Additional Resources can be found at the HUD Resource Exchange:
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

1. Will it be feasible for the project to be Yes

FY2016 CoC Planning Project Application	Page 22	09/12/2016
---	---------	------------

Applicant: City of Norman
 Project: City of Norman Planning Grant

101501240
 147905

under grant agreement by September 30,
 2018?

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

3. Select a grant term: 1 Year

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

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	May contract services out, however, if done in-house would be 480 hours of billing staff time at approximately \$25/hour	\$12,015
2. Project Evaluation		
3. Project Monitoring Activities		
4. Participation in the Consolidated Plan		
5. CoC Application Activities		
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System		
8. HUD Compliance Activities		
Total Costs Requested		\$12,015
Cash Match		\$0
In-Kind Match		\$3,004
Total Match		\$3,004
Total Budget		\$15,019

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

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

5A. Attachment(s)

Instructions:

Other Attachment(s): Attach any additional information supporting the project funding request.
 Use a zip file to attach multiple documents.

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

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
147905

Attachment Details

Document Description:

Attachment Details

Document Description:

Applicant: City of Norman
Project: City of Norman Planning Grant

101501240
 147905

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

Applicant: City of Norman

101501240

Project: City of Norman Planning Grant

147905

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.

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

B. For non-Rental Assistance Projects Only.

20-Year Operation Rule.

For applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 20 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

For applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provided.

C. For Rental Assistance Only.

Supportive Services.

It will make available supportive services appropriate to the needs of the population served and equal in value to the aggregate amount of rental assistance funded by HUD for the full term of the rental assistance.

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: Lynne Miller

Date: 09/12/2016

Title: Mayor

Applicant Organization: City of Norman

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

X

Applicant: City of Norman

101501240

Project: City of Norman Planning Grant

147905

criminal, civil, or administrative penalties .
(U.S. Code, Title 218, Section 1001).

6A. Submission Summary

Page	Last Updated
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	09/10/2016
1E. Compliance	09/08/2016
1F. Declaration	09/08/2016
2A. Project Detail	09/08/2016
2B. Description	09/08/2016
3A. Governance and Operations	09/08/2016
3B. Committees	09/08/2016
4A. Match	09/08/2016
4B. Funding Request	09/08/2016
5A. Attachment(s)	No Input Required
5B. Certification	09/08/2016

FY2016 CoC Planning Project Application	Page 29	09/12/2016
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