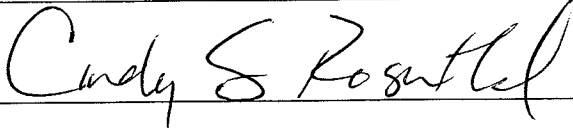


Oklahoma Department of Commerce

Office of Community Development

Application for Financial Assistance FY 2012 Emergency Solutions Grant Program

1.a. Type of Submission <input type="checkbox"/> Rehabilitation/Conversion <input checked="" type="checkbox"/> Non Rehabilitation/Conversion		2.a. Has the Shelter received ESG funds in previous years? If yes, indicate which year and contract numbers. <u>3169 ESG 87; 3903 ESG 89; 4538 ESG 90; 4720 ESG 91; 7860 ESG 95; 7880 ESG 95; 7837 ESG 96; 7881 ESG 97; 8414 ESG 98; 9392 ESG 00; 9820 ESG 01; 10290 ESG 02; 10746 ESG 03; 11214 ESG 04; 11669 ESG 05; 12245 ESG 06; 149895 ESG 07; 13191 ESG 08; 13878 ESG 09; 14201 ESG 10</u>																			
3a. Applicant Name (Sponsor) The City of Norman		3b. Shelter Name Food and Shelter, Inc.																			
3c. Applicant address PO Box 370, Norman, OK 73070		3d. Shelter mailing address, street address 104 W. Comanche, Norman, OK 73069																			
3e. Applicant contact name, email address and phone number Linda Price 405-366-5439 Linda.price@normanok.gov		3f. Shelter contact name, email address and phone number April Doshier 405-360-4954 adoshier@foodandshelterinc.org																			
3g. County Cleveland		3h. County Code 14																			
4. Employer Identification Number (EIN) <table border="1"> <tr> <td>7</td><td>3</td><td>6</td><td>0</td><td>0</td><td>5</td><td>3</td><td>5</td><td>0</td> </tr> </table>		7	3	6	0	0	5	3	5	0	4.a. DUNS Number <table border="1"> <tr> <td>1</td><td>0</td><td>1</td><td>5</td><td>0</td><td>1</td><td>2</td><td>4</td><td>0</td> </tr> </table>		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													
5. Applicant Category <input checked="" type="checkbox"/> City/Town <input type="checkbox"/> County <input type="checkbox"/> Community Action Agency		6. Estimated # beneficiaries We will be able to assist over 125 households (400 individuals) with this project.																			
7. Contract Start Date: <u>October 1, 2012</u> Contract Ending Date: <u>September 30, 2013</u>		8. Requested Funding for this Project: <table border="1"> <tr> <td>Applicant (Match)</td> <td>\$100,000</td> </tr> <tr> <td>ESG Request</td> <td>\$100,000</td> </tr> <tr> <td>Other (Additional Funds)</td> <td>\$</td> </tr> <tr> <td>Total Project:</td> <td>\$200,000</td> </tr> </table>		Applicant (Match)	\$100,000	ESG Request	\$100,000	Other (Additional Funds)	\$	Total Project:	\$200,000										
Applicant (Match)	\$100,000																				
ESG Request	\$100,000																				
Other (Additional Funds)	\$																				
Total Project:	\$200,000																				
9. Description of Project: Street outreach, Operations, Homeless Prevention and Rapid Re-Housing.		11. Does the Applicant have any ODOC audit exceptions? <input type="checkbox"/> Yes, if "yes" attach explanation <input checked="" type="checkbox"/> No																			
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		12a. Name/Title of Authorized Representative: Cindy S. Rosenthal, Mayor of the City of Norman																			
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.		12b. Signature of Authorized Representative: 																			
12d. Date Signed:																					

Section I. Community Needs

I-1 Cleveland County is one of the most densely populated areas in Oklahoma with a total population just over 255,000 people. In 2010, 17.6% of our entire county survived on income below the poverty line averaging higher than the Oklahoma percentage. This accounts for over 40,000 people living in poverty each year. Additionally, nearly 10% of our county survives with an income below 50% of the poverty level accounting for over 25,000 people. These are families who literally live one life-crisis away from homelessness.

In 2010, through the Homeless Prevention and Rapid-Rehousing Program, Food and Shelter assisted 122 households (315 individuals) with either homelessness prevention or rapid rehousing assistance. In 2011, this same program assisted 200 households (465 individuals).

This year, we have very little assistance for homelessness prevention and rapid rehousing. We receive 45 to 50 calls per day requesting homelessness prevention assistance and have to refer away most of these individuals. 8 to 10 households per week come into our offices or call because they are literally homeless and have no place to turn for support and care. Our 2012 Point-in-Time count indicated over 400 households homeless in Cleveland County on any given day. We desperately need to find a way to reach-out to these households and eliminate homelessness entirely.

I-2 Poverty and population statistics were taken from the 2010 census information. Households assisted were documented in our Food and Shelter database and HMIS. Calls screened and referred out are collected daily and recorded in the Food and Shelter database. Statistics on homelessness came from the 2012 Cleveland County Continuum of Care Point-In-Time count.

Section II. Proposed Use of Funds *We are applying for both Tier I and Tier II however we would accept Tier II by itself.*

II-1 Food and Shelter serves any individual or family facing homelessness or hunger including but not limited to the following categories:

- Children and Youth
- Chronic Substance Abusers
- Co-Occurring Disorders
- Expectant Mothers
- Persons with HIV/Aids
- Mentally Ill
- Veterans
- Victims of Domestic Violence

II-2 Food and Shelter has 2 dedicated units within our housing system for short-term emergency shelter (30 days or less). These units are restricted for households with children. We work closely with Salvation Army, our local emergency shelter, for individuals who are homeless without children. When space is not available in either shelter, we offer motel vouchers for individuals and families who are literally homeless. This emergency shelter component is critical because it allows time for the residents to work hand-in-hand with their case manager in developing a plan for long-term housing and services.

Food and Shelter has 5 units dedicated for long-term emergency shelter. These units are for families who have obstacles to permanent housing that cannot be overcome in 30 days. They work intensely with a case manager to move through these obstacles to better prepare them for permanent housing. Our goal is to work with families for as long as they need us so they can be more successful in the end.

Additionally, Food and Shelter has plans to build 4 new units within our housing system beginning August 2012. This project will expand our short-term emergency shelter by 2 units as well as our long-term emergency shelter by 2 units.

II-3 Food and Shelter has a dedicated street outreach worker and case manager. She visits places in the community, where the homeless congregate, and provides information, support services, food and personal care items. Two Saturdays per month, she hosts remote personal care package distributions where the homeless can receive provisions free of charge.

Because we operate a soup kitchen and day shelter, people who live on the street find their way here. They shower here, receive mail here, celebrate their birthday here and launder their clothes here. Our street outreach worker is available to all of these individuals for support and assistance. She spends a great deal of time in the day shelter. As soon as she notices someone new, she makes an effort to get to know them and educate them about our services.

II-4 Food and Shelter is available for emergency shelter and crisis intervention 24 hours per day. We have a case manager on-call to assist individuals and families in crisis. The number to the on-call case manager is provided to local police departments, emergency rooms, partner agencies and other critical community services for easy access to care. Case management and support services are available Monday through Friday 8 a.m. until 5 p.m. Food and outreach

services are available Monday through Saturday 8 a.m. until 5 p.m. On Sunday, our community partners at First Baptist Church provide lunch for the homeless.

II-5 We assess each case individually for length of stay. Within our emergency shelter component, we strive to achieve long-term or permanent plans within 30 days however this is flexible based on the obstacles each household is facing. Our long-term emergency shelter component allows for 24 months of supportive housing.

II-6 We do not charge our residents or guests any fees for services.

II-7 Individuals and families can call Food and Shelter Monday through Friday for information regarding the types of assistance we provide. After normal business hours, those who are homeless can call our emergency assistance number for emergency shelter. These calls are handled by knowledgeable and experienced employees who can assess the situation and make a determination on how best to assist the individual or family. All individuals and families will be assisted in finding emergency shelter first through their own resources and in the event they have no options, we will provide emergency shelter through our emergency shelter program or a partner agency.

During the assessment process, we ask for basic information like name, current housing situation, assistance needed and contact information. We also assess qualifications for grant funded programs by asking annual household income, number in household and the type of housing in which they need assistance.

Documentation collected includes but is not limited to: a copy of a photo id, income verification, a copy of the lease agreement or housing agreement, documentation regarding possible eviction or termination of services and if they are literally homeless, we use DHS records or a statement from a homeless service provider to document homeless status.

As an additional note, the Cleveland County Continuum of Care is forming our own Central Systems Intake which would allow every individual and family in our community to call one number to apply for rent and utility assistance. Due to our success with the HPRP program, Food and Shelter is acting as the home agency for the CSI. We will be going to a continuum-wide consistent system regarding screening and paperwork. We have attached forms and information regarding our central intake to this application. See attached materials for details.

II-8 All individuals who receive services through Food and Shelter have access to case management. Within this program, case management begins as soon as someone enters the program. Because these are individuals or families who are literally homeless, case management focuses first on emergency shelter and then on long-term planning.

Individuals receiving emergency shelter and rapid rehousing will receive case management throughout the duration of their assistance and additionally will have follow-up case management and support services for three to six months after achieving self-sufficiency.

Case management services begin with a thorough needs assessment including assessing for needs of children in the household. Case managers will develop an individualized service plan

with the program participant based on goals and objectives specific to each household. Case managers will make appropriate referrals for mainstream services as well as other community resources available. Case managers will have on-going telephone and face-to-face contact with program participants to engage with community resources and skills and also to help overcome obstacles as they become apparent.

As the program participant begins to achieve self-sufficiency, case management services will move to a maintenance focus and eventually the case will be closed. All program participants are encouraged to maintain contact with their case manager as long as they feel necessary.

Food and Shelter has two employees who carry-out the screening process and on-going case management and support services for program participants. Natalie Gardner, Director of Programs, supervises these services and is responsible for the successful implementation of this program. Natalie Gardner reports directly to the Executive Director, April Doshier.

II-9 With the help of their case manager, program participants who are homeless will find temporary, emergency shelter through their own resources (family/friends) or local emergency shelter options provided by Food and Shelter and our partner agencies.

The case manager will work immediately with the program participant to build a plan toward long-term or permanent housing. Case managers will assist program participants in finding housing that meets their needs and expectations. The participant will review and apply for housing. Once they are accepted, Food and Shelter will work with the landlord for suitable payment arrangements.

II-10 The entire vision of our proposed program is developed from a housing first model. This encourages individuals and families to move away from shelter programs and toward self-sufficiency into permanent housing much quicker than previous program models. The critical component here is the caring, knowledgeable case manager who will work hand-in-hand with the individual or family to work through obstacles and not be discouraged by them. The case managers develop a deep and meaningful relationship with program participants and when the individual or family achieves permanency, they still have an anchor in the community to help when things get tough.

Because most of these individuals will have come from generational poverty, they will definitely need a long-term caring relationship to help ensure the bumps are only small set-backs and not another propeller into homelessness. These funds will be the necessary footing underneath these individuals and families empowering them to take the first steps toward self-sufficiency. The relationship they build with their case manager helps grow hope for the future. With hope, all things are possible.

Section III: Performance Measures

III-1 Food and Shelter measures a number of outcomes to gauge the efficacy of our programs.

For individuals and families receiving emergency services, through emergency shelter, rental and utility assistance, we track:

- The number of households who achieve long-term or permanent housing,
- The number of households who show an increase in income,
- The number of households who access mainstream services such as TANF, Social Security, Food Stamps, etc.
- The number of households who increased their knowledge of community resources and
- The number of individuals who show noticed improvement in their overall thoughts toward their future.

These outcomes will enable us to assist Oklahoma Department of Commerce in tracking their performance measures.

III-2 Through our street outreach component, we will serve 150 to 175 people per year. Our soup kitchen averages 150 people per day and we assist an additional 500 people per year through our food pantry.

Our rapid re-housing component will provide emergency shelter and start-up assistance to approximately 40 households accounting for 125 women, children and men.

III-3 Our outcomes are tracked in two different ways. We use case management records and assessment to determine when families achieve permanency, access mainstream services and have an increase in their income. Additionally, we do surveys with our program participants at discharge asking them to assist us in the collection of this information.

We input information into the Horizon system that uploads directly to HMIS. Much of this information will be easily accessible through Horizon.

Section IV. Community and Local Government Commitment

IV-1 Though we do not intend to use these specific categories as match for this proposal, we would like to share the special commitment our community has provided to Food and Shelter.

- Food and Shelter benefits from over 4,000 volunteer hours in our soup kitchen, shelter programs and street outreach.
- Due to our unique relationship with Health for Friends, an active member of our Continuum of Care, we are able to provide referrals to our residents and dining room guests to receive free health and dental services from physicians, dentists, optometrists and nurses. This is an invaluable gift.
- Food and Shelter receives donated supplies for our kitchen and outreach program accounting for nearly \$75,000 per year. This includes food kits provided to those who live on the street or in cars along with items to make food boxes for families at risk of homelessness. We have an entire room full of donated personal care items, blankets, socks, shoes, sleeping bags and more. All of this is passed directly through to our street outreach participants.
- The City of Norman leases us a home for long-term emergency shelter for homeless families at a rate of \$1 per year. Aside from this, they provide countless support as our unit of local government.

IV-2 Food and Shelter has the following funds available for match in the 2012-2013 year:

- \$51,337 provided by HUD in support of our Street Outreach Program
- \$48,663 provided by United Way of Norman to support our soup kitchen and day shelter.

In the event we are only awarded Tier II funding, we offer HUD funds for match in the amount of \$50,000.

Section V. Continuum of Care Requirements

V-1 This program will help achieve three of the six goals of our Continuum of Care's Action plan.

The rapid re-housing component of this proposal will allow us to decrease the number of homeless living on the streets, in shelters and in places not meant for habitation which is the first goal of our action plan.

The third goal in our action plan is to increase housing retention while improving access to mainstream services and increasing income. Through case management offered to participants of the homelessness prevention component of this proposal, we will be able to increase housing retention for those living in the lowest income levels while providing education, resources and support to boost their earning potential and make good referrals to mainstream services.

Goal 4 of our plan encourages us to make services for efficient and accessible through the development of a central intake system. Food and Shelter is the lead agency in this system and will conduct a soft-opening on July 1st and continue to enhance this system throughout this project. (See attachment regarding CSI)

HMIS Agreement: Food and Shelter, as with the entire Cleveland County Continuum of Care, uses the Horizon system for HMIS data collection. Attached to this proposal is our HMIS agreement.

V-2 Cleveland County has a variety of mainstream services available to individuals and families. We work very closely with our local Department of Human Services. We provide referrals to OKDHS for assistance and receive a great number of referrals from OKDHS. We have had each of our case managers trained in using the new online application process for OKDHS services so each of our program participants and residents can apply with the direct assistance of their case manager.

In the same fashion, we work closely with the county Social Security Administration to assist our program participants and residents in applying for SSI and SSDI. Two of our three case managers have attended the SOAR training giving them the education and experience to work through this system.

During our needs assessment, we assess which of these services the individuals and families are already receiving. When they qualify for additional services, case managers either make a referral or provide direct assistance in the application process.

V-3 The Cleveland County Continuum of Care is a special network of service providers who are collaborative partners in all ways possible.

We work closely with our emergency shelter partners, Salvation Army and Women's Resource Center, to make sure no woman, child or man is sleeping outside or in their cars. We partner with our long-term emergency shelter partners Community Action Agency and East Main Place as we encourage families to apply for these supportive services. Because we have many individuals who have mental illness or addiction issues, we work hand-in-hand with Central Oklahoma Community Mental Health, Norman Addiction and Information Center and Thunderbird Clubhouse to meet the special needs of these individuals.

Our continuum is very close and collaborative. We each fulfill a special niche in serving homeless individuals and families. When there is a gap in services, we discuss, as a group, which of us is best suited to meet this need. We support each other in our work and through this support, strengthen the services available to individuals and families facing homelessness.

V-4 Food and Shelter allows homeless and formerly homeless women and men to participate in policy making and service development in a variety of ways. 2 of our 7 staff members are formerly homeless individuals. We have a formerly homeless woman on our advisory board that assists in program evaluation and development. We conduct two different focus groups per year asking our clients to assist in program evaluation, policy making and program development.

MATCH CERTIFICATION Tier I and II

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.)

HUD Funding Street Outreach & Case Management	\$ 51,337
_____	\$ _____
_____	\$ _____
_____	\$ _____

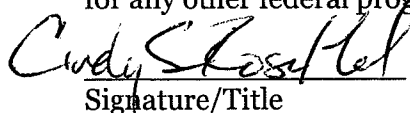
State/Local Government Funding

_____	\$ _____
_____	\$ _____
_____	\$ _____

Private (including recipient) Funding

Fund Raising/Cash	\$ _____
Loans	\$ _____
Building Value or Lease	\$ _____
Donated Goods	\$ _____
Donated Computers	\$ _____
New Staff Salaries	\$ _____
Volunteers (\$5/hr)	\$ _____
Volunteer Medical/Legal	\$ _____
Other (specify) United Way of Norman	\$ 48,663

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

Mayor, City of Norman

June 11, 2012
Date

ODOC-1
ESG 2012

MATCH CERTIFICATION Tier II

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.)

HUD Funding Street Outreach & Case Management	\$ 50,000
_____	\$ _____
_____	\$ _____
_____	\$ _____

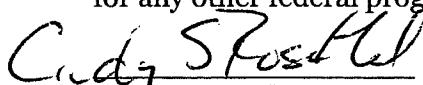
State/Local Government Funding

_____	\$ _____
_____	\$ _____
_____	\$ _____

Private (including recipient) Funding

Fund Raising/Cash	\$ _____
Loans	\$ _____
Building Value or Lease	\$ _____
Donated Goods	\$ _____
Donated Computers	\$ _____
New Staff Salaries	\$ _____
Volunteers (\$5/hr)	\$ _____
Volunteer Medical/Legal	\$ _____
Other (specify)	\$ _____

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

Mayor, City of Norman

June 11, 2012

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:

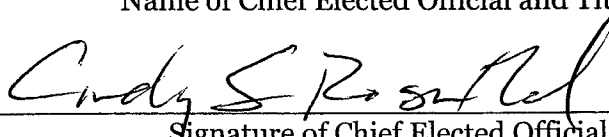
1. The requirements of 24 CFR Sec. 576.53 and the January 9, 1989, Federal Register Notice of Fund Availability; Amended Program Requirements, concerning the continued use of buildings for which Emergency Solutions Grants are used for rehabilitation or conversion of buildings for use as emergency shelters 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.

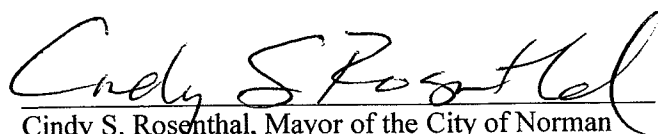
Confidentiality – Grant subrecipients must develop and implement procedures to ensure:

- (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: Food and Shelter, Inc.

Project Name: ESG 2012

**Location
of the Project:** 104 W. Comanche, 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 22, 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: Food and Shelter, Inc.

Project Name: ESG 2012

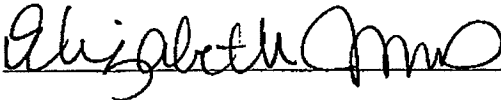
**Location
of the Project:** 104 W. Comanche

**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.

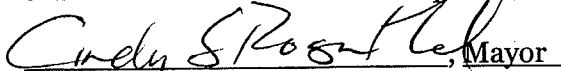
7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"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. Rogers, Mayor
Authorized Signature & Official Title

May 22, 2012

Date

ODOC-7
ESG 2012

ODOC 7 - Certification for Drug-Free Workplace

I, April Doshier, Executive Director
(Signature of Authorized Representative) (title)

of Food and Shelter, Inc, 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,

ODOC 9 - Prior Projects Audit

Applicant's Name: City of Norman

(Unit of General Local Government or Community Action Agency / Nonprofit)

Audit Requirement: All audits of prior awards from ODOC must be in accordance with the ODOC Audit Policies and Procedures Manual. An audit is required if \$25,000 or more was received from ODOC. The audit should be completed and the report submitted no later than twelve (12) months after the end of the contractor's fiscal year.

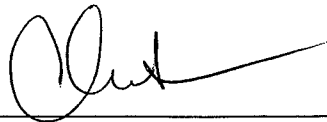
1. Date audit submitted to ODOC December 28, 2011
2. If not submitted, date it will be submitted _____
3. If audit has not been submitted, please explain _____

4. Has audit been closed by ODOC? Yes X No _____
i.e., Has applicant received a letter from ODOC closing the audit?

If you have any questions regarding this requirement, please contact Wendi Whittier at 405/815-5304.

If your application is accepted for funding, please note that any audits due on prior contracts must be submitted in accordance with the ODOC Audit Policies and Procedures Manual. Submission of the audits will be a Release of Funds condition in the contract. Waiver of this condition will be considered only with good cause.

Clint Mercer, Chief Accountant
Print Name


Signature

May 22, 2012
Date

ODOC-9
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.*

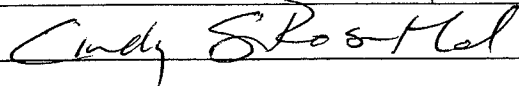
Source(s) of Additional Funds:	Amount of Additional Funds
City of Norman/SVSC (Shelter Grant) ____	\$10,000
Sue Wilson Fund (Shelter Grant) _____	\$10,000
Gaylord Foundation (Food & Outreach) _	\$5,000
Zarrow Foundation (Education) _____	\$5,000
Walton Foundation (Food & Outreach) __	\$5,000
United Way (Transportation) _____	\$10,000
Fundraising (Admin, Case Mgt) _____	\$22,270
Community Contributions (Operations) _	\$140,000

1.1 Total additional funds committed to the FY12 ESG Program: **\$207,270.00**

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

**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. Nonprofit	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	
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></u>			
Name & Title of Authorized Official: <u>Cindy S. Rosenthal, Mayor of the City of Norman</u>			
Date: <u>May 22, 2012</u>			

Environmental Review Record Summary Sheet

Project Number (IDIS):	HUD Program: Emergency Solutions Program	Program Year: 2012
---------------------------	---	-----------------------

Project Name: City of Norman/Food and Shelter

Project Location (street, city, county/State, & zip code):
104 W. Comanche, Norman, Cleveland County, Oklahoma 73069

Number of Dwelling Units N/A	Project site is in a location described as	
<input type="checkbox"/> New Construction <input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Central city <input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Urban development <input type="checkbox"/> Undeveloped area

Project Description (*Attach additional descriptive information, as appropriate to the project, including narrative, maps, photographs, site plans, budgets and other information.*)¹:

Supportive services for homeless shelter, including operations, outreach, and prevention activities

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- ☐ Exempt from NEPA review requirements per 24 CFR §58.34(a) (_____) (Compliance Checklist for §58.6 is attached.)
- ☒ Categorically Excluded NOT Subject to §58.5 authorities per 24 CFR §58.35(b) (2) (Compliance Checklist for §58.6 is attached.)
- ☐ Categorically Excluded SUBJECT to §58.5 authorities per 24 CFR §58.35(a) (_____) (Compliance Checklist for §58.6, and Statutory Worksheet and Checklist for the §58.5 authorities are attached.)
- ☐ An Environmental Assessment (EA) is required to be performed. (An Environmental Assessment Worksheet and Checklist performed in accordance with subpart E of 24 CFR Part 58, Compliance Checklist for §58.6, and Statutory Worksheet and Checklist for the §58.5 authorities are attached.)

¹ Source documentation consists of verifiable source documents and/or relevant base data. Appropriate documentation must be provided for each authority and resource analyzed. Documents may be incorporated by reference into the ERR provided that each source document is identified and available for inspection by interested parties. Proprietary material and studies that are not otherwise generally available for public review shall be included in the ERR.

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

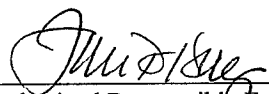
Grant Recipient: City of Norman Project Name: Food and Shelter ESG
 Project Description (Include all actions which are either geographically or functionally related):
Operations and maintenance, homeless prevention and rapid rehousing activities

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. KRIEB
 Authorized Responsible Entity Name (printed)

GRANTS PLANNER
 Title (printed)

RE SEAL

RE NAME AND ADDRESS

Compliance Checklist for 24 CFR §58.6, Other Requirements

Complete for all projects, including Exempt (§58.34), Categorically Excluded Subject to §58.5 [§58.35(a)], Categorically Excluded Not Subject to §58.5[§58.35(b)], and Projects Requiring Environmental Assessments (§58.36)

Project Name: City of Norman/ Food and Shelter ESG

ERR FILE # _____

1. §58.6(a) and (b) Flood Disaster Protection Act of 1973, as amended; National Flood Insurance Reform Act of 1994

- a. Does the project involve new construction, major rehabilitation, minor rehabilitation, improvements, acquisition, management, new loans, loan refinancing or mortgage insurance?
☐ Yes ☒ No
If No, compliance with this section is complete.
If Yes, continue.
- b. Is the project located in a FEMA identified Special Flood Hazard Area?
☐ Yes ☒ No
If No, compliance with this section is complete.
If Yes, continue.
- c. Is the community participating in the National Flood Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?
☒ Yes ☐ No
If Yes, Flood Insurance under the National Flood Insurance Program must be obtained. If HUD assistance is provided as a grant, insurance must be maintained for the economic life of the project and in the amount of the total project cost (or up to the maximum allowable coverage, whichever is less). If HUD assistance is provided as a loan, insurance must be maintained for the term of the loan and in the amount of the loan (or up to maximum allowable coverage, whichever is less). A copy of the flood insurance policy declaration must be kept on file in the ERR.
If No, Federal assistance may not be used in the Special Flood Hazards Area.

Cite and attach source documentation: (Documentation should include a FEMA Flood Map showing project location in reference to flood zone designation. If flood map is not available, use best available information.)

For additional information see:

FEMA Map Service Center: <http://www.store.msc.fema.gov>

NFIP Community Status Book: www.fema.gov/fema/csb.shtm

**EMERGENCY SOLUTIONS GRANT
SPONSOR AND SHELTER AGREEMENT**

PART I - SUMMARY

Contractor City of Norman

Sub-Contractor

Emergency Shelter Name: Food and Shelter, Inc.

Contract 2012 Emergency Solutions Grant Program

Amount (\$ 100,000.00)

Funding Period October 1, 2012 to September 30, 2013

Project Description: Provide funds for costs of Operations, Homeless Prevention and Rapid Re-Housing activities

PART II - GENERAL TERMS AND CONDITIONS

DEFINITION(S)

CONTRACTOR

Cities, towns, counties or Community Action Agencies who are direct recipients of Emergency Solutions Grant (ESG) funds, and have agreed to be responsible for the oversight of the proposed ESG project.

SUBCONTRACTOR

Any shelter that indirectly receives Emergency Solutions Grant (ESG) funds through a Unit of Local Government, or Community Action Agency, and is responsible for the implementation of the proposed ESG project.

1. a. **Subcontractor** will provide the necessary personnel, facilities, supplies, equipment, and/or related resources and skills to accomplish the program described in Part III in accordance with the terms and conditions of this contract. All of the work and services required should be performed by **Subcontractor** or a **Subcontractor** fully qualified and authorized under state and local law to perform such work and services.
- b. None of the work and services covered by this contract may be contracted to a third party without prior written approval of the City of Norman.
(contractor)

- c. In no event will **Subcontractor** incur any obligation on the part of the City of Norman.
(contractor)
2. The City of Norman will provide funding for the program up to the
(contractor)
total amount subcontracted by Food and Shelter, Inc. which is the
(subcontractor)
maximum amount of \$100,000.00 will pay for this subcontract.
(ESG award amount)

3. Compensation to Contractor

The City of Norman will reimburse **Subcontractor** on the basis of itemized
(contractor)
statements submitted in accordance with the budget attached hereto as **Attachment "A"**. All claims for reimbursement must be accompanied by documentation of pledged in-kind for this project.

4. Records, Reports and Documentation

- a. **Contractor** shall maintain records and accounts including property, personnel, and financial records that properly document and account for all project funds.
- b. **Subcontractor** shall document and report match funds in conjunction with funds provided by the Oklahoma Department of Commerce on the monthly expenditure report. Expenditures of (ESG & Match) must be in proportionate amounts monthly.
- c. **Contractor** shall retain all books, documents, papers, records and other materials involving all activities and transactions related to this contract for at least three (3) years from the ending date of this contract.

5. Procurement

Procurement of all goods and services under this contract shall be carried out in compliance with procedures described in the ESG implementation Manual, Policy 705, Procurement Requirements.

6. Hold Harmless

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 all claims and actions, and all expenses defending same, that are brought as a result of any injury or damage sustained by any person or 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)

Food and Shelter, Inc.

April Doshier
Signature

April Doshier, Executive Director
Name Title

May 23, 2012
Date

EXECUTED BY:

Name of Contractor (Sponsor)

City of Norman

Cindy S. Rosenthal
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/Food and Shelter, Inc

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; 104 W. Comanche, 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:

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

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

(Note: Use Additional pages if necessary.)

Certification

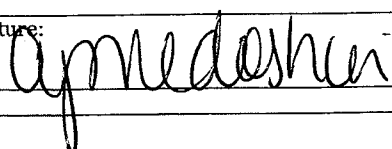
Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure,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

I certify that this information is true and complete.

Signature: _____ Date: (mm/dd/yyyy)

X  May 22, 2012

(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 <input checked="" type="checkbox"/> or an update report <input type="checkbox"/>			
1. Applicant/Recipient Name, Address, and Phone (include area code): City of Norman/Food and Shelter, Inc		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; 104 W. Comanche, 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		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:					
1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity, and					
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).					
Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)		Social Security No. or Employee ID No.		Type of Participation 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: X 		Date: (mm/dd/yyyy) May 22, 2012			

City of Norman –
Food and Shelter

Emergency Solutions Grant Program (ESG)

FY'12 Project Budget Summary

COST CATEGORY	For Fiscal Use Only	ESG Requested Funds	Match Funds 555830	Project Total
Tier I: 40% of Grant Funds awarded must be spent on Prevention and/or Rapid Rehousing Services				
Tier II: 60% of Grant Funds awarded may be spent on Prevention and/or Rapid Re-Housing Services				
Administration (3.75%)		\$3,750		\$3,750
HMIS				
Emergency Shelter:				
Utilities				
Operations		\$24,250		\$24,250
Essential Services			\$48,663	\$48,663
RA Assistance				
Total Emergency Shelter		\$24,250	\$48,663	\$72,913
Total Street Outreach – Essential Services		\$0	51,337	\$51,337
Rapid Re-Housing Services				
Housing Relocation and Stabilization Services		\$72,000		\$72,000
Tenant-Based Rental Assistance				
Project-Based Rental Assistance				
Total Rapid ReHousing		\$72,000		\$72,000
Homelessness Prevention Services:				
Housing Relocation and Stabilization Services				
Tenant-Based Rental Assistance				
Project-Based Rental Assistance				
Total Preventive Services		\$		\$
TOTAL		\$100,000	\$100,000	\$200,000


Signature of Authorized Official

June 11, 2012
Date

City of Norman –
Food and Shelter

**Emergency Solutions Grant Program (ESG)
TIER II ONLY**

FY'12 Project Budget Summary

COST CATEGORY	For Fiscal Use Only	ESG Requested Funds	Match Funds 555830	Project Total
Tier I: 40% of Grant Funds awarded must be spent on Prevention and/or Rapid Rehousing Services				
Tier II: 60% of Grant Funds awarded may be spent on Prevention and/or Rapid Re-Housing Services				
Administration (3.75%)		\$1,875		\$1,875
HMIS				
Emergency Shelter:				
Utilities				
Operations		\$13,125		\$13,125
Essential Services				
RA Assistance				
Total Emergency Shelter		\$13,125		\$13,125
Total Street Outreach – Essential Services		\$0	\$50,000	\$50,000
Rapid Re-Housing Services				
Housing Relocation and Stabilization Services		\$35,000		\$35,000
Tenant-Based Rental Assistance				
Project-Based Rental Assistance				
Total Rapid ReHousing		\$35,000		\$35,000
Homelessness Prevention Services:				
Housing Relocation and Stabilization Services				
Tenant-Based Rental Assistance				
Project-Based Rental Assistance				
Total Preventive Services		\$		\$
TOTAL		\$50,000	\$50,000	\$100,000


Signature of Authorized Official

June 11, 2012
Date

BUDGET NARRATIVE: For each budget category, provide a line item detail and narrative explanation of how funds will be utilized:
TIER I & TIER II

Administration

Food and Shelter requests \$3,750 in administrative funds to support our program.

Rehabilitation/Renovation

Shelter Operation and Services

\$4,250 of these funds will support the two emergency shelter units Food and Shelter has available on site. This supports the utilities, insurance and case management for these units.

\$20,000 of the funds requested will pay motel vouchers for the individuals and families we serve through the rapid re-housing program. We use two different motels in town which costs \$225 per week for shelter. This will allow for over 600 nights of shelter.

Food and Shelter offers match in the amount of \$48,663 which supports our soup kitchen.

Street Outreach

Food and Shelter offers match in the amount of \$51,337 which supports our extensive street outreach program.

Rapid Re-Housing Services

We request \$72,000 for housing relocation and stabilization services. This includes \$11,000 toward case management services leaving \$61,000 for direct assistance. We believe this will serve 45 households.

Homelessness Prevention

HMIS

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

TIER II

Administration

Food and Shelter requests \$1,875 in administrative funds to support our program.

Rehabilitation/Renovation

Shelter Operation and Services

\$3,125 of these funds will support the two emergency shelter units Food and Shelter has available on site. This supports the utilities, insurance and case management for these units.

\$10,000 of the funds requested will pay motel vouchers for the individuals and families we serve through the rapid re-housing program. We use two different motels in town which costs \$225 per week for shelter. This will allow for over 300 nights of shelter.

Street Outreach

Food and Shelter offers match in the amount of \$50,000 which supports our extensive street outreach program.

Rapid Re-Housing Services

We request \$35,000 for housing relocation and stabilization services. This includes \$6,000 toward case management services leaving \$29,000 for direct assistance. We believe this will serve 20 households.

Homelessness Prevention

HMIS



The City of **NORMAN**

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

REVITALIZATION DIVISION
Phone: 405-366-5332

May 23, 2012

Oklahoma Department of Commerce
Office of Community Development
PO Box 26980
Oklahoma City, OK 73126

Attn: Human Development Team

Food and Shelter for Friends, Inc. a local non-profit organization located in Norman, Oklahoma has been an active participant on the Cleveland County Continuum of Care Advisory Committee not only in the current year but since the inception of the Continuum. In addition to allowing meeting space at their site, numerous staff members have been in attendance at all meetings and have taken a leadership role in furthering the collaboration between the various participating entities. FSFF was been designated the sole subcontractor to distribute the HPRP funding for the Continuum.

Given the successful administration of the HPRP program by Food and Shelter, it was a natural fit for them to transition from the administration of the HPRP program into being designated the lead contact for the new Central System for Intake (CSI). The development of the CSI was done cooperatively with all the mainstream service providers as well as consultations with the faith based community.

Since April Doshier was named Executive Director in February of 2011, the agency has taken the initiative by increasing community awareness regarding homelessness and poverty. By increasing this awareness, they have been named the 2012 and 2013 recipient of the proceeds from the Le Tour De Vin fundraiser that the three Norman Rotary Clubs hold. In addition to the financial rewards from the even, the accompanying publicity that this event generates cannot be measured.

Recently there have been numerous events in which Food and Shelter has taken the lead. These include but by no means are limited to:

- Partnering with Health for Friends, Inc., United Way of Norman, the OU Big Event Health Sciences Center, and the City of Norman in providing a

Health Fair for the Chronically Homeless in which 75 persons received health screenings as well as 35 people received dental services.

- Began the START Program by partnering with the Moore-Norman Technology Center and community mentors whereas homeless individuals are given intensive job and life skills training to increase their employability.
- Partnering with the Cleveland County Assistance Network for the 2010 and the 2011 Community Thanksgiving Dinner. Food and Shelter expanded the Thanksgiving Dinner to serve over 400 people.
- Utilizing Supportive Housing Funds, Food and Shelter has successfully submitted four SHP projects to provide housing for the Chronically Homeless.

With the current rehabilitation of the kitchen facility and the expansion of their on site housing units, Food and Shelter will be able to expand their provision of comprehensive services to the homeless and the low income citizens of Cleveland County.

It has been my pleasure to have had the assistance and support provided by Food and Shelter for Friends throughout the past year.

Sincerely,



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

CoC Maps, Contacts, Reports, and Awards

Search Results: Grant Awards

Year: 2011

Type of Report: Continuum of Care (CoC) Awards

Continuum of Care: OK-504 - Norman/Cleveland County CoC

Your search returned 6 records.

OK-504 Continuum of Care (CoC) Awards

CoC No.	CoC Name	Sponsor Name	Program	Amount
OK-504	Norman/Cleveland County CoC	East Main Place	SHPR	\$43,895
OK-504	Norman/Cleveland County CoC	Food and Shelter for Friends	SHP	\$25,315
OK-504	Norman/Cleveland County CoC	Foodand Shelter	SHPR	\$51,337
OK-504	Norman/Cleveland County CoC	Hope Community Services, Inc.	S+CR	\$80,640
OK-504	Norman/Cleveland County CoC	Progressive Independence	S+CR	\$37,392
OK-504	Norman/Cleveland County CoC	Thunderbird Clubhouse	S+C	\$68,880
			Total:	\$307,459



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: Food and Shelter Inc.
Program: Food and Outreach
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: \$60,000

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 express their gratitude regarding your progress with leadership, board support, community outreach and all the help with our campaign. We also like the plan to be more efficient in food service and kitchen.

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

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

This agreement is entered into on 06/29/09 (mm/dd/yy) between The Homeless Alliance, Inc., hereafter referred to as "The Homeless Alliance" and Food and Shelter for Friends (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 practices¹. 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

¹ Sample 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 form³, 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,⁴ 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.

³ Form provided by The Homeless Alliance

⁴ 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 Alliance⁵.

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.

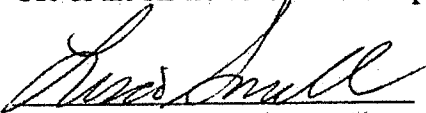
VII. Terms and Conditions

- 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.

⁵ 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.

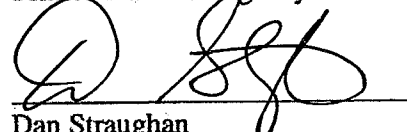

Agency Executive Director Signature

06/29/09
Date (mm/dd/yy)

Name and Address of Agency:
Food and Shelter for Friends
104 West Comanche, Norman OK 73069

Lisa Sornells
Printed Name of Agency Executive Director

06/29/09
Date (mm/dd/yy)


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

6-29-09
Date (mm/dd/yy)

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.