

Before Starting the Project Application

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

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2018 CoC Program grant competition.
- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the HUD Exchange Ask A Question
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2018 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2018 CoC Program NOFA, including the General Section Technical Correction, and all requirements and criteria met.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with the instructions found on each individual screen
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2018 CoC Program NOFA.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/10/2018

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: City of Norman

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

	c. Organizational DUNS:	101501240	PLUS 4	
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d. Address

Street 1: 201-A West Gray

Street 2:

City: Norman

County: Cleveland

State: Oklahoma

Country: United States

Zip / Postal Code: 73069

e. Organizational Unit (optional)

Department Name:

Division Name: CDBG Division

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

Prefix: Ms.

First Name: Michelle

Middle Name:

Last Name: Evans

Suffix:

Title: Homeless Program Coordinator

Organizational Affiliation: City of Norman

Telephone Number: (405) 366-5434

Extension:

Fax Number: (405) 366-5379

Email: michelle.evans@normanok.gov

1C. SF-424 Application Details

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

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

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6200-N-25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

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

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

16. Congressional District(s):

a. Applicant: OK-004
b. Project: OK-004
(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 06/01/2019
b. End Date: 05/31/2020

18. Estimated Funding (\$)

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

1E. SF-424 Compliance

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

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

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

If "YES," provide an explanation:

1F. SF-424 Declaration

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

I AGREE: ☒

21. Authorized Representative

Prefix: Ms.

First Name: Lynne

Middle Name:

Last Name: Miller

Suffix:

Title: Mayor

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

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

Email: lisa.krieg@normanok.gov

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

Date Signed: 09/10/2018

1G. HUD 2880

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

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: City of Norman

Prefix: Ms.

First Name: Lynne

Middle Name:

Last Name: Miller

Suffix:

Title: Mayor

Organizational Affiliation: City of Norman

Telephone Number: (405) 366-5464

Extension:

Email: lisa.krieg@normanok.gov

City: Norman

County: Cleveland

State: Oklahoma

Country: United States

Zip/Postal Code: 73069

2. Employer ID Number (EIN): 73-6005350

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$12,088

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: City of Norman Planning Grant 201-A West Gray Norman Oklahoma

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

Part I Threshold Determinations

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

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. No

Certification

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

I certify that this information is true and complete.

I AGREE: ☒

Name / Title of Authorized Official: Lynne Miller, Mayor

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

Date Signed: 07/18/2017

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: City of Norman

Program/Activity Receiving Federal Grant Funding: CoC Program

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

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

Sites for Work Performance.

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

Workplaces, including addresses, entered in the attached project application.

Refer to addresses entered into the attached project application.

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

X

accurate. ☐

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

Authorized Representative

Prefix: Ms.

First Name: Lynne

Middle Name

Last Name: Miller

Suffix:

Title: Mayor

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

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

Email: lisa.krieg@normanok.gov

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

Date Signed: 09/10/2018

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

X

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

Applicant's Organization: City of Norman

Name / Title of Authorized Official: Lynne Miller, Mayor

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

Date Signed: 09/10/2018

1J. SF-LLL

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

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

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

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

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

Legal Name: City of Norman

Street 1: 201-A West Gray

Street 2:

City: Norman

County: Cleveland

State: Oklahoma

Country: United States

Zip / Postal Code: 73069

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

I certify that this information is true and complete.

X

Authorized Representative

Prefix: Ms.

First Name: Lynne

Middle Name:

Last Name: Miller

Suffix:

Title: Mayor

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

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

Email: lisa.krieg@normanok.gov

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

Date Signed: 09/10/2018

2A. Project Detail

1a. CoC Number and Name: OK-504 - Norman/Cleveland County CoC
1b. Collaborative Applicant Name: City of Norman

2. Project Name: City of Norman Planning Grant

3. Component Type: CoC Planning Project Application

2B. Project Description

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

The City of Norman is the designated Collaborative Applicant for the Continuum. The Planning funds, if awarded, will continue to assist by offsetting the costs associated with coordination of additional activities & collaboration of the Cleveland County Continuum of Care (CoC) while remaining in compliance with the 24 CFR 578.7 safeguarding a guarantee of the CoC requirements, regarding the centralized coordinated assessment system, helping our community best use current resources efficiently, & for immediate needs of individuals and families requesting assistance. The goal of this Planning Grant is to continue improvements on system coordination of homeless assistance & mainstream housing, service providers, & to ensure people experiencing homelessness are receiving assistance quickly & efficiently. Under the 2017 NOFA, we were awarded Planning funds that included extensive training opportunities and the expenditures including but not limited to staff costs of CDBG Division of the City of Norman, & implementation costs associated with CoC regulations by staff or other entities as needed. The CoC has continued to focus on performance standards & experience distinct improvements by utilizing a diverse cache of resources to address the complexities of the homeless population within our jurisdiction; however, adjustments are needed for continued progress and inclusive coordination & collaboration among CoC agencies. Our Continuum has successfully benefited from HUD's technical assistance resource in the past and will continue to procure such resources in the future; these funds may also be used to coordinate third-party facilitation of training, provide a unique perspective to current program structure, and additional collaboration. Training will include our Coordinated Case Management Committee, and newly acquired partnering entities as they become engaged with our Continuum. The Planning Grant is indispensable as the CoC works to achieve improving upon our performance outcomes. The CoC funded agencies are given performance expectations that include baseline performance data by individual projects across the CoC. The criteria included 'occupancies', length of stays, housing placements, case management & data quality. Agencies are equally involved in reviewing the performance data and evaluate each of the programs current processes, coordination and HMIS quality entries. The work achieved by strengthening our CoC partnerships has allowed reaching Functional Zero for our Veteran population in February 2018. Organization will continue as we prepare for a point-in-time count of homeless persons covering our entire catchment area of Cleveland County. The count will identify and confirm the number the unsheltered homeless persons, identify and count the number of homeless persons in emergency shelters & transitional housing projects; with an increased focus on chronic, & family and youth.

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

Upon contract execution of the Planning Project, these funds will assist in the ongoing improvement plans for Coordinated Entry, and help build a robust outreach team Continuum wide and to help gauge performance outcomes with five of the current funded agencies and our CoC partnering agencies. Assessment of baseline performance, sought after improvement strategies, and advancement towards enhanced outcomes for each of the CoC funded projects. The projected schedule of proposed activities and continued development will begin without delay on the start of grant, June 1, 2019. Estimated Timelines include but are not limited to; Project Evaluation: Ongoing for the duration of the grant timeline of 2019-2020. Coordinated Entry Improvement Progress: Ongoing 2019-2020 Population Plans to End Chronic , Family, and Youth Homelessness: Ongoing 2019-2020, Sustain Functional Zero for our Veteran Population: 2019-2020; Point-in-Time Count: January 2019. The CoC members will review a performance matrix on a monthly basis to help secure a timeline of progress reports based on performances, ensuring continuity, and consistency. This review also offers the opportunity to collaborate with partnering agencies throughout the Continuum. The City of Norman, as the assigned Collaborative Applicant, will establish and organize the specifics regarding the schedule of training events, and management plans as necessary. The funds, if awarded to the City of Norman, will immediately benefit our entire Continuum by the implementation and planning of training sessions. To ensure successful outcomes with our CoC partners, and agencies, a detailed work plan highlighting the planning and collaboration will outline the timelines of work, and expectations. CoC Workgroups will convene regularly throughout the year to plan, and implement activities. 24 CFR 578, the NOFA for the 2018 COC Program Competition, and the HUD issued document Establishing and Operating a Continuum of Care will serve as the primary references and guidelines for implementing this project and ensuring timelines that complete the work during the 12-month grant time period

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

The requested funds will improve our CoC's ability to evaluate the outcome of CoC and ESG projects by supporting the professional development of Lead Agency staff in topics related to compliance and performance evaluation systems. Continual communication with all CoC and ESG partners will help educate, and strengthen our goals, and strategies moving forward. As the Collaborative Applicant continues to work with ESG funders and the CoC to coordinate processes for ESG recipients while continuing to provide established, a coordinated monitoring structure and track the progress for accuracy and timeliness. HMIS data will be used to evaluate the system-wide performance measures for both ESG and CoC funded providers to assist the CoC in gauging progress toward preventing and ending homelessness in Norman/Cleveland County. This set process allows for prompt attention and instant action to recipients not performing to the set performance standards. Continual evaluation will involve management of the Central System for Intake with direct focus on the households assisted, denied, and active referrals to other CoC agencies, or involved entities. The Planning funds will be used to evaluate overall performance on a system wide level and help identify where improvements are necessary and whether there are any gaps in data, or services. Communication with all agencies will continue on a regular basis. We are open to feedback, and allow for expansion in our techniques, decision-

making, and implementation of strategies that help enhance the development and performance standards to include all of our ESG and CoC funded providers. As the Collaborative Applicant, we will continue to meet with CoC representatives, and our CoC funded programs and help expand involvement with representatives of ESG funded programs. Both ESG and CoC funds support data collection and will continue supporting the definition of up-to date demographics and outcomes. Evaluative efforts will work toward ensuring that homeless households move from the streets or emergency shelter to the appropriate housing component that encourages eventual and sustainable self-sufficiency in permanent housing within the communities. Consistent engagement with the community will help ensure the relevant implementation of CoC policies and procedures are in compliance with the CoC Charter and Standard Operating Procedures. We will continue to coordinate with our CoC's HMIS Lead confirming accuracy involving all data collection, and initiation of reports necessary for outcome evaluation and used for feedback sessions with our partners CoC wide.

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

Staff has been provided by The City of Norman through CDBG funding for direct coordination, and support of efforts to benefit all within the continuum. The City of Norman has served as the Lead Agency, and the Collaborative Applicant since the inception of the CoC award process. The CoC has five established committees (Executive Committee, Coordinated Case Management, Governance Committee, Data and Evaluation Committee, and Coordinated Entry Committee) to continue the work of the CoC. The City of Norman staff and CoC Committees will continue to monitor and evaluate programs & the system as well as support the CoC process in the absence of HUD funds. Additionally, the HUD planning funds will enable the CoC to continue to develop and continue comprehensive systems for ensuring compliance with HEARTH & HUD regulations, evaluating & monitoring performance & ensuring a fair and balanced system of access to homeless resources. The infrastructure established will allow the CoC to make a big leap forward in systematizing its CoC planning & evaluation activities, ensuring all providers are well-grounded in the HEARTH & HUD regulations & requirements. The funds, if awarded, are an integral part to our small community in improvement strategies and our overall goal of ending all homelessness in our jurisdiction. The planning grant funds are intended to assist the Collaborative Applicant and the CoC in carrying-out the activities outlined and mandated to comply with the HEARTH Act. Planning grant funds received will continue to focus on the highest priority areas to assist in complying with the HEARTH Act and ending homelessness in Norman/Cleveland County. As the Collaborative Applicant, we will continue to seek additional support, both financial and collaborative in nature, to work closely with government and private sectors to continue these planning activities for the improvement of the CoC and effectiveness of projects for the homeless population. The CoC will continue comprehensive planning to prevent and end homelessness and work continuously to incorporate evidence based and best practices into homeless services. These planning activities will also create tools for ongoing self-monitoring on key HUD administrative & financial regulations & requirements. As the Collaborative Applicant, we will continue to plan and strategize with CoC partners to create education and awareness campaigns to engage city and county elected officials, faith based, nonprofit

community and the public to leverage additional funding sources that serve the homeless population within our CoC.

3A. Governance and Operations

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

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

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

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

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

a. Written agendas of CoC meetings? Yes

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

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

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

g. Written standards for administering assistance? Yes

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

3B. Committees

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

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Coordinated Case Management	CCM is the local planning and oversight committee coordinating funding, services & strategic efforts to end homelessness in the community. Homeless service providers who are case managing clients on our By-name List strategize available housing for their clients by way of available NHA vouchers, & TCON HOME funds from TBRA program. Available housing & case plans are discussed each week as this committee works with all CoC agencies in collaboration for resources, funding, and available services to provide to clients by following the principles of Housing First philosophy. New members are invited regularly and asked to engage with ongoing community efforts. CCM Committee is guided by resources available through the Built For Zero initiative.	Weekly	TCON, SA, HOPE, Food & Shelter, United Way, Women's Resource Center, TBC, PI, VA, SSVF, Catholic Charities, Oklahoma Dept. of Mental Health & Substance Abuse Center, Griffin Hospital, NAIC, NHA, Bridges, COCAA, Red Rock, Goodwill, Heartline Oklahoma
Governance Committee	Governance Committee develops and reviews Governance Charter annually, reviews written selection processes, Conflict of Interest Policies, for compliance and assures compliance with all federal, state, and local regulations, HUD regulations, monitors CoC and ESG apps, Design & implement process associated with applying for HUD CoC program funds, planning the CoC, operating the CoC, prevention and diversion strategies, outreach & engagement, & coordinated assessment, and specific responsibilities as outlined by HUD in the Continuum of Care Interim Rule.	Monthly	Food & Shelter, TBC, HOPE, PI, SA, United Way, Bridges, WRC, Norman Regional, COCMH, ODMHSAS, NHA, VA
Evaluation & Data Committee	The role of the Evaluation & Data Committee is to review expenditure reports of both CoC and ESG funding, help organize annual PIT count, HIC chart, AHAR, evaluate CoC and ESG applications, and assist in rating process, check all projects in HMIS for data quality and accuracy, and to ensure compliance with all federal, state, and local regulations, and monitor election of Executive officers.	Quarterly	SA, Bridges, PI, ODMHSAS, TBC, Food & Shelter, United Way, Norman Regional, Formerly Homeless, DHS, VA

Applicant: City of Norman

101501240

Project: City of Norman Planning Grant

OK0148L6I041800

Executive Board Committee	Executive Board Committee's role is responsible for reviewing and making recommendations for amendments or changes to the by-laws, addressing the CoC organizational structure and increase participation in the CoC and mainstream programs, participate annually in the development of the CoC's application to the U.S. Department of Housing and Urban Development (HUD) for funding under the HEARTH Act, responsible for increasing accessibility to affordable housing. Also to include development of housing inventory and educating stakeholders on the importance of affordable housing, & carry out the business of the CoC between regularly scheduled CoC meetings.	Monthly	F&S, TBC, HOPE, PI, SA, United Way, Bridges, WRC, Norman Regional, ODMHSAS, NHA, VA, Formerly Homeless individuals, Faith Based, & DHS

4A. Sources of Match

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

Summary for Match

Total Value of Cash Commitments:	\$0
Total Value of In-Kind Commitments:	\$3,022
Total Value of All Commitments:	\$3,022

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

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	In-Kind	Government	CoC Planning Project	07/24/2018	\$3,022

Sources of Match Details

1. Will this commitment be used towards Match? Yes

2. Type of commitment: In-Kind

3. Type of source: Government

4. Name the source of the commitment: CoC Planning Project
(Be as specific as possible and include the office or grant program as applicable)

5. Date of Written Commitment: 07/24/2018

6. Value of Written Commitment: \$3,022

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2020? Yes

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

3. Select a grant term: 1 Year

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

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	May contract services out, however, if done in-house would be 480 hours of billing staff at approximately \$25/hour	\$12,088
2. Project Evaluation		
3. Project Monitoring Activities		
4. Participation in the Consolidated Plan		
5. CoC Application Activities		
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System		
8. HUD Compliance Activities		
Total Costs Requested		\$12,088
Cash Match		\$0
In-Kind Match		\$3,022
Total Match		\$3,022
Total Budget		\$15,110

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

5A. Attachment(s)

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

Attachment Details

Document Description:

Attachment Details

Document Description:

5A. In-Kind MOU Attachment

Document Type	Required?	Document Description	Date Attached
In-Kind Match MOU	No		

Attachment Details

Document Description:

5B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

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

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

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

1-Year Operation Rule.

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

D. Explanation.

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

Name of Authorized Certifying Official: Lynne Miller

Date: 09/10/2018

Title: Mayor

Applicant Organization: City of Norman

PHA Number (For PHA Applicants Only):

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

X

6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/06/2018
1E. SF-424 Compliance	07/24/2018
1F. SF-424 Declaration	07/24/2018
1G. HUD 2880	07/24/2018
1H. HUD 50070	07/24/2018
1I. Cert. Lobbying	07/24/2018
1J. SF-LLL	07/24/2018

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2A. Project Detail	07/24/2018
2B. Description	08/24/2018
3A. Governance and Operations	07/24/2018
3B. Committees	07/24/2018
4A. Match	07/24/2018
4B. Funding Request	08/24/2018
5A. Attachment(s)	No Input Required
5A. In-Kind MOU Attachment	No Input Required
5B. Certification	09/06/2018