

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs		192,198			
External Revenue		(153,758)			
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT		38,440	0		

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget: Yes X No


Budget Account No.:

Fund 1001 Dept 142 Unit Var. Object Var. Program Code Var. Program Period Var.

B. Recommended Sources of Funds/Summary of Fiscal Impact:

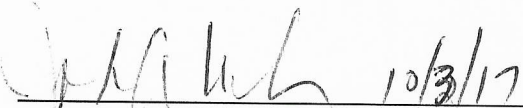
Funding source is HUD. A 25% County cash match of \$38,440 is required and will be requested in the FY 2019 budget cycle. This is for FY 19 grant. No impact on FY 17 and FY 18 budget.

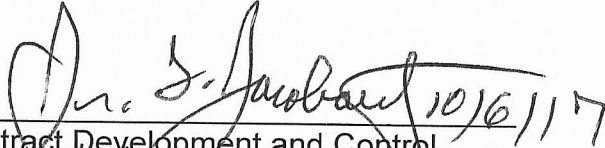
C. Departmental Fiscal Review:


Julie Dowe, Director, Financial and Support Svcs.

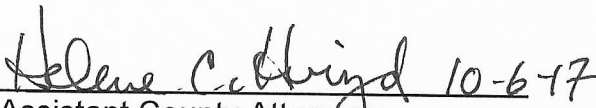
III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

 10/3/17
OFMB AR ✓ 10/2 ✓ 10/1 ✓ 10/3

 10/6/17
Contract Development and Control
10/6/17

B. Legal Sufficiency:

 10-6-17
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

MEMORANDUM

TO: Paulette Burdick, Mayor
Board of County Commissioners

THRU: Verdenia C. Baker, County Administrator
Board of County Commissioners

THRU: Nancy L. Bolton, Assistant County Administrator
Board of County Commissioners

FROM: James Green, Director
Community Services Department

DATE: August 30, 2017

Community Services Department

810 Datura Street
West Palm Beach, FL 33401
(561) 355-4700
FAX: (561) 355-3863
www.pbcgov.com

**Palm Beach County
Board of County
Commissioners**

Paulette Burdick, Mayor
Melissa McKinlay, Vice Mayor

Hal R. Valeche

Dave Kerner

Steven L. Abrams

Mary Lou Berger

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

**RE: 2017 HUD Continuum of Care Planning Grant Application &
2017 Certification of Consistency with the Consolidated Plan**

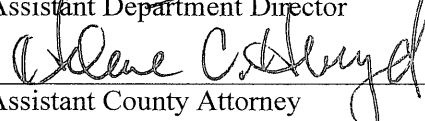
Pursuant to Section 309 of the Administrative Code, your signature is needed on the 2017 Housing and Urban Development (HUD) Continuum of Care (CoC) Planning Grant Application and 2017 Certification of Consistency with the Consolidate Plan. The application totaling \$153,758 will renew the (HUD) Collaborative Planning Grant:

- 2017 CoC Planning Grant, for the coordination of planning activities related to homelessness, for a grant period established by the funder in an amount of \$153,758, and an additional 25% required County match of \$38,440. The County match will be requested in the FY 2019 budget process.
- 2017 Certification of Consistency with the Consolidate Plan certifies that the projects submitted by the collaborative applicant are consistent with Palm Beach County's Consolidated Plan for October 2015, through September 2020.

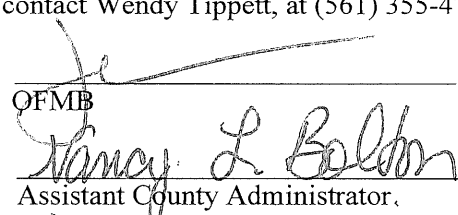
The 2017 HUD Continuum of Care Planning Grant Application was made available on July 14, 2017 with instructions to submit by September 28, 2017. HUD recommends submitting the application as early as possible due to the complexities of the online submission process. Also, if the application is submitted in advance of this date, HUD will award bonus points. The target for submission is September 8, 2017. The emergency signature process is being utilized because there is insufficient time to submit the application through the regular agenda process. Staff will submit this item at the next available BCC Meeting.

If additional information is needed, please contact Wendy Tippet, at (561) 355-4775.


Assistant Department Director


Assistant County Attorney

OFMB


Assistant County Administrator

Attachments:

1. 2017 CoC Planning Grant Application
2. Certification of Consistency with the Consolidated Plan Form 2991

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 2017 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 2017 CoC Program NOFA.
 - To ensure that applications are considered for funding, applicants should read all sections of the FY 2017 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 2017 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: 08/28/2017

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: Palm Beach County Board of County Commissioners

b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000785

	c. Organizational DUNS:	078470481	PLUS 4	
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d. Address

Street 1: 810 Datura Street. Suite 350

Street 2:

City: West Palm Beach

County: Palm Beach County

State: Florida

Country: United States

Zip / Postal Code: 33401

e. Organizational Unit (optional)

Department Name: Community Services

Division Name: Human Services

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

Prefix: Ms.

First Name: Wendy

Middle Name:

Last Name: Tippet

Suffix:

Title: Director, Division of Human Services

Organizational Affiliation: Palm Beach County Board of County Commissioners

Telephone Number: (561) 355-4775

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Extension:
Fax Number: (561) 242-7309
Email: wtippett@pbcgov.org

1C. SF-424 Application Details

9. Type of Applicant: B. County 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-6100-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): Florida
(for multiple selections hold CTRL+Key)

15. Descriptive Title of Applicant's Project: FL-605 CoC Planning Application 2017

16. Congressional District(s):
a. Applicant: FL-019, FL-016, FL-022, FL-023
b. Project: FL-019, FL-016, FL-022, FL-023
(for multiple selections hold CTRL+Key)

17. Proposed Project
a. Start Date: 10/01/2018
b. End Date: 09/30/2019

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: Paulette

Middle Name:

Last Name: Burdick

Suffix:

Title: Mayor

Telephone Number: (561) 355-4775
(Format: 123-456-7890)

Fax Number: (561) 242-7309
(Format: 123-456-7890)

Email: pburdick@pbcgov.org

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

Date Signed: 08/28/2017

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: Palm Beach County Board of County Commissioners

Prefix: Ms.

First Name: Paulette

Middle Name:

Last Name: Burdick

Suffix:

Title: Mayor

Organizational Affiliation: Palm Beach County Board of County Commissioners

Telephone Number: (561) 355-4775

Extension:

Email: pburdick@pbcgov.org

City: West Palm Beach

County: Palm Beach County

State: Florida

Country: United States

Zip/Postal Code: 33401

2. Employer ID Number (EIN): 59-6000785

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$153,758

(Requested amounts will be automatically entered within applications)

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5. State the name and location (street address, city and state) of the project or activity: FL-605 CoC Planning Application 2017 810 Datura Street. Suite 350 West Palm Beach Florida

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: Paulette Burdick, Mayor

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

Date Signed: 08/02/2017

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Palm Beach County Board of County Commissioners

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

X

the accompaniment herewith, is true and 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: Paulette

Middle Name

Last Name: Burdick

Suffix:

Title: Mayor

Telephone Number: (561) 355-4775
(Format: 123-456-7890)

Fax Number: (561) 242-7309
(Format: 123-456-7890)

Email: pburdick@pbcgov.org

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

Date Signed: 08/28/2017

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

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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: Palm Beach County Board of County Commissioners

Name / Title of Authorized Official: Paulette Burdick, Mayor

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

Date Signed: 08/28/2017

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: Palm Beach County Board of County Commissioners

Street 1: 810 Datura Street. Suite 350

Street 2:

City: West Palm Beach

County: Palm Beach County

State: Florida

Country: United States

Zip / Postal Code: 33401

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 ☒

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complete. ☐

Authorized Representative

Prefix: Ms.

First Name: Paulette

Middle Name:

Last Name: Burdick

Suffix:

Title: Mayor

Telephone Number: (561) 355-4775
(Format: 123-456-7890)

Fax Number: (561) 242-7309
(Format: 123-456-7890)

Email: pburdick@pbcgov.org

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

Date Signed: 08/28/2017

2A. Project Detail

- 1a. CoC Number and Name:** FL-605 - West Palm Beach/Palm Beach County CoC
- 1b. Collaborative Applicant Name:** Palm Beach County Board of County Commissioners
- 2. Project Name:** FL-605 CoC Planning Application 2017
- 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.

DHS serves in the role as the Collaborative Applicant by participating in HUD training for CA as well as annually monitoring all HUD funded projects to ensure grant compliance related to program requirements, performance outcomes, & fiscal accountability. DHS provides one-on-one TA to agencies experiencing difficulties in grant implementation; arranges for training related to financial accountability, program compliance & best practice program models; & secures technical assistance in order to build the capacity of the CoC for all members. The Division works with the CoC to develop & maintain all required governance documents including charter, bylaws & related committee structures, MOU's encompassing developing & supporting key oversight committees. On November 12, 2012, a MOU was executed between Palm Beach County COC & DHS. The MOU sets forth the general understandings & specific responsibilities of each party relating to the role of DHS as the Collaborative Applicant & upon HUD approval, as the Unified Funding Agency. This MOU is in valid until one or both parties choose to end the agreement. The CoC Executive Committee maintains the MOU agreement with the CA and reviews annually at a minimum. The Division serves as HMIS Lead as of 10/1/15. The role of HMIS Administration was added to the MOU. DHS responsibilities include but are not limited to the following:

- Staff committees
- Produce planning materials
- Serve as Liaison with HUD Regional Offices
- Collect and Submit Annual HIC/PIT Reports
- Maintain CoC Website
- Format performance dashboards and post on CoC Website
- Monitor program and fiscal performance
- Provide Technical Assistance and Training as needed
- Coordinate resources; integrate activities and facilitate collaboration among key community funders, providers, faith-based organizations, businesses, PHAs, law enforcement, school district and advocates
- Coordinate HUD NOFA Oversight and Management
- Participate in the review and ongoing implementation of Ten-Year Plan to End Homelessness in Palm Beach County
- Complete CoC Administration Duties
- Provide ESG RFP & Contract Administration, Completion of CAPER & response to Consolidated Plan & Action Plan narrative and data requirements
- Participate in Consolidated Planning Process
- Coordinate State Homeless & Housing Grant Funding Process
- Participate in Community Outreach
- Disseminate Information regarding homelessness, resources and legislative
- Write and submit grants on behalf of the CoC

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

Annually in November, DHS completes a risk assessment for each CoC & ESG funded project. Based on this assessment, a monitoring schedule is developed & provided to each recipient agency prior to the start of the calendar year. All monitoring visits are conducted on-site; the monitoring reports are written & provided to each HUD-funded recipient agency & the HUD Field Office as well as follow-up reviews related to corrective action(s) prior to the end of the federal fiscal year. All CoC activities are tracked & completed within the federal fiscal year. During the year, DHS maintains a CoC website, which is utilized to provide up to-date information related to committee & sub-committee meetings (meeting dates & minutes), links to funding opportunities & legislative updates, as well as PIT & HIC data. DHS will be posting dashboards on the website with the results of local & HUD performance measures for the CoC system & individual project and CoC performance outcomes. DHS also maintains an email list of all CoC members. Prior to each CoC committee or subcommittee meeting, DHS sends an email reminding all members of the upcoming meetings. DHS coordinates the facilitation of all CoC meetings & subcommittee meetings, maintains records of these meetings to include minutes, sign-in logs & any additional materials distributed during the meetings. DHS continues to educate CoC members about changes in regulations, new & innovative programs & trends in service provision. DHS coordinates CoC-wide trainings that assist members in building capacity & enabling implementation of CoC-wide Policies & Procedures. DHS facilitates CoC member participation & attendance at public meetings related to the development of the Consolidated Plan, as well as meetings regarding the review & implementation of Ten-Year Plan to End Homelessness in Palm Beach County. DHS is generating client satisfaction evaluations of the CoC system and CoC & ESG funded programs which will begin later this fall.

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

Funds will be used for costs related to both programmatic & fiscal monitoring of CoC & ESG funded grants. PBC CoC has established written standards for housing programs & DHS utilizes these when conducting programmatic & fiscal monitoring of CoC & ESG projects. The Collaborative Applicant funds will provide resources to advance the CoC as well as better prepare the Collaborative Applicant to become the Unified Funding Agency. One staff person will provide the expertise & knowledge regarding all fiscal & programmatic compliance requirements for these federal grants. A second staff person will focus on the HMIS Administration to include system oversight, agency support & training, reporting and performance measurement. Currently, on an annual basis, the monitoring team conducts an on-site visit to evaluate & review documentation of client eligibility, as well as reimbursement & draw requests containing sufficient back-up to support the expenses. This team will focus on conducting a review of agency accounting & general operating procedures & ensure adequate management PPM's are in place & followed when purchasing equipment or supplies. The team will also complete a thorough review of each agency's annual financial audit. The team will also review performance outcomes on a quarterly basis and provide TA throughout

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the year should projects fall short of targeted outcomes. This team approach allows for one-on-one technical assistance throughout the year for all CoC & ESG funded recipients.

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

Should HUD funds expire, the Division will seek resources to support these positions through private foundations. The Division will track all available local grants and apply to local funders for this assistance with this position.

3A. Governance and Operations

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

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

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

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

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

a. Written agendas of CoC meetings? Yes

b. Coordinated Entry? (Also known as centralized or coordinated assessment) No

Please explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter?

Palm Beach County's Coordinated Entry policies and procedures and procedures for administering assistance are too comprehensive to include in the governance charter. There is a separate policy and procedure document that provides clear policies related to these issues.

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? No

4. Were there any written complaints received No
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?

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.

Committee Name	Role of the Committee (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Homeless & Housing Alliance	The Homeless & Housing Alliance (HHA) is held monthly with all CoC members. The meetings include presentations by members as well as mainstream resource agencies to provide information on how and where to access the resources. Sub-Committee reports regarding ongoing planning & evaluation of the homeless services system is provided. Members are encouraged to provide ideas, request additional information as well as to engage in any of the ongoing Sub-Committee & Workgroup Meetings. Training opportunities are coordinated and presented to all members with a goal of building capacity & like mindedness in regards to programming and system development & coordination. System Performance results are presented and discussed	Monthly	Non Profit Orgs, Faith Based orgs, Funders, Government, Entitlement Agencies, School District, Law Enforcement, Formerly homeless, Vet Orgs, LGBTQ providers
Standard Policies & Procedures	Develops policies & procedures related to coordinated entry, accessing services, program eligibilty on-going program operation, training requirements and desired outcomes. The Sub-Committee ensures these standards are developed in conjunction with the various target populations they would impact i.e. DV victims, youth, LGBTQ, seniors, vets and disabled adults. The Sub-Committee is charged with ongoing analysis of new and innovative program models and revises the policies as needed so they remain current and effective.	Monthly	Youth, Vet Orgs, Seniors, School District, Individual & Family Orgs, Faith Based orgs, DV Orgs
HMIS Oversight Committee	The Sub-Committee is charged with oversight of Collaborative Applicant & HMIS Lead Agency as well as CoC and Project performances. The Sub-Committee has developed an HMIS manual & all required forms as well monitors that all HMIS Data Quality Standards have been implemented. The Sub-Committee evaluates HMIS software & ensures it cotinues to meet the CoC's needs The Sub-Committee is charged with performance evaluation, ongoing system improvement & system expansion.	Monthly	Faith Based Orgs, Vet Orgs, Individual & Family Orgs, School District, Funder, Government, DV orgs, Entitlement Orgs

Unmet Needs Committee	Evaluate unmet needs based on HMIS data and research programs and funding sources needed to address these gaps. The Sub-Committee will be coordinating the Collective Impact focums over this next year to allow the CoC to develop the next ten year strategic plan to end homelessness.	Monthly	Non Profit Orgs, Faith Based orgs, Funders, Govenment, Entitlement Agencies, School District, Law Enforcement, Formerly homeless, Vet Orgs,businesses, housing developers, PHA's
Training Committee	The Committee identifies best practices, organizes and executes training to increase the professional standards of care across the continuum. CoC-wide training not only increases the capacity of the members but also ensures clear understanding of all program models and expectations. The Committee identifies Trainers within the continuum and develops a catalog of training that can be offered utilizing the expertise of Continuum members as well as hired trainers. The Committee researches and develops funding Sources for Training for Continuum and coordinates all training opportunities.	Monthly	Non Profit Orgs, Faith Based orgs, Funders, Govenment, Entitlement Agencies, School District, Law Enforcement, Formerly homeless, Vet Orgs

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:	\$38,440
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$38,440

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

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	Plam Beach County...	08/15/2017	\$38,440

Sources of Match Details

1. Will this commitment be used towards Match? Yes
2. Type of commitment: Cash
3. Type of source: Government
4. Name the source of the commitment:
(Be as specific as possible and include the office or grant program as applicable)Plam Beach County Board of County Commissioners
5. Date of Written Commitment: 08/15/2017
6. Value of Written Commitment: \$38,440

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2019? 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		
2. Project Evaluation	1 FTE HMIS Staff for training, Policies & Procedures & Performance Data Evaluation	\$67,000
3. Project Monitoring Activities	1 FTE Financial Analyst to monitor projects for compliance	\$67,000
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	Hiring Training for CoC to build capacity & improve program standards of care	\$19,758
8. HUD Compliance Activities		
Total Costs Requested		\$153,758
Cash Match		\$38,440
In-Kind Match		\$0
Total Match		\$38,440
Total Budget		\$192,198

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

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

FY2017 CoC Planning Project Application	Page 28	08/28/2017
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disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

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

Additional for Rental Assistance Projects:

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

B. For non-Rental Assistance Projects Only.

20-Year Operation Rule.

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

1-Year Operation Rule.

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

C. For Rental Assistance Only.

Supportive Services.

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

Attest: Sharon R. Bock
Clerk and Comptroller

By: _____
Deputy Clerk

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: Paulette Burdick

Date: 08/28/2017

Title: Mayor

Applicant Organization: Palm Beach County Board of County Commissioners

Approved As To Form
And Legal Sufficiency

By: Helene C. Howard
Assistant County Attorney

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

X

Paulette Burdick
Paulette Burdick, Mayor

**statements or claims may subject me to
criminal, civil, or administrative penalties .
(U.S. Code, Title 218, Section 1001).**

Certification of Consistency
with the Consolidated Plan

U.S. Department of Housing
and Urban Development

Attachment 2

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: FI-605 West Palm Beach/Palm Beach County Continuum of Care

Project Name: See attached Project Descriptions

Location of the Project: Scattered Sites

Name of the Federal
Program to which the
applicant is applying: HUD Continuum of Care Programs

Name of
Certifying Jurisdiction: Palm Beach County

Certifying Official
of the Jurisdiction
Name: Paulette Burdick

Title: Mayor, Palm Beach County

Signature: Paulette Burdick

Date: 9-5-2017

Approved As To Form
And Legal Sufficiency
By: [Signature]
Assistant County Attorney

Attest: Sharon R. Bock
Clerk and Comptroller
By: _____
Deputy Clerk



**PALM BEACH COUNTY
INTER-DEPARTMENT MEMORANDUM**

To: James Green, Director
Community Services Department (CS)

From: Jonathan B. Brown, Director
Department of Housing and Economic Sustainability (HES)

Date: August 21, 2017

Re: Consistency Certification for Palm Beach County Division of
Human Services

Department of
Housing & Economic
Sustainability

Strategic Planning

100 Australian Avenue - Suite #500

West Palm Beach, FL 33406

(561) 233-3600

discover.pbcbgov.org/hes

**Palm Beach County
Board of County
Commissioners**

Paulette Burdick, Mayor

Melissa McKinlay, Vice Mayor

Hal R. Valeche

Dave Kerner

Steven L. Abrams

Mary Lou Berger

Mack Bernard

County Administrator

Vcrdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

HES staff has reviewed the County's Consolidated Plan (October 2015- September 2020) to determine if the project descriptions for the 2017 HUD Continuum of Care (CoC) Program Application prepared by the Palm Beach County Division of Human Services are consistent with the County's Consolidated Plan. The primary goals of the Division outlined in the project descriptions are as follows:

- Assist homeless persons and families to obtain and retain permanent housing
- Assist homeless persons and families with special needs including disabilities and substance abuse issues with housing and support services
- Provide support services to homeless persons and families
- Assist persons at risk of becoming homeless
- End chronic homelessness

The goals of the Division are consistent with the Consolidated Plan Overall Goals as outlined in the Consolidated Plan which are designed to provide assistance to homeless persons and families, assist persons at risk of becoming homeless, implement activities to end chronic homelessness, and increase the supply of supportive housing.

Upon review of the fifteen (15) activity descriptions that comprise the Continuum of Care Program Application, it is concluded that all of the project descriptions for the 2017 HUD Continuum of Care Program Application are consistent with County's Consolidated Plan. Therefore, it is appropriate that a Certificate of Consistency be executed.

cc: Taruna Malhotra, Asst. Director, CS
Wendy Tippet, Dir. of Human Services, CS
Georgiana Devine, Program and Contracts Manager, CS
Sherry Howard, Deputy Director, HES
Carlos Serrano, SPO Director, HES
Clement C. Clarke, Principal Planner, HES

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memo.docx

FL 605 2017 CoC Project Descriptions and S+C Project Descriptions

- 1. Project Safe II – Adopt a Family**
- 2. Bridges to Success – Adopt a Family**
- 3. Connecting Youth to Opportunities- Adopt-A-Family**
- 4. Project Succeed – Gulfstream Goodwill Industries**
- 5. Beacon Place – Gulfstream Goodwill Industries**
- 6. Beacon Place II- Gulfstream Goodwill Industries**
- 7. New Avenues– Gulfstream Goodwill Industries**
- 8. DV Safe House Rapid Re-Housing Project– YWCA**
- 9. Flagler Project – Jerome Golden Center**
- 10. Project Family Care – The Lord’s Place**
- 11. Operation Home Ready- The Lord’s Place**
- 12. Operation Home Ready II- The Lord’s Place**
- 13. Planning Grant- Palm Beach County Board of County Commissioners**
- 14. Youth Enrichment Services (YES)- Gulfstream Goodwill Industries**
- 15. Project Home- The Lord’s Place**

1. Project Safe II – Adopt a Family

Renewal Permanent Supportive Housing Project / 17 12 Second Ave North, Lake Worth

Project SAFE II (SAFE) is a permanent supportive housing program in Lake Worth that provides safe and supportive housing to homeless families with children. The program consists of 32 apartment units containing 128 beds. Adopt-A-Family has operated this program, in its current location, for the last 20 years. The agency has a distinguished history providing supportive housing for homeless families. In 1992, Adopt-A-Family received the first U.S. Department of Housing and Urban Development Supportive Housing Five-Year Demonstration Grant in Palm Beach County. Since that time, the agency has continued to develop innovative and effective housing programs to benefit homeless and at-risk homeless families.

Homeless families enter the program through Palm Beach County’s Senator Philip D. Lewis Homeless Resource Center (HRC), the central point of access for all homeless populations. The 32 units at SAFE are dedicated to families experiencing chronic homelessness. Therefore, beds are prioritized for families meeting HUD’s definition of chronically homeless, followed by the length of homelessness and acuity based on the Service Prioritization Decision Assistance Tool (SPDAT) score, which has allowed for enhanced prioritization.

SAFE serves families who have a physical, mental, or emotional impairment, which impedes their ability to live independently. The program is holistic in that it provides services to address the multitude of issues that homeless families face. Appropriate linkages and referrals are made to help families’ secure mainstream benefits. The program collaborates with several community organizations to ensure that residents receive meaningful resources and services. Parenting classes, job training, health education, and nutrition counseling, childcare, and onsite mental health services complement the housing-based case management offered by the program staff.

2. Bridges to Success – Adopt a Family

Permanent Supportive Housing / Scattered Sites in Belle Glade

Bridges to Success is the only permanent supportive housing program located in rural, western Palm Beach County targeting chronically homeless families with disabilities. The region served is an economically depressed area that has been plagued by a history of poverty, HIV, and crime. This scattered-site project consists of 10 units and 50 beds and one fulltime social worker assigned to work with the residents. The lead Agency is Adopt-A-Family of the Palm Beaches, Inc. who is partnering with Families First of Palm Beach County. Adopt-A-Family has a remarkable history of providing supportive housing since 1992. Adopt-A-Family has a reputation for developing innovative collaborative projects focused on housing services to benefit homeless and at-risk families.

Homeless families enter the program through Palm Beach County’s Senator Philip D. Lewis Homeless Resource Center (HRC), the central point of access of all homeless populations. The 10 units are dedicated to families experiencing chronic homelessness. Therefore, beds are

prioritized for families meeting HUD’s definition of chronically homeless, followed by the length of homelessness and acuity based on the Service Prioritization Decision Assistance Tool (SPDAT) score, which has allowed for enhanced prioritization.

Bridges to Success serves families who have a physical, mental, or emotional impairment, which impedes their ability to live independently. Comprehensive social work services are provided to secure appropriate linkages with mainstream benefits and community based providers supporting the family self-efficacy. This includes addressing the mental health, substance abuse, medical and health needs as well as social, economic, parental, spiritual, and developmental needs of families through the development of an individualized case plan. The philosophy of this project is to provide a continuum of care fully engaging families to utilize tools that will increase their ability to be self-sufficient. Healthy thriving families can better maintain thriving healthy communities.

3. Connecting Youth to Opportunities

Rapid Re-Housing Permanent Housing Scattered Sites

Adopt-A-Family’s Connecting Youth to Opportunities (CYTO) Rapid Re-Housing (RRH) project is the only Housing First RRH project in Palm Beach County that targets families with heads of household ages 18 – 24 experiencing homelessness. This scattered-site RRH project will serve at least 12 households annually and will employ one full-time program manager to provide housing-based case management to the families. Families will receive deposit and/or rental assistance to obtain permanent, safe housing. Case management combined with a declining rental subsidy may be available for up to 18 months, as the youth prepare to become self-sufficient, depending on need.

Families will enter the program through Palm Beach County’s Senator Philip D. Lewis Homeless Resource Center (HRC), the central point of access for all homeless populations. The 12 units are dedicated to chronically homeless pregnant and/or parenting youth ages 18 – 24. Available beds will be prioritized for the families who meet HUD’s definition of chronically homeless, followed by the length of homelessness and acuity based on the Transition Age Youth – Vulnerability Index – Service Prioritization Decision Assistance Tool (TAY-VI-SPDAT) score.

Families entering CYTO will be assigned to a housing specialist to help them to quickly locate a suitable unit. The program manager will in tandem link the youth to services that may best meet their needs for housing stability including mainstream benefits, employment training, educational opportunities, childcare scholarships, nutrition programming, parenting classes, mental health therapy, substance abuse services, health education, and financial literacy. All services will complement the housing-based case management offered by the program manager to help the families obtain and remain in affordable housing. Bi-weekly case management and regular case staffings will be conducted. Throughout the process, landlords will remain engaged by monthly contact with the program manager and/or housing specialist.

4. Project Succeed – Gulfstream Goodwill Industries

Renewal Permanent Supportive Housing Project / Scattered Site Locations

Project Succeed is a Housing First permanent supportive housing program that started in 2002. It serves 56 single men and women who have been chronically homeless due to mental illness and/or substance use related disorders. These individuals come directly from the streets or the Senator Philip D. Lewis Homeless Resource Center. The residents live in fully furnished 1-bedroom apartments in scattered sites throughout Palm Beach County. The apartment locations are selected to provide access to social services, shopping, employment, public transportation and community recreation centers. The overall goal for each resident is to maintain permanent housing, to increase income and benefits and self-sufficiency. Each program participant has a person-centered plan based on his or her own choices. A clinical team comprised of master’s level counselors and case managers, licensed clinical social workers, peer mentors, an employment consultant and an ARNP will offer support. Services include case management; linkages to community services, mainstream resources and health care; job training, placement and coaching services and life skills training.

5. Beacon Place – Gulfstream Goodwill

Beacon Place is a Housing First permanent supportive housing program that started in January of 2015. It transitioned from Project Success, a transitional housing program that had been operating since 1997. Beacon Place serves 12 single men and women who have been chronically homeless due to mental illness and/or substance use related disorders. These individuals come directly from the streets or the Senator Philip D. Lewis Homeless Resource Center. The residents live in fully furnished efficiency apartments in a central location in Lake Worth. This location provides extra support for very vulnerable residents. It has access to social services, shopping, employment and public transportation. The overall goal for each resident is to maintain permanent housing, to increase income and benefits and self-sufficiency. Each program participant has a person-centered plan based on his or her own choices. A clinical team comprised of master’s level counselors and case managers, licensed clinical social workers, peer mentors, an employment consultant and an ARNP will offer support. Services include case management; linkages to community services, mainstream resources and health care; job training, placement and coaching services and life skills training.

6. Beacon Place II– Gulfstream Goodwill

Permanent Supportive Housing Project/Scattered Site Locations

Beacon Place 2 is a Housing First permanent supportive housing program that started in January of 2016. It serves 12 single men and women who have been chronically homeless due to mental illness and/or substance use related disorders. These individuals come directly from the streets or the Senator Philip D. Lewis Homeless Resource Center. The residents live in fully furnished 1-bedroom apartments in scattered sites throughout Palm Beach County. The apartment locations are selected to provide access to social services, shopping, employment, public transportation and community recreation centers. The

overall goal for each resident is to maintain permanent housing, to increase income and benefits and self-sufficiency. Each program participant has a person-centered plan based on his or her own choices. A clinical team comprised of master’s level counselors and case managers, licensed clinical social workers, peer mentors, an employment consultant and an ARNP will offer support. Services include case management; linkages to community services, mainstream resources and health care; job training, placement and coaching services and life skills training.

7. New Avenues - Gulfstream Goodwill Industries

Renewal Permanent Supportive Housing Project / Scattered Site Locations

New Avenues is a Housing First permanent supportive housing program that started in 2011. It serves 38 single men and women who have been chronically homeless due to mental illness and/or substance use related disorders. These individuals come directly from the streets or the Senator Philip D. Lewis Homeless Resource Center. The residents live in fully furnished 1-bedroom apartments in scattered sites throughout Palm Beach County. The apartment locations are selected to provide access to social services, shopping, employment, public transportation and community recreation centers. The overall goal for each resident is to maintain permanent housing, to increase income and benefits and self-sufficiency. Each program participant has a person-centered plan based on his or her own choices. A clinical team comprised of master’s level counselors and case managers, licensed clinical social workers, peer mentors, an employment consultant and an ARNP will offer support. Services include case management; linkages to community services, mainstream resources and health care; job training, placement and coaching services and life skills training.

8. DV Safe house Rapid Re-Housing Project– YWCA

Rapid Re-Housing Reallocation

The YWCA Domestic Violence Rapid Re-Housing proposes to serve 48 homeless families who are victims of domestic violence with deposit/rental assistance and case management.

The project will provide limited (short-term or medium-term) rental assistance and case management staff serving as housing specialists to assist homeless victims of domestic violence to obtain and remain in their own scattered-site apartments and link them to services that will help promote long-term housing stability and prevent future violent relationships. Case management will be provided as needed with bi-weekly visits to their apartment.

Assisted victims will have to meet HUD's definition of "homeless under the HEARTH Act as well as be a victim of domestic violence with an act of violence occurring within the previous two months. Referrals will come from the two State certified emergency domestic violence shelters. Due to the statutory legal obligations of confidentiality, victims will not be expected to go through the COC's coordinated assessment system however referrals may come from the COC's Coordinated System. The program is designed to assist victims of domestic violence develop housing stability, increase income through employment and mainstream benefits, and become self-sufficient and free from abuse.

Deposit/Rental assistance will be administered by the YWCA of Palm Beach County Rapid Re-housing staff and are certified domestic violence victim advocates. The project will serve victims of domestic violence by requiring qualifying victims to pay a portion of deposits and/or rent when applicable and by serving additional households when actual rents are below FMR.

In addition to rental assistance, supportive services are intended to assist victims attain and maintain housing permanence and stability. The YWCA will provide a Housing Specialist and a Case Manager who will:

1. Complete an in-depth assessment and develop a service plan
2. Meet with participants as needed and provide bi-weekly visits in their apartment or program office to provide case management, continuous safety planning, information and referrals, and assessment of progress toward goals established in the service plan focused on independent self-sufficient living.
3. Provide assistance to participants through established partnerships to help them maintain, obtain, and increase employment income and other income to help them maintain housing stability.
4. Provide or link participants with any needed life skills training such as budgeting, parenting, etc. and any other needed services that will promote housing stability.

9. Flagler Project – Jerome Golden Center Renewal Shelter Plus Care Program / Scattered Site Locations

The Flagler Project is a supported permanent housing program with a total of 32 beds, scattered site apartments based on the evidenced based 'Best Practice 'Housing First model. This model is utilized in the program to reduce barriers to housing, provide low demand, safe community environment and wrap around services to ensure stabilization and personal growth. This program serves homeless individuals suffering from severe mental illness or co-occurring disorders of mental illness and substance abuse. Jerome Golden Center for Behavioral Health operates the project through Tenant Based Rental Assistance based on 30% of participant's adjusted gross income. Eligible participants come from the streets, and emergency shelter. Jerome Golden Center provides Case Management, Employment Counseling and Training, Crisis Stabilization, Medical Detox and In-patient/Out-patient Treatment, Bus Passes, Group and Individual Counseling, NA/AA Meetings, Consumer Education, Banking and Savings Counseling, and Independent Living Skills Counseling. Support services are also provided if needed to assist with such things as medication stability, sobriety, benefit applications and other supports.

10. Project Family Care – The Lord's Place

Renewal Permanent Supportive Housing / 4964 Wedgewood Way West Palm Beach

Project Family Care is a Housing First permanent supportive housing program that serves 24 chronically homeless families. The program provides fully furnished two and three bedroom apartments, with the capability of connecting two of the two-bedroom apartments to create a four-bedroom unit. As a Housing First program, Project Family Care employs policies and procedures that have removed all barriers to housing. Participation in services and sobriety are not used as criteria to deny access or to terminate housing. The program incorporates evidence-

based practices such as Motivational Interviewing and Harm Reduction to encourage families to address obstacles to stability, helping them to decrease the level of harmful behaviors without the threat of termination. The program offers numerous supportive services, including essential assistance with basic needs, such as benefits coordination, SOAR assistance, Representative Payee services, employment preparation, financial coaching, nutrition, transportation and childcare, as well as physical and behavioral healthcare through case management, peer support, individual and family therapy, psychiatric services, and integrated care and coordination. All supportive services are available but not required, in alignment with the Housing First model.

Project Family Care includes a Youth Services Program to establish normalcy and promote academic achievement for the children and adolescents in the program. School-aged youth are enrolled in a local school or assisted to maintain their home school through collaboration with the School District of Palm Beach County. For younger children, childcare is arranged through community programs. The Youth Services Program offers regular pro-social activities and educational field trips, academic support, after-school tutoring, educational advocacy, as well as a youth-led leadership council and dedicated Youth Center.

11. Operations Home Ready- The Lord's Place

Renewal Permanent Supportive Housing Project / Scattered Site Locations

Operation Home Ready is a Housing First permanent supportive housing program that serves 8 chronically homeless individuals with disabilities including severe mental illness and/or co-occurring disorders. The program provides housing to clients at scattered-site one-bedroom apartments located throughout the community. As a Housing First program, Operation Home Ready employs policies and procedures that have removed all barriers to housing. Participation in services and sobriety are not used as criteria to deny access or to terminate housing. The program incorporates evidence-based practices such as Motivational Interviewing and Harm Reduction to encourage clients to address obstacles to stability, helping them to decrease the level of harmful behaviors without the threat of termination. Operation Home Ready offers numerous supportive services to clients, including essential assistance with basic needs, such as benefits coordination, SOAR assistance, Representative Payee services, employment training, financial coaching, nutrition, and transportation, as well as physical and behavioral healthcare through case management, peer support, individual therapy, psychiatric services, and integrated care and coordination. All supportive services are available but not required, in alignment with the Housing First model.

12. Operations Home Ready II- The Lord's Place

Renewal Permanent Supportive Housing Project / Scattered Site Locations

Operation Home Ready II is a Housing First permanent supportive housing program that serves 9 chronically homeless individuals with disabilities including severe mental illness and/or co-occurring disorders. The program provides housing to clients at scattered-site one-bedroom

apartments located throughout the community. As a Housing First program, Operation Home Ready II employs policies and procedures that have removed all barriers to housing. Participation in services and sobriety are not used as criteria to deny access or to terminate housing. The program incorporates evidence-based practices such as Motivational Interviewing and Harm Reduction to encourage clients to address obstacles to stability, helping them to decrease the level of harmful behaviors without the threat of termination. Operation Home Ready II offers numerous supportive services to clients, including essential assistance with basic needs, such as benefits coordination, SOAR assistance, Representative Payee services, employment training, financial coaching, nutrition, and transportation, as well as physical and behavioral healthcare through case management, peer support, individual therapy, psychiatric services, and integrated care and coordination. All supportive services are available but not required, in alignment with the Housing First model.

13. Planning Grant/Collaborative Application – Palm Beach County Board of County Commissioners

Since January 2006, at the request of the community, DHS assumed the role of Lead Agency and began Strategic Planning and Homeless Service coordination. DHS has served in the role of the Collaborative Applicant by participating in HUD training for Lead Agencies as well as annually monitoring all HUD funded projects to ensure grant compliance related to program requirements, performance outcomes, and fiscal accountability. DHS has provided one-on-one technical assistance to agencies experiencing difficulties in becoming grant compliant, arranged for training related to financial accountability and program compliance and secured technical assistance related to building the capacity of the CoC for all members. The Division worked with the CoC to develop governance documents including by-laws and related committee structure, memorandums of understanding along with developing key oversight committees. The Collaborative Application will formalize the amount stated duties and responsibilities.

14. Youth Enrichment Services (YES)- Gulfstream Goodwill Industries

New Permanent Support Housing Project/Scattered Site Locations

The Gulfstream goodwill Youth Enrichment Services program will target youth between the ages of 18-24 who are chronically homeless with a disability such as mental illness, cognitive disabilities and/or health issues. The TAY-VI-SPDAT will be utilized to assess eligibility. Referrals for YES will be made by the Continuum of Care (CoC) via the youth by name acuity list. Prioritization will be given to youth with a TAY-VI-SPDAT score of 11 or higher, who live with a disability and who are chronically homeless. If there are no youth with chronicity, referrals will be made for youth who have the highest number of days homeless. YES will provide permanent supportive housing. There will be no barriers to admission and length of stay will be individualized based upon the youth's needs. The program will utilize a housing first approach while simultaneously incorporating trauma informed care principles, harm reduction, and a person centered model. Services will be provided by a life coach and mentors and will include life skills education, linkage to educational resources, employment services, access to entitlements, social skill development, linkage to community

resources, and any other services the youth identify as needed in achieving their individualized goals and objectives stated in their personal development plan.

15. Project Home – The Lord’s Place

New Permanent Supportive Housing Project/Scattered Site Locations

Home First is a Housing First scattered-site permanent supportive housing program that serves 15 chronically homeless adults with disabilities who have been identified through the Continuum of Care’s coordinated assessment process, in consultation with the Palm Beach County Frequent Utilizer System Engagement (FUSE) Initiative. The project targets chronically homeless individuals with high rates of criminal justice contact, homeless service utilization, and admission to detox and crisis stabilization services. Home First provides housing to clients at scattered-site one-bedroom apartments located throughout the community. As a Housing First program, Home First employs policies and procedures that have removed all barriers to housing. Participation in services and sobriety are not used as criteria to deny access to or terminate housing. The program incorporates evidence-based practices such as Harm Reduction and Motivational Interviewing to encourage clients to address obstacles to stability, helping them to decrease the level of harmful behaviors without the threat of termination. Home First offers comprehensive supportive services to clients, including essential assistance with basic needs, such as benefits coordination, SOAR, Representative Payee, job training and employment services, financial coaching, nutrition, and transportation, as well as physical and behavioral healthcare through case management, peer support, individual therapy, psychiatric services, and integrated care and coordination. All supportive services are available but not required, in alignment with the Housing First model.