

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

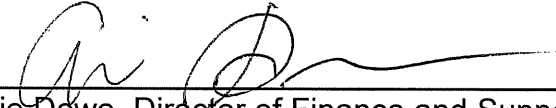
Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures					
Operating Costs		205,504			
External Revenue		164,403			
Program Income					
In-Kind Match (County)		41,101			
NET FISCAL IMPACT		41,101			

# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes No
 Does this item include the use of federal funds? Yes No

Budget Account No.:
 Fund 1001 Dept 142 Unit Var. Object Var. Program Code Var.
 Program Period GY20

B. Recommended Sources of Funds/Summary of Fiscal Impact:
 Funding source is HUD and County match.

C. Departmental Fiscal Review: 
 Julie Dowe, Director of Finance and Support Services

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:
 Funding Source is HUD and County match.

 10/31/18
 OFMB 2018

 Contract Development and Control

B. Legal Sufficiency:

 11-1-18
 Assistant County Attorney

C. Other Department Review:

 Department Director

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

MEMORANDUM



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

Melissa McKinlay, Mayor
Mack Bernard, Vice Mayor
Hal R. Valeche
Paulette Burdick
Dave Kerner
Steven L. Abrams
Mary Lou Berger

County Administrator

Verdenia C. Baker



"An Equal Opportunity
Affirmative Action Employer"

TO: Melissa McKinlay, 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 17, 2018

RE: 2018 HUD Continuum of Care Planning Grant Application & 2018 Certification of Consistency with the Consolidated Plan

Pursuant to Section 309 of the Administrative Code, your signature is needed on the 2018 Housing and Urban Development (HUD) Continuum of Care (CoC) Planning Grant Application and 2018 Certification of Consistency with the Consolidate Plan. The application totaling \$164,403 will renew the HUD Collaborative Planning Grant:

- 2018 CoC Planning Grant, for the coordination of planning activities related to homelessness, for a grant period established by the funder in an amount of \$164,403, and an additional 25% required County match of \$41,101. The County match will be requested in the FY 2019 budget process.
- 2018 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 2018 HUD CoC Planning Grant Application was made available on June 28, 2018 with instructions to submit by September 18, 2018. HUD recommends submitting the application as early as possible due to the complexities of the online submission process. HUD will award bonus points when applications are submitted in advance of the due date. The target for submission is September 10, 2018. 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 Tippett, at (561) 355-4775.

Wendy Tippett
Assistant Department Director
Helene C. Hvizd
Helene Hvizd
Assistant County Attorney

Debra J. ...
OFMB
Nancy L. Bolton
Assistant County Administrator

- Attachments:
1. 2018 CoC Planning Grant Application (2)
 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 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.

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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: 08/09/2018

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

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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-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): Florida
(for multiple selections hold CTRL+Key)

15. Descriptive Title of Applicant's Project: FL 605 CoC Planning Grant App FY2018

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: 10/01/2019
b. End Date: 09/30/2020

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: Melissa

Middle Name:

Last Name: McKinlay

Suffix:

Title: Mayor

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

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

Email: mmckinlay@pbcgov.org

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

Date Signed: 08/09/2018

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: Palm Beach County Board of County Commissioners
Prefix: Ms.
First Name: Melissa
Middle Name:
Last Name: McKinlay
Suffix:
Title: Mayor
Organizational Affiliation: Palm Beach County Board of County Commissioners
Telephone Number: (561) 355-4775
Extension:
Email: mmckinlay@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: \$164,403

(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 Grant App FY2018 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)? No
For further information, see 24 CFR Sec. 4.9.

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: Melissa McKinlay, Mayor

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

Date Signed: 07/02/2018

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:	
<p>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.</p>	<p>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 Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p>
<p>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.</p>	<p>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;</p>
<p>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.;</p>	<p>g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.</p>
<p>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;</p>	

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: Melissa

Middle Name

Last Name: McKinlay

Suffix:

Title: Mayor

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

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

Email: mmckinlay@pbcgov.org

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

Date Signed: 08/09/2018

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

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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:

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: Melissa McKinlay, Mayor

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

Date Signed: 08/09/2018

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: 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: Melissa

Middle Name:

Last Name: Mc Kinlay

Suffix:

Title: Mayor

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

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

Email: mmckinlay@pbcgov.org

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

Date Signed: 08/09/2018

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 Grant App FY2018
- 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.

DHVS 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. DHVS 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 & DHVS. The MOU sets forth the general understanding & specific responsibilities of each party relating to the role of DHVS as the Collaborative Applicant. This MOU is 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. DHVS 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
- Create and submit SAGE reports
- 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, DHVS 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. DHVS 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. DHVS posts dashboards on the website with results of local & HUD performance measures for the CoC system & individual project and CoC performance outcomes. DHVS also maintains an email list of all CoC members. Prior to each CoC committee or subcommittee meeting, DHVS sends an email reminding all members of the upcoming meetings. DHVS 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. DHVS continues to educate CoC members about changes in regulations, new & innovative programs & trends in service provision. DHVS coordinates CoC-wide trainings that assist members in building capacity & enabling implementation of CoC wide Policies & Procedures. DHVS 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.

3. How will the requested funds improve or maintain 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 & DHVS 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 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 review performance outcomes on a quarterly basis and provide TA throughout 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 assistance with these positions.

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 items (uploaded to attachment section).

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 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
Homeless & Housing Alliance	The Homeless & Housing Alliance (HHA) meets monthly with all CoC members. The meetings include presentations by members and mainstream resource agencies to provide information on how and where to access CoC resources. Subcommittee reports regarding ongoing planning & evaluation of the homeless services system is provided. Members are encouraged to provide ideas, request additional information and to engage in any of the ongoing subcommittee and workgroup meetings. Training opportunities are coordinated and presented to all members with the goal of building capacity for programming, system development and CoC coordination. System performance results are presented and discussed to ensure accuracy.	Monthly	Non Profit Orgs, Faith Based Orgs, Funders, Government, Entitlement Area Agencies, School District, Law Enforcement, Formerly Homeless, Vet Orgs, LGBTQ providers.
Standard Policies & Procedures	Develops policies & procedures related to coordinated entry, accessing services, program eligibility, on-going program operations, training requirements and desired outcomes. The subcommittee ensures that standards are developed in conjunction with target populations (i.e., DV Victims, Youth, LGBTQ, Seniors, Vets, Disabled). The subcommittee is charged with ongoing analysis of new and innovative program models and revision of policies as needed to ensure they remain current and effective.	Monthly	Youth, Vet Orgs, Seniors, School District, Individual & Family Orgs, Faith Based, DV Orgs.
HMIS Oversight	The subcommittee is charged with developing and maintaining HMIS policies, procedures and the evaluation of system and project performance. Subcommittee monitors members to ensure that all HMIS Data Quality Standards are implemented. Subcommittee evaluates HMIS software & ensures it continues to meet CoC's requirements. Subcommittee is charged with performance evaluation, ongoing system improvements and system expansion.	Monthly	Faith Based Orgs, Vet Orgs, Individual & famil Orgs, School District, Funders, Government, DV Orgs, Entitlement Area Orgs.
Unmet Needs	Evaluate unmet needs based on HMIS data and research programs and funding sources needed to address identified gaps. Subcommittee coordinates the Collective Impact activities as part of the ten year plan to end homelessness.	Monthly	Non Profit Orgs, Faith Based Orgs, Funders, Government, Entitlement Area Orgs, School District, Law Enforcement, Formerly Homeless, Vet Orgs, Business, Housing Developers, PHA's.

Training	Identify best practices, organize and execute training to improve professional standards of care across the continuum. Provide for training that increases the capacity of members and ensures clear understanding of all program models and expectations. Identifies trainers within the continuum and develops a catalog of offerings that utilize the expertise of members and professional trainers. Subcommittee researches and develops funding sources for ongoing and new training opportunities for the CoC.	Monthly	Non Profits Orgs, Faith Based Orgs, Funders, Government, Entitlement Area Orgs, School District, Law Enforcement, Formerly Homeless, Vet Orgs.
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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:	\$41,101
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$41,101

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

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	Palm Beach County...	07/06/2018	\$41,101

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:** Palm Beach County Board of County Commissioners
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 07/06/2018
- 6. Value of Written Commitment:** \$41,101

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		
2. Project Evaluation	1 FTE HMIS Staff for Policies & Procedures, Performance Data Evaluation, Training	\$70,000
3. Project Monitoring Activities	1 FTE Financial Analyst to monitor projects for fiscal compliance	\$70,000
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 standards of care	\$24,403
8. HUD Compliance Activities		
Total Costs Requested		\$164,403
Cash Match		\$41,101
In-Kind Match		\$0
Total Match		\$41,101
Total Budget		\$205,504

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

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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.

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: Melissa McKinlay

Date: 08/09/2018

Title: Mayor

Applicant Organization: Palm Beach County Board of County Commissioners

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).

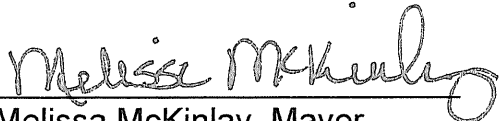
X

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)	07/19/2018
1E. SF-424 Compliance	07/19/2018
1F. SF-424 Declaration	07/19/2018
1G. HUD 2880	07/19/2018
1H. HUD 50070	07/19/2018
1I. Cert. Lobbying	07/19/2018
1J. SF-LLL	07/19/2018
2A. Project Detail	07/19/2018
2B. Description	07/26/2018

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3A. Governance and Operations	07/19/2018
3B. Committees	07/19/2018
4A. Match	07/19/2018
4B. Funding Request	07/19/2018
5B. Certification	07/19/2018


Melissa McKinlay, Mayor

Approved As To Form And Legal Sufficiency

By: 
Assistant County Attorney

Attest: Sharon R. Bock, Clerk and Comptroller

By: _____
Deputy Clerk

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: Melissa McKinlay

Title: Mayor, Palm Beach County

Signature: *Melissa McKinlay*

Date: 9/5/18

Attest: Sharon R. Bock
Clerk and Comptroller

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Delene C. King
Assistant County Attorney

By: _____
Deputy Clerk