

## **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 2015 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 2015 Funding Notice and the FY 2015 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2015 Funding Notice, the FY 2015 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 both the FY 2015 Funding Notice and the FY 2015 CoC Program NOFA.

## 1A. Application Type

### Instructions:

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

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

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

Applicant Identifier: Field intentionally left blank, cannot edit.

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

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

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

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

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

### 1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 11/18/2015

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

# 1B. Legal Applicant

### Instructions:

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

When the update/correction has been completed, place the Project Applicant Profile in "complete" mode before clicking on "Back to FY 2015 CoC Planning Project Application" from the left-menu bar. For further instructions on updating the Project Applicant Profile, review the "Project Applicant Profile" training document on the HUD Exchange.

### 8. Applicant

a. **Legal Name:** Community Action Partnership of Oregon

b. **Employer/Taxpayer Identification Number (EIN/TIN):** 30-0180905

	c. <b>Organizational DUNS:</b>	806333238	PL US 4	
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### d. Address

**Street 1:** 350 Mission St SE Suite 201

**Street 2:**

**City:** Salem

**County:**

**State:** Oregon

**Country:** United States

**Zip / Postal Code:** 97302

### e. Organizational Unit (optional)

**Department Name:**

**Division Name:**

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

**Prefix:** Ms.

**First Name:** Jo

**Middle Name:**

**Last Name:** Zimmer

**Suffix:**

**Title:** Coordinator, Rural Oregon Continuum of Care

**Organizational Affiliation:** Community Action Partnership of Oregon

**Telephone Number:** (541) 704-5360

**Extension:**

**Fax Number:** (503) 363-0113

**Email:** jozimmer@comcast.net

## 1C. Application Details

### Instructions:

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

When the update/correction has been completed, place the Project Applicant Profile in "complete" mode before clicking on "Back to FY 2015 CoC Planning Project Application" from the left-menu bar.

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

**9. Type of Applicant:** M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education)

**If "Other" please specify:**

**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-5900-N-25

**Title:** Continuum of Care Homeless Assistance Competition

**13. Competition Identification Number:**

**Title:**

## 1D. Congressional District(s)

### Instructions:

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

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

**Congressional District(s):**

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

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

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

**Estimated Funding:** Fields intentionally left blank, cannot edit.

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

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

**15. Descriptive Title of Applicant's Project:** OR-505 CC Planning Application 2015

**16. Congressional District(s):**

a. Applicant: OR-001, OR-002, OR-004, OR-005

b. Project: OR-001, OR-002, OR-004, OR-005  
(for multiple selections hold CTRL+Key)

**17. Proposed Project**

a. Start Date: 11/01/2016

b. End Date: 10/31/2017

**18. Estimated Funding (\$)**

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

## 1E. Compliance

### Instructions:

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

Click the following link to access the lists of those States that have chosen to participate in the intergovernmental review process: [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

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

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

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

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

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

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

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

If "YES," provide an explanation:



# 1F. Declaration

### Instructions:

The authorized person for the project applicant organization must agree to the declaration statement in order to proceed to the project application. The list of certifications and assurances are contained in the FY 2013 – FY 2014 CoC Program NOFA (Section VI.A.1.b), FY 2014 Funding Notice and e-snaps Project Applicant Profile.

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

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

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

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

I AGREE:

### 21. Authorized Representative

Prefix: Ms.

First Name: Claudette

Middle Name:

Last Name: Vincent

Suffix:

Title: Administrative Projects Coordinator

Telephone Number: (503) 316-3951  
(Format: 123-456-7890)

Fax Number: (503) 363-0113  
(Format: 123-456-7890)

**Email:** claudette@caporegon.org

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

**Date Signed:** 11/18/2015

## 2A. Project Detail

### Instructions:

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

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

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

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

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

**1a. CoC Number and Name:** OR-505 - Oregon Balance of State CoC

**1b. Collaborative Applicant Name:** Community Action Partnership of Oregon (CAPO)

**2. Project Name:** OR-505 CC Planning Application 2015

**3. Component Type:** CoC Planning Project Application

## 2B. Project Description

### Instructions:

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

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

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

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

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

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

The CoC planning grant will assist both the CoC's Executive Committee and the Community Action Partnership of Oregon, lead agency and Collaborative Applicant to BOS CoC, in supporting the BOS CoC Coordinator/Consultant's role in continuing to facilitate the HEARTH Act implementation work on behalf of Oregon's 28-county rural geography. The work currently in progress includes CoC coordination (governance, strategic plan development, Board management, meeting facilitation and documentation, member communication and guidelines); building with the ESG lead agency a collaborative projects monitoring and evaluations plan (performance targets, consumer engagement, APR reviews, project outcome assessments), participation in Consolidated Plan update opportunities within BOS CoC's broad service area; establishment of funding priorities; completion of the CoC Application; PITC process planning, implementation, coordination and reporting; HMIS management (including data analysis) and continued development and maintenance of CoC systems to ensure compliance with HUD guidelines.

The BOS CoC Coordinator/Consultant continues to be partially funded through an indefinite 1% fee (voted into BOS CoC By-Laws), unanimously approved by all grantees in demonstration of their commitment to maintaining and building capacity within the CoC governance structure. Additionally, the CoC recently received funds through the State of Oregon to assist with the ESG-CoC monitoring and also to assist with design and initial implementation of a regional/internal HMIS TA program.

This planning grant will also assist the CoC Coordinator in facilitating community engagement opportunities in each of BOS CoC's seven regions to solicit active participation in not only regular CoC meetings but also in designing a comprehensive coordinated entry (CE) system and needs analyses plans to enhance BOS CoC's ability to establish funding priorities to best meet the housing and services needs in its many diverse communities. By partnering with the regional/internal HMIS TA program and grantee- and external providers, BOS CoC will be able to build a toolbox of trainings and trainers geared to best support not only the BOS CoC grantees but also community partners and other CE providers. Identified trainings to date include CoC 101, Housing/Health Navigators, HMIS generally and specifics; Housing First, accessing mainstream benefits.

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

**Immediate:**

On-going refining of strategic planning road map, refining goals of community engagement needs, participation 'must haves'

**Monthly (on-going):**

BOS CoC meetings and committees

Building training opportunity into agenda – responsive to eSNAPS and SP deficiencies

Collaborative conversations with ESG lead/sub-recipients

Developing monitoring/evaluation protocols and shared performance measures and will include training CoC and ESG grantees how to use data reports to assess program performance

**Quarterly:**

Review of ESG and CoC projects' progress toward performance objectives and community impact

HMIS data review and analysis: AHAR, PITC, HIC

**Management Plan and Accountability:**

BOS CoC's progress toward meeting and exceeding anticipated goals will be best addressed by its Coordinator continuing to provide updates during regular monthly grantee and Collaborative Applicant meetings, informational updates via Collaborative Applicant's monthly newsletter and BOS CoC's email list, and increased visibility and update via community and CoC-wide partnership meeting opportunities.

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

BOS CoC's ability to evaluate progress of both ESG and CoC projects will be improved by setting regularly scheduled collaborative conversations with the ESG lead and sub-recipients, which also operate CoC-funded projects, to set an agenda to co-produce projects monitoring and evaluations plan(performance targets and projections, consumer engagement, data reviews, and Con Plan participation).

As ESG recipients are also the community action agency operators of BOS CoC projects, a full continuum of services opportunity is available in most of its 28-county geographic area: emergency shelter, homeless prevention, rapid rehousing, and street outreach to individuals and families; both ESG and CoC funds support data collection and will continue supporting the definition of up-to-date demographics and outcomes. Evaluative efforts will work toward ensuring that homeless households move from the streets or emergency shelter to the appropriate housing component that encourages eventual and sustainable self-sufficiency in permanent housing within the communities. Consequently, enhanced and new standards will continue to improve CoC-wide service delivery mechanisms and responsiveness to the needs of the communities.

HMIS will be used to evaluate outcomes system wide from both ESG and CoC providers. The goal is that the programs funded effectively meet the housing and service needs of the homeless individuals and families being served. Evaluative efforts will work toward ensuring that homeless households move from the streets or emergency shelter to the appropriate housing component that encourages their eventual self-sufficiency in permanent housing in the community. As a result of evaluative efforts, new standards will be developed for serving people who are homeless.

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

While HUD financial assistance is critical to supporting development and implementation of an enhanced BOS CoC system and HEARTH Act requirements, planning activities will sustain beyond expiration of HUD financial assistance through active fund development. One anticipated outcome of future community engagement opportunities is securing local and cross-jurisdictional funding commitment to support CoC-ESG activities within the 28-county geography. The value and effectiveness of service delivery and long-term program capacity will be increased by the development of sustainable skills, shared vision, and tools to enhance grantee and BOS CoC performance.

When its former Collaborative Applicant pulled its sponsorship and staff support from BOS CoC effective June 30, 2013, BOS CoC grantees voted unanimously to support the hire of a part-time coordinator via assessment of a 1% project fee. At its annual in-person meeting, BOS CoC voted unanimously to continue the 1% project fee indefinitely and requested insert and update of BOS CoC's By-Laws document.

BOS CoC Coordinator is active on many committees, training opportunities, and Boards and continues evaluating additional funding opportunities that encourage the scope of multi-jurisdictional conversations BOS CoC offers. Since BOS CoC 'struck out' on its own in 2013, the CoC Coordinator/Consultant continues to write applicable funding applications to not only further the work of the 28-county CoC but also to assist local communities in better serving its most vulnerable citizens wherever possible.



## 3A. Governance and Operations

### Instructions

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

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

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

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

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

- a. Written agendas of CoC meetings?
- b. Coordinated Entry? (Also known as centralized or coordinated assessment)  
\*Please explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter? This question will appear if no is selected for question "b" above.
- c. Process for monitoring outcomes of ESG recipients?
- d. CoC policies and procedures?
- e. Written process for board selection?
- f. Code of Conduct for board members that includes a recusal process?
- g. Written standards for administering assistance?

Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? Select "Yes" if there were any written complaints, from any source, received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months.

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

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

Building a coordinated entry system/process adequately and appropriately reflective of the full 28-county balance-of-state geography continues to be a challenging task, though on-going CoC-wide conversations are fruitful and constructive. To date the CoC has developed basic shared standards to which work will adhere in the next year as local refinements are drafted (or new plans created) with input of respective communities.

BOS CoC was able to create a new SSO for Coordinated Entry and as soon as local CE plans are developed and vetted through community systems, not only will the BOS CoC CE system be added into the CoC's By-Laws/Governance Charter but also the local CE system models will be included.

- c. Process for monitoring outcomes of ESG recipients?** No
- 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

#### Instructions

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

Committees: In the following table, provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, including a brief description of the role 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.

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and NOT groups related only to planning for smaller local, regional, or the regular delivery of services.

Committee Name	Role of the Committee (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
HMIS	The HMIS sub-committee	Weekly	MWVCAA; MCCAC; CSC; CARE; CCNO; UCAN; CAT; BAFS; State of Oregon; City of Salem; EOAF; CCA; CoC Coordinator/Consultant
Executive	The Executive Committee	Monthly	UCAN; MWVCAA; CARE; ORCCA; CoC Coordinator/Consultant
Veteran Services	The Veteran Services sub-committee comprises the seven VA SSVF-funded grantees (5 CoCs, 2 states) operating across BOS CoC's 28-county geography. The purpose of this committee is to share best practices, experiences, challenges an successes.	Monthly	CinA; SVdP; Easter Seals Oregon; CAT; BMAC; CSC; ORCCA; CCA; UCAN; CCNO; MWVCAA; YCAP; KLCAS; CoC Coordinator/Consultant
Performance/Evaluation	The performance and evaluation sub-committee works within two distinct processes: Annual review and development of scoring criteria to determine rating and ranking priority of renewal and new applications in the funding competition; and development of performance measures for use in quarterly review and evaluation of projects performance. This work incorporates ESG recipients within BOS CoC geography. Renewal and new applications are updated annually by this committee based on HUD's published NOFA and also include specific performance expectations as based on the previous year's monitoring, evaluation, and annual funding renewal experiences.	Bi-Monthly	UCAN; MWVCAA; OHA-OHOP; CARE; CoC Coordinator/Consultant; Community Member Volunteers

Coordinated Entry	The Coordinated Entry sub-committee works to establish basic standards and guidance that is relevant across a very diverse 28-county rural continuum for operating a centralized or coordinated entry system that will provide a comprehensive assessment of the needs of individuals and families for housing and services.	Quarterly	ORCCA; UCAN; MWVCAA; CARE; CoC Coordinator/Consultant
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## 4A. Sources of Match/Leverage

### Instructions:

Match and Leverage are two distinct categories of funds from other sources that will be used in conjunction with this project, if awarded. Match (cash or in-kind) must be used for eligible program costs only and must be equal to or greater than 25% of the total grant request for all eligible costs under the CoC Program interim rule with the exception of leasing costs. Leverage funds can be used for any program related costs and there is no minimum requirement. Please review 24 CFR Part 578, the FY 2015 Funding Notice, and the FY 2015 CoC Program NOFA for more detailed information concerning Match and Leverage.

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

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

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

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

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

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

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

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

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

### Summary for Match

Total Value of Cash Commitments:	\$0
Total Value of In-Kind Commitments:	\$23,440
Total Value of All Commitments:	\$23,440

### Summary for Leverage

<b>Total Value of Cash Commitments:</b>					\$0
<b>Total Value of In-Kind Commitments:</b>					\$0
<b>Total Value of All Commitments:</b>					\$0
<b>Match/ Leverage</b>	<b>Type</b>	<b>Source</b>	<b>Contributor</b>	<b>Date of Commitment</b>	<b>Value of Commitments</b>
Match	In-Kind	Private	Rural Oregon Cont...	11/15/2015	\$23,440

## Sources of Match Details

- 1. Will this commitment be used towards match or leverage?** Match
- 2. Type of commitment:** In-Kind
- 3. Type of source:** Private
- 4. Name the source of the commitment: (Be as specific as possible and include the office or grant program as applicable)** Rural Oregon Continuum of Care Grantee Support
- 5. Date of Written Commitment:** 11/15/2015
- 6. Value of Written Commitment:** \$23,440



## 4B. Funding Request

### Instructions:

Is it feasible for the project to be under grant agreement by September 30, 2016: Select "Yes" or "No" to indicate whether the grant agreement will be executed and the project will begin operating by September 30, 2016. The FY 2015 HUD Appropriations Act requires HUD to obligate FY 2015 CoC Program funds by this date. A selection of "No" may result in the rejection of a project application during the HUD assessment. Further, if a CoC Planning award is not obligated with the grant execution by September 30, 2016, the conditional award will be terminated and the funds recaptured.

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

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

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

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

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

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

Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC program regulations. Compliance with eligibility requirements will be verified at grant agreement.

The Total Budget automatically calculates when you click the "Save" button.

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

**1. Will it be feasible for the project to be under grant agreement by September 30, 2017?** Yes

**2. Select a grant term:** 1 Year

**A quantity AND description must be entered for each requested cost. Any cost without a quantity and a description will be removed from the budget.**

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
<b>1. Coordination Activities</b>	Coordinator/Consultant and administrative support for strategic planning, community engagement, monthly meetings and training; expenses to support travel throughout BOS CoC 28-county region to facilitate activities and community and partner conversations (Veterans, PHA, Landlords/realtor groups, CCOs)	\$30,000
<b>2. Project Evaluation</b>	Coordinator/Consultant, administrative, and Committee members' time plus travel to support APR and data reporting analyses and training, evaluation of project outcomes on quarterly basis during program year (including ESG). This includes assisting in implementation of BOS CoC's regional HMIS TA and training network.	\$10,500
<b>3. Project Monitoring Activities</b>	Coordinator/Consultant, administrative, and Committee members' time plus travel to support assessment of progress against goals and development of improvements work plan on quarterly basis during program year (including ESG). This includes assisting in implementation of BOS CoC's regional HMIS TA and training network.	\$10,500
<b>4. Participation in the Consolidated Plan</b>	Coordinator/Consultant time to work with Con Plan entities in reviewing consistency of conformance, developing/modifying CoC objective, and completing annual CAPER requirements. The CoC crosses a total of 5 Con Plan jurisdictions, though only 3 are listed on the HUD report for 2015.	\$2,800
<b>5. CoC Application Activities</b>	Coordinator/Consultant time reviewing NOFA, adjusting priority ranking processes, working with grantees to refine BOS CoC priorities, training, communications and meetings; completing, submitting funding applications - both parts, developing RFPs.	\$24,500
<b>6. Determining Geographical Area to Be Served by the CoC</b>		
<b>7. Developing a CoC System</b>	National, regional, state, local travel and registrations for CoC grantees and community members to participate in peer-to-peer and expert-trainer opportunities to further CoC and coordinated concepts.	\$10,208
<b>8. HUD Compliance Activities</b>	Performing regular collaborative work with ESG lead and sub-recipients, developing/providing training.	\$5,250
<b>Total Costs Requested</b>		\$93,758
<b>Cash Match</b>		\$0
<b>In-Kind Match</b>		\$23,440
<b>Total Match</b>		\$23,440
<b>Total Budget</b>		\$117,198

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

## 5A. Attachment(s)

**Instructions:**

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

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No	2015 CoC Planning...	11/18/2015
2. Other Attachment(s)	No		

## Attachment Details

**Document Description:** 2015 CoC Planning Project Match Letter - ROCC Executive Committee

## Attachment Details

**Document Description:**

## 5B. Certification

### A. For all projects:

#### Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

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

**Additional for Rental Assistance Projects:**

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

**B. For non-Rental Assistance Projects Only.**

**20-Year Operation Rule.**

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

**1-Year Operation Rule.**

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

**C. For Rental Assistance Only.**

**Supportive Services.**

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

**D. Explanation.**

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

**Name of Authorized Certifying Official:** Claudette Vincent

**Date:** 11/18/2015

**Title:** Administrative Projects Coordinator

**Applicant Organization:** Community Action Partnership of Oregon

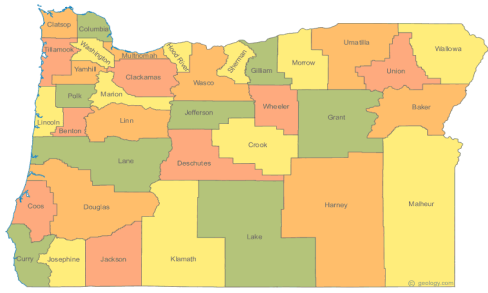
**PHA Number (For PHA Applicants Only):**

**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
<b>1A. Application Type</b>	No Input Required
<b>1B. Legal Applicant</b>	No Input Required
<b>1C. Application Details</b>	No Input Required
<b>1D. Congressional District(s)</b>	10/07/2015
<b>1E. Compliance</b>	10/07/2015
<b>1F. Declaration</b>	10/07/2015
<b>2A. Project Detail</b>	11/11/2015
<b>2B. Description</b>	11/18/2015
<b>3A. Governance and Operations</b>	11/16/2015
<b>3B. Committees</b>	11/16/2015
<b>4A. Match/Leverage</b>	11/11/2015
<b>4B. Funding Request</b>	11/18/2015
<b>5A. Attachment(s)</b>	11/18/2015
<b>5B. Certification</b>	11/18/2015



## Rural Oregon Continuum of Care

Member Counties: Baker, Benton, Clatsop, Columbia, Coos, Curry, Douglas, Gilliam, Grant, Harney, Hood River, Josephine, Klamath, Lake, Lincoln, Linn, Malheur, Marion, Morrow, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Wheeler, Yamhill

November 15, 2015

U.S. Department of Housing and Urban Development  
1220 SW Third Avenue, Suite 400  
Portland, Oregon 97204-2830

RE: 2015 CoC OR-505 BOS CoC/Rural Oregon Continuum of Care (ROCC) Planning Grant Application

The OR-505 BOS CoC/ROCC Executive Committee and Board Membership supports the 2015 planning project that will provide oversight, guidance for growth, and support to the Oregon Balance-of-State Continuum of Care projects.

During the next year, the OR-505 BOS CoC/ROCC as an organization will provide in-kind match support to this planning project in the amount of \$23,440 via the grantee-paid annual supportive fee (paid from other-than federal funds). This match will provide opportunity and direct support to grantees and community members in all 28 counties to travel and attend no fewer than three in-person planning conversations to discuss progress with CS system design, regional HMIS TA provision, development of regional 'local' dashboards, and CoC-wide data/HMIS analyses.

The OR-505 BOS CoC/ROCC Executive Committee and Board Membership are extremely excited about the potentials of this expanded project, and we look forward to the continued success of the Rural Oregon Continuum of Care.

Best Regards,

Kelly Wessels  
UCAN COO  
OR-505 BOS CoC/ROCC Board Chair