

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: 09/24/2017

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: Community Action Partnership of Oregon

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

c. Organizational DUNS:	806333238	PLUS 4	
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d. Address

Street 1: 350 Mission Street SE,

Street 2: Suite 201

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: Joann

Middle Name:

Last Name: Zimmer

Suffix:

Title: Consultant/Coordinator

Organizational Affiliation: Community Action Partnership of Oregon

Telephone Number: (541) 704-5360

Extension:

Fax Number: (503) 363-0113

Email: jozimmer@comcast.net

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

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): Oregon
(for multiple selections hold CTRL+Key)

15. Descriptive Title of Applicant's Project: CoC Planning Project

16. Congressional District(s):

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

b. Project: OR-005

(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 11/01/2018

b. End Date: 10/31/2019

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: 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@capo.org

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

Date Signed: 09/24/2017

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: Community Action Partnership of Oregon

Prefix: Ms.

First Name: Claudette

Middle Name:

Last Name: Vincent

Suffix:

Title: Administrative Projects Coordinator

Organizational Affiliation: Community Action Partnership of Oregon

Telephone Number: (503) 316-3951

Extension: 608

Email: claudette@capo.org

City: Salem

County:

State: Oregon

Country: United States

Zip/Postal Code: 97302

2. Employer ID Number (EIN): 30-0180905

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$99,852

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: CoC Planning Project 350 Mission Street SE, Salem Oregon

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: Claudette Vincent, Administrative Projects Coordinator

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

Date Signed: 07/18/2017

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Community Action Partnership of Oregon

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

Sites for Work Performance.

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

Workplaces, including addresses, entered in the attached project application.
 Refer to addresses entered into the attached project application.

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

X

accurate.

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

Authorized Representative

Prefix: Ms.

First Name: 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@capo.org

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

Date Signed: 09/24/2017

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

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: Community Action Partnership of Oregon

Name / Title of Authorized Official: Claudette Vincent, Administrative Projects Coordinator

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

Date Signed: 09/24/2017

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: Community Action Partnership of Oregon
Street 1: 350 Mission Street SE,
Street 2: Suite 201
City: Salem
County: Marion
State: Oregon
Country: United States
Zip / Postal Code: 97302

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

I certify that this information is true and complete.

X

Authorized Representative

Prefix: Ms.

First Name: 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@capo.org

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

Date Signed: 09/24/2017

2A. Project Detail

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: CoC Planning Project

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.

This grant will continue assisting CoC's Board, workgroups, and Collaborative Applicant to support CoC's Coordinator/Consultant's role in facilitating HEARTH Act implementation work on behalf of Oregon's 28-county rural geography and also strategic planning, policy development, and data analyses work vital to forward sustainability and growth. Work in progress: coordination (governance, strategic planning, grantee support, etc.); refining/implementing, with state ESG grantee, a collaborative projects monitoring/eval plan, participation in Con Plan update opportunities within CoC's broad service area; establishment of funding priorities; completion of annual CoC Application; PITC process planning, reporting; HMIS management (data analyses); continued development and maintenance of CoC systems to ensure compliance with HUD guidelines.

After the 2016 CoC funding competition, CoC began regrouping its core team structures, participation opportunities, and ability to take charge of its next steps. Through the newly minted (January 2017) HMIS Data Workgroup (Section 3B. Committees), a dedicated group of CoC-ESG grantees began deconstructing myriad data reports into manageable bites to ultimately analyze, plan, and recommend data-driven, needs-based, and community-considered next steps regarding annual project priorities, review and ranking process and materials, and overall 'right-sizing' CoC's inventory to address changing needs. CoC is working with state ESG grantee to develop similar updates wrapping in ESG grantees and sub-recipients.

CoC's Consultant/Coordinator 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. CoC also received funds (2015-2016) through the state to assist with development of ESG-CoC monitoring protocols and with design and initial implementation of an internal HMIS TA program. Over the last 6 months, the internal HMIS TA program has expanded to include ESG grantees (and other state homeless funding sources). This planning grant will also assist CoC's Consultant/Coordinator in facilitating community engagement opportunities in each of CoC's seven regions to solicit active participation in not only regular CoC meetings but also in continuing to design a fully comprehensive coordinated entry (CE) system and needs analyses plans to enhance CoC's ability to establish funding priorities to best meet the housing and services needs in its many diverse communities. By partnering CoC's HMIS TA program with grantee and external providers, CoC continues building a toolbox of trainings and trainers geared to best support. CoC will receive significant technical assistance and innovative project support in the coming months including TA for Coordinated Entry, 100-Day Challenge to End Youth Homelessness, and supplemental ESG earmarked for capacity-building.

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

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completion of all work.

Immediate:

On-going strategic planning, refining goals of community engagement needs/scheduling, participation 'must haves' (landlords, public housing authorities, VA, RHY)

Monthly (on-going):

CoC Board/membership meetings and workgroups; (HMIS data workgroup is monthly all-day in-person)

Building training opportunity into agenda – responsive to e-snaps and HMIS deficiencies

Collaborative conversations with ESG grantee/sub-recipients

Refining 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/community impact using CoC's annual review and ranking materials and process

HMIS data review and analyses: AHAR, PITC, HIC; specialized needs; county/regional dashboards; resource allocation vs. data, etc.

Management Plan and Accountability:

CoC's progress toward meeting and exceeding anticipated goals will be best addressed by its Consultant/Coordinator continuing to provide updates during regular monthly grantee and community meetings, informational updates via Collaborative Applicant's monthly newsletter and CoC's email list, and increased visibility and update via community, state- and CoC-wide partnership meeting opportunities. As part of the community engagement strategies, informational dashboards will be shared in each community reflecting respective local PIT, HIC, and other HMIS data (other information as available and upon request).

Anticipated Deliverables and Outcomes

Training plan: outline of training needs, identification of peer-trainers, development of training materials, implementation plan

Data analyses: summary report of available data; specialized reporting for subpopulations,

Resource allocation mapping and analyses (all of homeless funding vs. CoC only)

HMIS quality improvement: CoC grantees/relevant partners improve quarterly and R&R project reviews/scoring improves and increasingly drives decision-making

CoC participation: greater cohesion as a large, geographically diverse, but well-connected geography including community and provider engagement

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

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

As ESG recipients are also the community action agency operators of CoC projects, a full continuum of services opportunity is available in most of its 28-county geographic area: emergency shelter (many have closed in last 6 months), 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 (as well as other state-funded homeless programs). 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. Of course success of the goals and actions previous described depends upon community support in developing and/or improving affordable, safe, and available housing. With many rural areas at or below 1% vacancy rate for ANY housing, program 'success' will continue to be suspect and precariously defined.

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

While HUD financial AND technical assistance are critical to supporting development and implementation of an enhanced CoC's 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, including Coordinated Entry. 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 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.

CoC's Consultant/Coordinator continues to be active on many committees, training opportunities, and Boards and continues evaluating additional funding opportunities that encourage the scope of multi-jurisdictional conversations CoC offers. Since CoC 'struck out' on its own in 2013, its Consultant/Coordinator 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 the most vulnerable citizens wherever possible, i.e. SSVF multi-county 'SURGE'

grant and renewal; state support funds).

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?** No
- 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?

CoC, in its 2016 review and ranking process - and with voluntary support of the affected grantee - reallocated its last remaining SSO to be used to build an SSO-CE project ensuring resource availability and staff commitment going forward. July 1, 2017, in partnership with the former SSO's grantee (and now SSO for CE grantee on behalf of full CoC), a collaborative coordinated entry specialist began working with CoC's Consultant/Coordinator to officially move forward on capturing not only experience and lessons of 1-year CE pilot (SSO for CE's agency) but to also work with CoC-ESG grantee agencies to determine status of local coordinated entry systems, if any; record/document what exists, what requires adjustment/update, and where most basic needs regarding local system building exist. The CE system will also incorporate RHY, SSVF, DV and other programs as applicable.

It's important to note that even as the CE policies and procedures are in drafting (near completion now), the actual CE process including data collection began with CoC-wide implementation effective May 1, 2017. CoC's first-ever CE reports will be reviewed October 5, 2017, during the monthly HMIS data

workgroup meeting. CoC has been awarded technical assistance specific to Coordinated Entry and looks forward to review of the tool, status of internal progress, and next steps ahead of full implementation and compliance January 2018.

c. Process for monitoring outcomes of ESG recipients? No

d. CoC policies and procedures? No

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.

Committee Name	Role of the Committee (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
HMIS Data Workgroup	This Workgroup incorporates HMIS, Executive, and Review/Ranking teams into a focused planning body designed to conduct data analyses, identify training needs, conduct quarterly performance reviews CoC and ESG projects, and recommend policy to address needs of persons experiencing homelessness within the CoC's broad geographic area. Members of this Workgroup will join with additional interested CoC members to form the annual Review & Ranking (R&R) workgroup to objectively evaluate performance and score renewal and new project applications to determine CoC's project priority listing for competition submission. R&R workgroup members remain unconflicted via recusal and non-participation in review/scoring of relevant 'home' regions.	Monthly	MWVCAA, CinA, CAT, MCCAC, CAPECO, CSC, CCA, CCNO, KLCAS, CARE, Shangri-La, UCAN, ORCCA, OHCS, North Bend City Coos-Curry Housing Authority, OCHH, Consultant/Coordinator
Veteran Services Workgroup	This Workgroup comprises the six VA SSVF-funded grantees (5 CoCs, 2 states) operating across CoC's 28-county geography and shares best practices, experiences, challenges, and successes toward ending veteran homelessness. Recent new members include HCHV staff from Roseburg VAMC, White City, and local VSOs. Increasing collaborations – and with support of Vets @ Home and rural peer-to-peer TA – include VA-CoC HMIS data sharing, data analyses, building master lists, and ID and development of plans to address additional issues specific to the goal in CoC overall. This Workgroup transcend HMIS Data and Coordinated Entry Workgroups.	Monthly	VA, MWVCAA, MCCAC, CSC, OCHH, North Bend City Coos-Curry Housing Authority, CAT, KLCAS, Consultant/Coordinator

<p>Coordinated Entry Workgroup</p>	<p>This Workgroup is developing basic criterion under which CoC's 7 regions will work to incorporate protocols that meet the spirit of HUD's expectations for local collaborative and focused partnerships. CoC's SSO for CE's shared staff (located with original SSO grantee) will provide staffing support in partnership with CoC Consultant/Coordinator. Workplan includes evaluating data, determining how best to use analyzed data, recommending priorities, and identifying where improvement and additional policy development might be necessary. May 1, 2017, was 'official' all-in CE start, bringing all Category 1 persons through CE assessment and placement. Data eval will occur quarterly; goal to add Category 4 in second year.</p>	<p>Monthly</p>	<p>MWVCAA, CSC, OCHH, BAFS, CARE, CAPECO, community members, OCHH, Consultant/Coordinator</p>
<p>Lived Experiences Workgroup</p>	<p>This Workgroup will be led by the director of a local re-entry, outreach, and transitional housing provider, himself 25 years homeless. The meetings will rotate among CoC's emergency, transitional, and youth shelters and will seek to learn and gain awareness from a very raw perspective. One goal will be to incorporate this Workgroup's thoughts and recommendations into development of new projects, review and ranking criteria, performance evaluation, etc.</p>	<p>Quarterly</p>	<p>Helping Hands Re-Entry and Outreach (Tillamook, Oregon); Consultant/Coordinator, CAT, CCA, CARE, YCAP, OCHH (for first meeting October 5, 2017). Next meeting will include another organization and representatives</p>
<p>RHY Workgroup</p>	<p>The focus of this Workgroup is to track moving parts of HMIS and strategic planning needs related to partnership within CoC and beyond and to intentionally engage federal, state, and other-funded community partners in developing a cohesive and focused goal and system-wide response. Co-lead by the director of a local youth shelter and a program manager of another youth resource center naturally working across county lines (5-county area) but still within CoC, this Workgroup will be central contributors to pending intensive technical assistance provided as a selected community in the 100-Day Challenge to End Youth Homelessness. Basic CoC policy recommendations including priorities and needs will be responsibilities of this Workgroup.</p>	<p>Monthly</p>	<p>MWVCAA, JSYS, CinA, Consultant/Coordinator</p>

4A. Sources of Match

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

Summary for Match

Total Value of Cash Commitments:	\$0
Total Value of In-Kind Commitments:	\$26,170
Total Value of All Commitments:	\$26,170

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

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

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	In-Kind	Private	CoC Board/Workgro...	09/18/2017	\$2,401
Yes	In-Kind	Private	CoC Board/Workgro...	09/18/2017	\$5,408
Yes	In-Kind	Private	CoC Board/Workgro...	09/18/2017	\$2,891
Yes	In-Kind	Private	CoC Board/Workgro...	09/18/2017	\$3,098
Yes	In-Kind	Private	CoC Board/Workgro...	09/18/2017	\$3,145
Yes	In-Kind	Private	CoC Board/Workgro...	09/18/2017	\$1,554
Yes	In-Kind	Private	CoC Board/Workgro...	09/22/2017	\$1,353
Yes	In-Kind	Private	CoC Board/Workgro...	09/17/2017	\$1,535
Yes	In-Kind	Private	CoC Board/Workgro...	09/18/2017	\$1,960
Yes	In-Kind	Private	CoC Board/Workgro...	09/19/2017	\$2,825

Sources of Match Details

1. Will this commitment be used towards Match? Yes
2. Type of commitment: In-Kind
3. Type of source: Private
4. Name the source of the commitment: CoC Board/Workgroup Commitment - CAPECO
(Be as specific as possible and include the office or grant program as applicable)
5. Date of Written Commitment: 09/18/2017
6. Value of Written Commitment: \$2,401

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

Sources of Match Details

1. Will this commitment be used towards Match? Yes
2. Type of commitment: In-Kind
3. Type of source: Private
4. Name the source of the commitment: CoC Board/Workgroup Commitment - CAT
(Be as specific as possible and include the office or grant program as applicable)
5. Date of Written Commitment: 09/18/2017
6. Value of Written Commitment: \$5,408

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

Sources of Match Details

1. Will this commitment be used towards Match? Yes

2. Type of commitment: In-Kind

3. Type of source: Private

4. Name the source of the commitment: CoC Board/Workgroup Commitment - CCA
(Be as specific as possible and include the office or grant program as applicable)

5. Date of Written Commitment: 09/18/2017

6. Value of Written Commitment: \$2,891

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

Sources of Match Details

1. Will this commitment be used towards Match? Yes

2. Type of commitment: In-Kind

3. Type of source: Private

4. Name the source of the commitment: CoC Board/Workgroup Commitment - CinA
(Be as specific as possible and include the office or grant program as applicable)

5. Date of Written Commitment: 09/18/2017

6. Value of Written Commitment: \$3,098

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

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** In-Kind
- 3. Type of source:** Private
- 4. Name the source of the commitment:** CoC Board/Workgroup Commitment - CSC
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/18/2017
- 6. Value of Written Commitment:** \$3,145

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

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** In-Kind
- 3. Type of source:** Private
- 4. Name the source of the commitment:** CoC Board/Workgroup Commitment - KLCAS
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/18/2017
- 6. Value of Written Commitment:** \$1,554

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

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes

- 2. Type of commitment:** In-Kind
- 3. Type of source:** Private
- 4. Name the source of the commitment:** CoC Board/Workgroup Commitment - ORCCA
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/22/2017
- 6. Value of Written Commitment:** \$1,353

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

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** In-Kind
- 3. Type of source:** Private
- 4. Name the source of the commitment:** CoC Board/Workgroup Commitment - Salem IHN
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/17/2017
- 6. Value of Written Commitment:** \$1,535

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

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** In-Kind
- 3. Type of source:** Private

- 4. Name the source of the commitment:** CoC Board/Workgroup Commitment - Shangri-La
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/18/2017
- 6. Value of Written Commitment:** \$1,960

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

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** In-Kind
- 3. Type of source:** Private
- 4. Name the source of the commitment:** CoC Board/Workgroup Commitment - UCAN
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/19/2017
- 6. Value of Written Commitment:** \$2,825

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

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 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	Consultant Coordinator/administrative support = .90 FTE (\$40/hour) in Planning Grant overall. Is broken out through 7 of 8 categories. In this category, time=698 hours; travel reimbursement extends to CoC grantees and CoC board members participating in workgroups.	\$31,770
2. Project Evaluation	Consultant Coordinator/administrative support = .90 FTE (\$40/hour) in Planning Grant overall. Is broken out through 7 of 8 categories. In this category, time=119 hours; travel reimbursement extends to CoC grantees and CoC board members participating in workgroups. HMIS TA=\$5,000 annual (with MOU); half in Evaluation	\$12,662
3. Project Monitoring Activities	Consultant Coordinator/administrative support = .90 FTE (\$40/hour) in Planning Grant overall. Is broken out through 7 of 8 categories. In this category, time=119 hours; travel reimbursement extends to CoC grantees and CoC board members participating in workgroups. HMIS TA=\$5,000 annual (with MOU); half in Project Monitoring Activities.	\$12,662
4. Participation in the Consolidated Plan	Consultant Coordinator/administrative support = .90 FTE (\$40/hour) in Planning Grant overall. Is broken out through 7 of 8 categories. In this category, time=70 hours	\$2,800
5. CoC Application Activities	Consultant Coordinator/administrative support = .90 FTE (\$40/hour) in Planning Grant overall. Is broken out through 7 of 8 categories. In this category, time=612 hours.	\$24,500
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System	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. Consultant Coordinator/administrative support = .90 FTE (\$40/hour) in Planning Grant overall. Is broken out through 7 of 8 categories. In this category, time=132 hours and travel funds for conferences=\$5,000.	\$10,208
8. HUD Compliance Activities	Consultant Coordinator/administrative support = .90 FTE (\$40/hour) in Planning Grant overall. Is broken out through 7 of 8 categories. In this category, time=131 hours.	\$5,250
Total Costs Requested		\$99,852
Cash Match		\$0
In-Kind Match		\$26,170
Total Match		\$26,170
Total Budget		\$126,022

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

5A. Attachment(s)

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

Attachment Details

Document Description:

Attachment Details

Document Description:

5A. In-Kind MOU Attachment

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

Attachment Details

Document Description:

5B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

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

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

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

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: 09/24/2017

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

X

**criminal, civil, or administrative penalties .
(U.S. Code, Title 218, Section 1001).**

6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/21/2017
1E. SF-424 Compliance	09/06/2017
1F. SF-424 Declaration	09/06/2017
1G. HUD 2880	09/06/2017
1H. HUD 50070	09/06/2017
1I. Cert. Lobbying	09/06/2017
1J. SF-LLL	09/24/2017

2A. Project Detail	09/06/2017
2B. Description	09/24/2017
3A. Governance and Operations	09/24/2017
3B. Committees	09/24/2017
4A. Match	09/24/2017
4B. Funding Request	09/24/2017
5A. Attachment(s)	No Input Required
5A. In-Kind MOU Attachment	No Input Required
5B. Certification	09/24/2017