

Before Starting the Project Application

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

Things to Remember:

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

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/14/2018

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Anne Arundel County, MD

b. Employer/Taxpayer Identification Number (EIN/TIN): 52-6000878

c. Organizational DUNS:	064875974	PLUS 4	
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d. Address

Street 1: 2666 Riva Road

Street 2:

City: Annapolis

County: Anne Arundel County

State: Maryland

Country: United States

Zip / Postal Code: 21401

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: Kathleen

Middle Name: M

Last Name: Koch

Suffix:

Title: Executive Director

Organizational Affiliation: Anne Arundel County, MD

Telephone Number: (410) 222-7600

Extension: 110

Fax Number: (410) 222-7619
Email: kkoch@acdsinc.org

1C. SF-424 Application Details

9. Type of Applicant: B. County Government

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

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

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

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

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

15. Descriptive Title of Applicant's Project: MD-503 FY2018 CoC Planning Project Application

16. Congressional District(s):

a. Applicant: MD-005, MD-003, MD-002, MD-001
b. Project: MD-005, MD-003, MD-002, MD-001
(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 07/01/2019
b. End Date: 06/30/2020

18. Estimated Funding (\$)

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

1E. SF-424 Compliance

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

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

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

If "YES," provide an explanation:

1F. SF-424 Declaration

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

I AGREE:

21. Authorized Representative

Prefix: Mr.

First Name: Mark

Middle Name: D.

Last Name: Hartzell

Suffix:

Title: Chief Administrative Officer

Telephone Number: (410) 222-1312
(Format: 123-456-7890)

Fax Number: (410) 222-1131
(Format: 123-456-7890)

Email: mhartzell@aacounty.org

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

Date Signed: 09/14/2018

1G. HUD 2880

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

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Anne Arundel County, MD

Prefix: Mr.

First Name: Mark

Middle Name: D.

Last Name: Hartzell

Suffix:

Title: Chief Administrative Officer

Organizational Affiliation: Anne Arundel County, MD

Telephone Number: (410) 222-1312

Extension:

Email: mhartzell@aacounty.org

City: Annapolis

County: Anne Arundel County

State: Maryland

Country: United States

Zip/Postal Code: 21401

2. Employer ID Number (EIN): 52-6000878

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$70,000

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: MD-503 FY2018 CoC Planning Project Application 2666 Riva Road Annapolis Maryland

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. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds

Part III Interested Parties

You must disclose:
 1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
 2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a			Financial Interest	Financial Interest
FY2018 CoC Planning Project Application				

reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	in Project/Activity (\$)	in Project/Activity (%)
Arundel House of Hope	52-1993704	subrecipient	\$391,548.00	17%
Anne Arundel County Mental Health Agency	52-1881320	subrecipient	\$394,417.00	17%
Arundel Community Development Services	52-1817557	subrecipient	\$569,525.00	25%
People Encouraging People	52-1168285	subrecipient	\$200,044.00	9%
Catholic Charities	53-0196617	subrecipient	\$150,401.00	7%

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: Mark Hartzell, Chief Administrative Officer

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

Date Signed: 08/07/2017

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Anne Arundel County, MD

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: Mr.

First Name: Mark

Middle Name: D.

Last Name: Hartzell

Suffix:

Title: Chief Administrative Officer

Telephone Number: (410) 222-1312
(Format: 123-456-7890)

Fax Number: (410) 222-1131
(Format: 123-456-7890)

Email: mhartzell@aacounty.org

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

Date Signed: 09/14/2018

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

X

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

Applicant's Organization: Anne Arundel County, MD

Name / Title of Authorized Official: Mark Hartzell, Chief Administrative Officer

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

Date Signed: 09/14/2018

1J. SF-LLL

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

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

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

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

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

Legal Name: Anne Arundel County, MD

Street 1: 2666 Riva Road

Street 2:

City: Annapolis

County: Anne Arundel County

State: Maryland

Country: United States

Zip / Postal Code: 21401

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: Mr.

First Name: Mark

Middle Name: D.

Last Name: Hartzell

Suffix:

Title: Chief Administrative Officer

Telephone Number: (410) 222-1312
(Format: 123-456-7890)

Fax Number: (410) 222-1131
(Format: 123-456-7890)

Email: mhartzell@aacounty.org

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

Date Signed: 09/14/2018

2A. Project Detail

1a. CoC Number and Name: MD-503 - Annapolis/Anne Arundel County CoC
1b. Collaborative Applicant Name: Anne Arundel County, Maryland

2. Project Name: MD-503 FY2018 CoC Planning Project Application

3. Component Type: CoC Planning Project Application

2B. Project Description

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

The proposed project will work on strengthening Anne Arundel County's and Annapolis' Continuum of Care and its ability to respond to the needs of the homeless and meet the County's goal to end homelessness. ACDS, on behalf of Anne Arundel County, will continue to oversee and support the development of Anne Arundel County's and Annapolis' CoC. The funds will be used primarily to strengthen the CoC's ability to effectively continue to implement HUD's mandates and end homelessness by 1) improving the performance of the County's emergency shelter program and improve the CoC's ability to decrease length of time someone is homeless and to improve permanent housing placement by obtaining technical assistance and program evaluation; 2) evaluate racial disparity and offer diversity training to the CoC members; 3) offer additional training in trauma informed care and other topics that will improve service to the County's homeless; 4) continuing to shift the County's approach to fully incorporate Housing First Strategies throughout the continuum of care; 5) continuing to improve the CoC Coordinated Entry process; 6) continuing to implement strategic plans and efforts to end veteran, chronic homelessness, family, and youth homelessness; 4) continuing to work to improve program performance through the CoC's Board's Performance Evaluation Committee; 7) effectively monitoring the CoC and sub -recipient programs and performance in order to achieve the County's goals as well as ensure compliance with HUD regulations; 8) engage the CoC in the development of the County's FY2021-FY2025 Consolidated Plan; 9) ensuring the ESG program is incorporated seamlessly with the CoC and that these processes are complimentary, reinforcing their effectiveness; 10) continuing to work with the CoC's HMIS administrator to ensure an effective HMIS system is in place so accurate data, PIT survey and street count, are available and informs the CoC planning processes; and, 11) overseeing and preparing the FY2019 Continuum of Care Application to ensure the continuation of services enabling the County to move towards its goal of ending homelessness.

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

Schedule of Proposed Activities

1. Effectively monitor all subrecipient performance and ensure regulatory compliance from July 1, 2018 - June 30, 2019.
2. Assess and improve implementation of the CoC coordinated assessment system, building on the established foundation, to ensure easy access to shelter, rapid-rehousing, and PSH - ongoing;
3. End veteran homeless by June 30, 2019 through the use of County and HOME funding.
3. Further develop the County's by-name list waitlist use as a referral tool for rapid re-housing programs by December 2018.

4. Ensure the County's point-in-time and gaps analysis is conducted in January 2019 and January 2020.
5. Continue to establish unified policies and procedures to implement the County's CoC reflecting HUD policies.
6. Engage CoC in planning efforts for the FY2021-FY2025 Consolidated Plan by June 30, 2019.
7. Increase State and other funding for projects that enhance the efforts of the CoC - ongoing.
8. Continue to strengthen the CoC Board to achieve the County's and HUD's goals of 1) ending chronic homelessness; 2) preventing and ending homelessness among veterans; 3) preventing and ending homelessness for families, youth, and children, and 4) setting a path to ending all types of homelessness.

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

Arundel Community Development Services, Inc. (ACDS) has administered federal funds, developed affordable housing strategies, furthered fair housing, and implemented housing and community development activities in Anne Arundel County, Maryland since its inception in July of 1993. ACDS is responsible for administering and managing the County's federally funded Community Development Block Grant Program, HOME Investment Partnerships Program, the Emergency Solutions Grant Program, Housing Opportunities for Persons with AIDS Program and the Continuum of Care for the homeless programs. The Executive Director and Planning staff meet regularly to oversee the status of each task as well as to evaluate performance. The CoC Board meets monthly and has an established board, committees and work groups to continue to work on all tasks and to complete them by the established deadlines outlined above. Kathleen M. Koch, Executive Director, brings over 30 years of experience in managing State, federal and local housing and community development activities. In her role as Executive Director of ACDS, a position she has held since the agency's inception in 1993, she oversees several housing programs providing direct services to low and moderate income households, and is responsible for administering the County's CDBG, HOME, ESG, HOPWA, and CoC programs. Elizabeth Brush, Planning Manager, brings over 17 years of experience administering the CoC planning process, CoC funded grants and ESG. She has successfully developed a strategic plan for addressing the needs of the homeless. This grant will ensure the County is able to move forward with the implementation of that plan.

Anne Arundel County, the recipient of CoC and ESG funds, has contracted with ACDS to administer these grant funds. ACDS is designated as the CoC Lead Agency by Anne Arundel County and Annapolis Coalition to End Homelessness - the County's CoC. ACDS is responsible for establishing monitoring procedures and practices involving the comprehensive review of eligibility, financial, and program compliance of all projects. The requested funds will allow ACDS in partnership with the CoC's Board to continue to improve its ability to assess and measure a program's effectiveness and performance moving the County toward its goal of ending homelessness.

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

financial assistance?

The planning activities will continue beyond the expiration of the grant because of the CoC's processes and systems this HUD grant has helped - and will continue to help - establish, define, and implement. The CoC has established a cohesive group of agencies, providers, and community stakeholders who come together to ensure that the County constantly works towards a strong continuum with a commitment to end homelessness for all individuals and families. When CoC funding ends, those involved in the CoC will ensure the efforts continue due to the strength of the group and the financial support of the County through the appropriation of CDBG, ESG, and County funds.

3A. Governance and Operations

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

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

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

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

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

a. Written agendas of CoC meetings? Yes

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

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

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

g. Written standards for administering assistance? Yes

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

3B. Committees

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

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Strategic Planning Group	This group is responsible for development of the CoC's strategic plan, coordination with County's Consolidated Planning process, identifying gaps in housing and services, and researching best practices. Primary focus in 2018-2019 will be on increasing resources to end chronic homelessness, ending veteran homeless, and developing a housing strategy for ending family and youth homelessness, victims of domestic violence. Improve performance measures and evaluate effectiveness of system.	Monthly	ACDS, DSS, CoC Board Members, Mental Health Agency
Coordinated Entry Committee	This committee is responsible for improving the all levels of the County's coordinated assessment process – from shared waitlist for PSH programs, to intake to emergency shelter and rapid rehousing programs. This committee also is working to support/troubleshoot with programs incorporating a low barrier model for shelter, housing, and services.	Monthly	ACDS, DSS, CoC Board of Directors, Mental Health Agency
Youth Reach Committee	Committee primary focus is to strategically plan to end homelessness among families, youth, and children.	Monthly	Office of Children, Youth, and Families; CoC Board members; DSS, ACDS
Veterans Committee	This committee is responsible for establishing a strategic plan to end veteran homelessness including establish a veteran by-name list, coordinating with VA resources and staff, and obtaining additional funding for housing.	Bi-Monthly	DSS, AHOH, VA and Alliance, ACDS
HMIS Committee	This committee is responsible for establishing procedures, ensuring data standards are met, monitoring the system, providing on-going staff training, and evaluating the data quality of each HMIS participating agency to ensure accurate point-in-time counts and AHAR reporting. The committee also seeks to collect and review homeless data to make it usable to the County's strategic planning and performance measurement efforts. Plans annual PIT count – both summer and winter counts.	Bi-Monthly	DSS, HMIS Administrator, ACDS, staff from all CoC/ESG programs

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:	\$17,500
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$17,500

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

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	Arundel Community...	09/14/2018	\$17,500

Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 3. Type of source:** Government
- 4. Name the source of the commitment:** Arundel Community Development Services
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/14/2018
- 6. Value of Written Commitment:** \$17,500

4B. Funding Request

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

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

3. Select a grant term: 1 Year

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

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	.18 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$14,000
2. Project Evaluation	.10 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$7,500
3. Project Monitoring Activities	.10 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$7,500
4. Participation in the Consolidated Plan	.10 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$7,500
5. CoC Application Activities	.20 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$15,000
6. Determining Geographical Area to Be Served by the CoC		\$0
7. Developing a CoC System	.20 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$15,000
8. HUD Compliance Activities	.8 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$3,500
Total Costs Requested		\$70,000
Cash Match		\$17,500
In-Kind Match		\$0
Total Match		\$17,500
Total Budget		\$87,500

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:

5B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

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

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

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

1-Year Operation Rule.

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

D. Explanation.

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

Name of Authorized Certifying Official: Mark Hartzell

Date: 09/14/2018

Title: Chief Administrative Officer

Applicant Organization: Anne Arundel County, MD

PHA Number (For PHA Applicants Only):

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

X

6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/10/2018
1E. SF-424 Compliance	09/10/2018
1F. SF-424 Declaration	09/10/2018
1G. HUD 2880	09/10/2018
1H. HUD 50070	09/10/2018
1I. Cert. Lobbying	09/10/2018
1J. SF-LLL	09/10/2018
2A. Project Detail	09/10/2018

2B. Description	09/14/2018
3A. Governance and Operations	09/10/2018
3B. Committees	09/11/2018
4A. Match	09/11/2018
4B. Funding Request	09/11/2018
5A. Attachment(s)	No Input Required
5B. Certification	09/11/2018