

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: 11/10/2021

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) 222-7606

Extension:

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-6400-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 CoC Planning Project Application
FY2021

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: 07/01/2022
b. End Date: 06/30/2023

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: Matthew

Middle Name:

Last Name: Power

Suffix:

Title: Chief Administrative Officer

Telephone Number: (410) 222-2875
(Format: 123-456-7890)

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

Email: expowe44@aacounty.org

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

Date Signed: 11/10/2021

1G. HUD 2880

Applicant/Recipient Disclosure/Update Report - form HUD-2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2506-0214 (exp.02/28/2022)

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Anne Arundel County, MD

Prefix: Mr.

First Name: Matthew

Middle Name:

Last Name: Power

Suffix:

Title: Chief Administrative Officer

Organizational Affiliation: Anne Arundel County, MD

Telephone Number: (410) 222-2875

Extension:

Email: expowe44@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

4a. Total Amount Requested for this project: \$71,698

(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 CoC Planning Project Application
 FY2021 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:

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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 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	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
Arundel House of Hope		subrecipient	\$256,941.00	9%
Anne Arundel County Mental Health Agency		subrecipient	\$398,214.00	14%
Arundel Community Development Services		subrecipient	\$930,584.00	32%
People Encouraging People		subrecipient	\$202,708.00	7%
YWCA		subrecipient	\$287,023.00	10%

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 the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

I AGREE:

Name / Title of Authorized Official: Matthew Power, Chief Administrative Officer

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

Date Signed: 11/10/2021

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 certify that the information provided on this form and in any accompanying documentation is true and accurate. I

X

acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

Authorized Representative

Prefix: Mr.

First Name: Matthew

Middle Name

Last Name: Power

Suffix:

Title: Chief Administrative Officer

Telephone Number: (410) 222-2875
(Format: 123-456-7890)

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

Email: expowe44@aacounty.org

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

Date Signed: 11/10/2021

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: Matthew Power, Chief Administrative Officer

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

Date Signed: 11/10/2021

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: Matthew

Middle Name:

Last Name: Power

Suffix:

Title: Chief Administrative Officer

Telephone Number: (410) 222-2875
(Format: 123-456-7890)

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

Email: expowe44@aacounty.org

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

Date Signed: 11/10/2021

IK. SF-424B

(SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

OMB Number: 4040-0007
Expiration Date: 02/28/2022

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|----|---|
| 1. | Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. |
| 2. | Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. |
| 3. | Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. |
| 4. | Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. |
| 5. | Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). |
| 6. | Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. |
| 7. | Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. |

- | | |
|-----|--|
| 8. | Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |
| 9. | Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements. |
| 10. | Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more. |
| 11. | Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205). |
| 12. | Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system. |
| 13. | Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.). |
| 14. | Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance. |
| 15. | Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance. |
| 16. | Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures. |
| 17. | Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations." |
| 18. | Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program. |
| 19. | Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award. |

As the duly authorized representative of the applicant, I certify:

Authorized Representative for: Anne Arundel County, MD
Prefix: Mr.

First Name: Matthew

Middle Name:

Last Name: Power

Suffix:

Title: Chief Administrative Officer

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

Date Signed: 11/10/2021

2A. Project Detail

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

- 3. Project Name:** MD-503 CoC Planning Project Application
FY2021

- 4. 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 24 CFR 578.7:

The proposed project will work to strengthen the Anne Arundel County 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 the Anne Arundel County and Annapolis CoC. The funds will be used primarily to strengthen CoC ability to effectively continue to implement HUD mandates and end homelessness through the following efforts:

- 1) improve CoC ability to decrease the length of time someone is homeless by improving the performance of the County emergency shelter program and by improving permanent housing placements;
- 2) evaluate racial disparity and offer training to CoC members on diversity, equal access, and anti-discrimination as needed and evaluate tools, such as VI-SPDAT and other intake forms, to modify or replace to ensure racial disparity is reduced;
- 3) offer additional training in Trauma Informed Care, SOAR, and other evidence-based and best practices that will improve services to homeless;
- 4) implement County funding to create new TBRA programs for homeless persons, at-risk families, and veterans;
- 5) continue to incorporate the Housing First approach throughout the Continuum of Care;
- 6) improve the CoC Coordinated Entry process by incorporating a strong homelessness prevention component;
- 7) continue to implement strategic plans and efforts to end veteran, chronic, family, and youth homelessness;
- 8) continue to work to improve program performance through the CoC Board Performance Evaluation Committee;
- 9) effectively monitor the CoC and subrecipient programs for compliance and performance to achieve County goals and meet HUD regulations;
- 10) engage the CoC in the development of a COVID-19 homelessness response plan;
- 11) ensure the ESG program is incorporated seamlessly with the CoC and that these processes are complimentary, reinforcing their effectiveness;
- 12) continue to work with the CoC HMIS Administrator to improve data accuracy and ensure PIT and street count are available and inform the CoC planning processes;
- 13) improve and continue to implement a “move on” strategy with the Housing Commission of Anne Arundel County to increase the number of Housing Choice Vouchers made available to the CoC;
- 14) work with the County Workforce Development Corporation to develop additional programs or improve access to mainstream job programs; and
- 15) oversee and prepare the FY2022 Continuum of Care Application to ensure the continuation of services enabling the County to move towards its goal of ending homelessness.
- 16) work to coordinate and ensure full utilization of COVID-19 related funding such as ESG-CV, ERAP, ARPA, HOME ARP to help house the homeless

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, 2022 - June 30, 2023;
- 2) assess and improve implementation of the CoC coordinated assessment system, building on the established foundation, to ensure easy access to shelter, rapid-rehousing, permanent supportive housing, and homelessness prevention programs - ongoing;
- 3) end veteran homeless by June 30, 2023 by increasing the amount of County and HOME funding made available for rental assistance;
- 4) further develop the County's by-name list used as a referral tool for rapid rehousing programs by December 2022;
- 5) ensure the County's point-in-time and gaps analysis is conducted in January 2022 and August 2022;
- 6) continue to establish unified policies and procedures for the County CoC that reflect HUD policies;
- 7) engage the CoC in planning efforts for a COVID-19/disaster homelessness response plan - ongoing basis;
- 8) increase State and other funding for projects that enhance the efforts of the CoC, such as Maryland Homelessness Solutions Program (HSP) funding – ongoing basis; and
- 9) continue to strengthen the CoC Board to achieve the mutual County and HUD goals of a) ending chronic homelessness b) preventing and ending homelessness among veterans c) preventing and ending homelessness for families, youth, and children, and d) setting a path to ending all types of homelessness.

The Management Plan

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 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 Director, brings 20 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. Heather Donahue, MSW, CoC Planning and Grants Manager, brings over 5 years of experience working with system change and planning services and administers public service and community development grants funded through CDBG, ESG, HOPWA, and CoC funds. She works closely with the CoC's homeless sub-grantees on compliance with applicable local, state, and federal regulations, monitors grantee programs, reviews and approves grantee invoices and provides technical assistance. This grant will ensure the County is able to move forward with the implementation of that plan.

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

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 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 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.

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

3a. Written agendas of CoC meetings? Yes

3b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes

3c. Process for monitoring outcomes of ESG recipients? Yes

3d. CoC policies and procedures? Yes

3e. Written process for board selection? Yes

3f. Code of Conduct for board members that includes a recusal process? Yes

3g. 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
Coordinated Entry Committee	This committee is responsible for improving the all levels of the County’s coordinated assessment/entry process – from managing the 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. The focus of this FY20/FY21 will be to improve linkage to prevention programs.	Monthly	ACDS, DSS, CoC Board Members, Mental Health Agency
Youth Reach Committee	The committee primary focus is to strategically plan to end homelessness among families, youth, and children. The committee works to identify and obtain funding for new housing and services targeting homeless youth.	Quarterly	Office of Children, Youth, and Families, CoC Board Members, DSS, 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.	Quarterly	DSS, HMIS Administrator, ACDS, staff from all CoC/ESG funded agencies
Strategic Planning Committee	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 2019-2020 will be actively participate in the development of FY2021-FY2025 Consolidated Plan. Other goals are to work 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

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, Alliance, ACDS
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4A. Sources of Match

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

Summary for Match

Total Value of Cash Commitments:	\$17,925
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$17,925

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? No

Type	Source	Contributor	Value of Commitments
Cash	Government	ACDS - County	\$17,925

Sources of Match Details

1. Type of commitment: Cash

2. Source: Government

3. Name of source: ACDS - County

(Be as specific as possible and include the office or grant program as applicable)

4. Value of Written Commitment: \$17,925

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 15, 2023? 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	.10 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$8,698
2. Project Evaluation	.10 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$7,000
3. Project Monitoring Activities	.20 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$14,000
4. Participation in the Consolidated Plan	.20 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$14,000
5. CoC Application Activities	.20 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$14,000
6. Determining Geographical Area to Be Served by the CoC		\$0
7. Developing a CoC System	.10 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$7,000
8. HUD Compliance Activities	.10 FTE plus benefits for Project Planner/Manager to cover all activities in scope of work	\$7,000
Total Costs Requested		\$71,698
Cash Match		\$17,925
In-Kind Match		\$0
Total Match		\$17,925
Total Budget		\$89,623

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: