

## **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 2016 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 2016 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2016 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 2016 CoC Program NOFA.

## 1A. Application Type

### Instructions:

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

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

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

Applicant Identifier: Field intentionally left blank, cannot edit.

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

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

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

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

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

### 1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/12/2016

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

## 1B. Legal Applicant

### Instructions:

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

When the update/correction has been completed, place the Project Applicant Profile in "complete" mode before clicking on "Back to FY 2016 CoC Planning Project Application" from the left-menu bar. For further instructions on updating the Project Applicant Profile, review the "Project Applicant Profile" training document on the HUD Exchange.

### 8. Applicant

**a. Legal Name:** Los Angeles Homeless Services Authority

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 95-4498834

|                                |           |               |  |
|--------------------------------|-----------|---------------|--|
| <b>c. Organizational DUNS:</b> | 837100361 | <b>PLUS 4</b> |  |
|--------------------------------|-----------|---------------|--|

### d. Address

**Street 1:** 811 Wilshire Boulevard, 6th Floor

**Street 2:**

**City:** Los Angeles

**County:** Los Angeles

**State:** California

**Country:** United States

**Zip / Postal Code:** 90017

### e. Organizational Unit (optional)

**Department Name:** LAHSA Programs Department

**Division Name:** Funding Unit

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

**Prefix:** Mr.

**First Name:** Christopher

**Middle Name:**

**Last Name:** Callandrillo  
**Suffix:**  
**Title:** Director of Programs  
**Organizational Affiliation:** Los Angeles Homeless Services Authority  
**Telephone Number:** (213) 683-3333  
**Extension:**  
**Fax Number:** (213) 892-0093  
**Email:** ccallandrillo@lahsa.org

## 1C. Application Details

### Instructions:

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

When the update/correction has been completed, place the Project Applicant Profile in "complete" mode before clicking on "Back to FY 2016 CoC Planning Project Application" from the left-menu bar.

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

**9. Type of Applicant:** X. Other (Specify)

**If "Other" please specify:** Inter-municipal

**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-6000-N-25

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

**13. Competition Identification Number:**

**Title:**

## 1D. Congressional District(s)

### Instructions:

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

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

**Congressional District(s):**

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

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

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

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

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

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

**15. Descriptive Title of Applicant's Project:** CA-600 CoC Planning Application FY2016

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

**a. Applicant:** CA-043, CA-044, CA-047, CA-033, CA-035, CA-037, CA-038, CA-039, CA-040, CA-027, CA-026, CA-029, CA-028, CA-030, CA-034, CA-032, CA-023, CA-022, CA-025

**b. Project:** CA-022  
(for multiple selections hold CTRL+Key)

**17. Proposed Project**

**a. Start Date:** 07/01/2017

**b. End Date:** 06/30/2018

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

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

## 1E. Compliance

### Instructions:

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

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

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

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

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

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

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

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

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

If "YES," provide an explanation:



## 1F. Declaration

### Instructions:

The authorized person for the project applicant organization must agree to the declaration statement in order to proceed to the project application. The list of certifications and assurances are contained in the FY 2016 CoC Program NOFA (Section VI.A.1.b) and in the e-snaps Project Applicant Profile.

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

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

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

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

I AGREE:

### 21. Authorized Representative

**Prefix:** Mr.

**First Name:** Peter

**Middle Name:**

**Last Name:** Lynn

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (213) 683-3333  
**(Format: 123-456-7890)**

**Fax Number:** (213) 892-0093  
**(Format: 123-456-7890)**

**Email:** plynn@lahsa.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.  
**Date Signed:** 09/12/2016

## 2A. Project Detail

### Instructions:

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

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

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

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

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

**1a. CoC Number and Name:** CA-600 - Los Angeles City & County CoC

**1b. Collaborative Applicant Name:** Los Angeles Homeless Services Authority

**2. Project Name:** CA-600 CoC Planning Application FY2016

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

## 2B. Project Description

### Instructions:

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

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

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

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

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

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

CoC Planning Grant will enhance & expand collaborative efforts to comply w/578.7 through a combination of staff positions & consultants to improve CES coordination, capacity building & technical assistance (CBTA), system performance, & planning among local governments, public agencies, private nonprofits, individuals, business community & other stakeholders in the LA CoC. LAHSA staff & consultants will focus on:

A) Implementation of expansive & strategic governance structure to fulfill overall intent of HEARTH Act, integrating LAHSA Commission, LA CoC Coordinating Council, LA City & County, & other key stakeholders. The creation of infrastructure & governing body that appoints committees, will need staff support to: prepare briefing materials, coordinate mtgs, develop annual outcomes, & compile data & research to inform & support their decision-making;

B) Enhance CoC coordination including implementing City of LA & County of LA Homeless Strategic Plans to End Homelessness (adopted February 2016); ensuring consumer involvement; consulting w/Entitlement Cities & ESG Recipients to establish funding priorities; & finalize CoC's policies & procedures;

C) Partner w/organizations to provide CoC CBTA to assist LA CoC strengthen

homeless delivery system to:

Increase CBOs capacity-LAHSA will pilot a capacity building program targeted to CES Program lead agencies. Community Partners will provide capacity support (manage growth & to scale their fiscal, program, & system capacities).

HHCLA/UHHP Training Program-Through United Way Home For Good grant, HHCLA/UHHP will offer 1 training a month in each SPA on: Harm Reduction, Housing First & Trauma Informed Care; Core Functions of CES; Substance Use & Overdose Prevention; Cultural Competence; Burnout Prevention; & Boundaries & Ethics.

Onboarding for New/Existing Agencies-Goal is to ensure partner agencies have sufficient capacity to efficiently & effectively implement programs & manage funds that they receive. Phase 1 will begin after CES RFP funding awards. Phase 2 to all agencies.

Implementing Customer Service Model-LAHSA's Integrated Customer Service Teams consists of interdepartmental staff who support agencies in executing their contracts, invoicing & close-out, HMIS reporting, or monitoring visits preparation.

LA Technical Assistance Working Group- TA providers & LA County Chief Executive Office will identify CBTA needs of service providers, regions, & systems, & provide resources & expertise to meet needs. Group will release a survey, develop CBTA opportunities' calendar, & leverage each other. CBTA Providers Resource List will also be available on LAHSA's website.

D) Expand research & data capacity of LA CoC by producing reports on trends & info to equip local communities within LA CoC to set outcomes, monitor & track their progress; and,

E) Research, disseminate & implement best practices through policy briefs, training & community forums through LA CoC Community Meetings.

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

The proposed schedule is from July 1, 2017, to June 30, 2018. LAHSA will utilize a very specific and comprehensive project plan to manage the project and ensure timely completion of all tasks. The project plan will detail deliverables, timeframes and staff responsibilities to complete the required tasks. LAHSA, as the Collaborative Applicant and HMIS Lead, will continue to track achievement of goals and objectives and present them at least quarterly to the CoC Coordinating Council and LAHSA Commission, and at the CoC Community Meetings; program outcomes and performance measures will provide a guide for tracking trends and patterns. Regularly scheduled events will include landlord educational events, highlighting the benefits of rapid re-housing and permanent supportive housing; as well as annual educational highlighting the benefits of rapid re-housing and permanent supportive housing; as well as annual educational events for funders and local homeless advocates.

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

Funding will improve CoC's ability to evaluate performance and outcomes of CoC & ESG projects in the following areas:

**Data Collection:** These funds will be used to develop technological solutions to automate and streamline data submission, collection, and aggregation, enhancing the CoC's capacity to manage such a large amount of performance data (HMIS, APRs, monitoring reports) and aggregate that data for system-level analysis.

**Performance Measurement and Evaluation:** These funds will be used to enhance the CoC's ability to regularly engage ESG recipients in establishing standardized performance measurement and regularly reporting project outcomes (at minimum, annually). Further, the funds will allow the CoC to conduct more qualitative review of CoC and ESG recipients, through review of participant eligibility requirements and monitoring reports. The funds will support the evaluation of all CoC projects as part of project ranking, prioritization, and reallocation efforts. System-level reporting and analysis is integral to a continuum of this size. These funds allow the CoC to develop tools, processes, and procedures for regularly evaluating system-level performance, enhancing our ability to measure progress towards meeting the goals of Opening Doors.

**Reporting, Follow-Up and Technical Assistance:** These funds will support the development of standardized reports for the various stakeholder groups that the CoC is responsible to engage with (City and County planning groups, LAHSA Commission, Coordinating Council, Con Plan jurisdictions, etc.). System-level reporting will help inform goal-setting and policy-making by identifying system gaps and bottlenecks to be addressed. Project-level reporting will help identify low performers and trigger a performance improvement/technical assistance or reallocation process. Both system and project-level reporting will help the CoC to identify promising practices and successful approaches to ending homelessness.

While much work has been done to improve the CoC's ability to evaluate the outcomes of CoC and ESG projects, this grant will allow for more diverse representation and participation coordination from across the CoC in project outcome evaluation and strategic resource allocation decision-making.

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

One of the goals of this planning grant is to help increase and obtain new resources for the Los Angeles CoC. LAHSA is playing a leadership role in helping to inform County and City of Los Angeles planning efforts that will result in additional local funding to reduce and end homelessness.

The planning activities will be able to continue beyond HUD financial assistance with additional funding and leveraging coming from the City and County of Los Angeles. The City and County of Los Angeles provide cash match and leveraging through City and County General Funds to support the administration of locally funded homeless programs, including these activities.

LAHSA, along with its partners, will also continue its work with the local Coordinating Council and the County to further refine and implement a strategic sustainability plan that incorporates avenues for expanded partnerships, effective community engagement and additional capacity-building. Both the County and City have launched planning efforts focused on local strategies to reduce and end homelessness among veterans, chronically homeless, families and youth.

The focus of the reporting and evaluation assistance is to build standardized tools and channels for communication, and to automate data processing to the extent possible. These are sustainable solutions that will have a long-term impact on LA's ability to overcome the challenges its size creates around data collection and analysis.

The CoC will also be applying for an HMIS expansion grant to enhance management reporting and increase HMIS participation. The CoC planning grant, HMIS expansion grant and existing CoC funded coordination will enable the CoC to better implement strategy, ensure HUD compliance and enhance the CoC's ability to meet community homelessness needs.

## 3A. Governance and Operations

### Instructions

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

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

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

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

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

- a. Written agendas of CoC meetings?
- b. Coordinated Entry? (Also known as centralized or coordinated assessment)

\*Please explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter? This question will appear if no is selected for question "b" above.

- c. Process for monitoring outcomes of ESG recipients?
- d. CoC policies and procedures?
- e. Written process for board selection?
- f. Code of Conduct for board members that includes a recusal process?
- g. Written standards for administering assistance?

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

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

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

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



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

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

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

- a. Written agendas of CoC meetings? Yes
  - b. Coordinated Entry? (Also known as centralized or coordinated assessment) 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

#### Instructions

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

Committees: In the following table, provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, including a brief description of the role, the frequency of the meetings and name of individuals and/or organizations represented. Only include committees, subcommittees, and/or workgroups that are directly involved in CoC-wide planning and not the regular delivery of services.

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

| Committee Name  | Role of the Committee (max 750 characters)  | Meeting Frequency | Name of Individuals and/or Organizations Represented   |
|---|---|-------------------|--|
| County of Los Angeles Homeless Deputies Meeting                                 | Each of the five members of the LA County Board of Supervisors appoints a Deputy to focus their attention on issues of homelessness in the County. The County CEO's office convenes this group whose purpose is to provide an ongoing forum for County of Los Angeles Homeless Deputies, County departments, housing and service providers, housing developers, & other stakeholders to review and implement projects that address unique housing and service needs of homeless in the County of Los Angeles. This group coordinates resources for critical programs that serve homeless individuals and families.  | Monthly           | District 1: Danielle Valentino; District 2: Kathleen Austria; District 3: Molly Rysman; District 4: Nick Ippolito; District 5: Michelle Vega |
| Programs & Evaluations and Policy & Planning Committees of the LAHSA Commission | These LAHSA committees review project & program design proposals for new and existing LA CoC programs, approve processes for solicitation of proposals, and make contract recommendations resulting from competitive solicitation processes to the Commission. The Committees also monitor the progress of local HEARTH Act implementation and coordination, review & discuss CoC homelessness planning issues and processes, oversee the point in time count and CoC Program Application and ranking procedure, and make recommendations to the Commission on legislative and policy issues affecting the Los Angeles CoC including state and federal appropriations and authorizing legislation relating to homelessness. | Monthly           | County of LA: Owen Newcomer, Larry Adamson, Noah Farkas, City of LA: Booker Pearson, Kelvin Sauls, Shane Goldsmith                           |

|   |   |                |  |
|---|---|----------------|--|
| <p>Los Angeles Continuum of Care Coordinating Council</p>                                       | <p>The Council advises LAHSA on the ranking for new permanent supportive housing projects for funding through the CoC Homeless Assistance Program. It's comprised of elected representatives from the homeless coalitions in each of LA County's 8 Service Planning Areas (SPAs). Every SPA has at least one homeless coalition made up of service providers, elected officials, faith-based community members &amp; business leaders, which meet monthly to coordinate, plan, network &amp; share resources. Each of these coalitions elects a member &amp; an alternate to represent their local needs in the HUD NOFA ranking process. The group includes formerly homeless individuals, representing the chronically homeless, families, veterans &amp; survivors of domestic violence.</p> | <p>Monthly</p> | <p>P. Rivetti, K. Freed, J Cicco, A. Washington, R. Roman, H. Smith, V. Adams, V. Lewis, S. Lytle, T. Hayslet</p>                                    |
| <p>Finance, Contracts and Grants Management Committee of the LAHSA Commission</p>               | <p>The LAHSA Committee advises on contracts, grant implementation, execution, amendments, compliance, and monitors the finances for all funding administered on behalf of the LA CoC by reviewing monthly financial reports. The Committee reviews all financial audits and monitoring reports from funding partners &amp; oversees responses to findings, if any. The Committee is responsible for understanding the administrative and programmatic fiscal resource requirements provided to the LA CoC and administered by LAHSA and, if appropriate, making the Commission aware of the need for additional resources.</p>  | <p>Monthly</p> | <p>County of LA; Sarah Dusseault, City of LA; Wendy Greuel, 1 vacancy</p>  |
| <p>Southern California Regional Homeless Management Information System (HMIS) Collaborative</p> | <p>The HMIS Collaborative meets to coordinate the regional implementation of the HMIS system. The Collaborative is responsible for the successful implementation of the LA/OC Regional Collaborative HMIS Software Application. They meet to develop reporting, analysis, and release of information protocols, and identification of Continuum and regional data standards and elements for agencies participating in HMIS. The HMIS Collaborative meets on a monthly basis for training and implementation of new programs and agencies. The Committee reviews data quality and integrity of reports for submission to HUD. These reports include AHAR, APRs, and also implements the new HMIS Data Standards.</p>  | <p>Monthly</p> | <p>Los Angeles City/County CoC (Lead agency: LAHSA), City of Glendale CoC, City of Pasadena CoC, Orange County CoC (Lead agency: OC Partnership)</p> |

## 4A. Sources of Match

**Instructions:**

Match (cash or in-kind) must be used for eligible program costs only and must be equal to or greater than 25% of the total grant request for all eligible costs under the CoC Program interim rule with the exception of leasing costs. Please review 24 CFR Part 578, the FY 2016 Funding Notice, and the FY 2016 CoC Program NOFA for more detailed information concerning Match

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

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

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

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

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

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

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

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

**The following list summarizes the funds that will be used as Match 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

| <b>Total Value of Cash Commitments:</b>    |      |            |             |                    | \$312,500            |
|--|------|------------|-------------|--------------------|----------------------|
| <b>Total Value of In-Kind Commitments:</b> |      |            |             |                    | \$0                  |
| <b>Total Value of All Commitments:</b>     |      |            |             |                    | \$312,500            |
| Match                                      | Type | Source     | Contributor | Date of Commitment | Value of Commitments |
| Yes  | Cash | Government | CITY OF LA  | 08/01/2016         | \$156,250            |
| Yes  | Cash | Government | LA County   | 08/01/2016         | \$156,250            |

## 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:** CITY OF LA  
**(Be as specific as possible and include the office or grant program as applicable)**
- 5. Date of Written Commitment:** 08/01/2016
- 6. Value of Written Commitment:** \$156,250

## 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:** LA County  
**(Be as specific as possible and include the office or grant program as applicable)**
- 5. Date of Written Commitment:** 08/01/2016
- 6. Value of Written Commitment:** \$156,250

## 4B. Funding Request

### Instructions:

Is it feasible for the project to be under grant agreement by September 30, 2018: Select "Yes" or "No" to indicate whether the grant agreement will be executed and the project will begin operating by September 30, 2018. The FY 2016 HUD Appropriations Act requires HUD to obligate FY 2016 CoC Program funds by this date. A selection of "No" may result in the rejection of a project application during the HUD assessment. Further, if a CoC Planning award is not obligated with the grant execution by September 30, 2018, the conditional award will be terminated and the funds recaptured.

Does this project propose to allocate funds according to an indirect cost rate? This is a required field. Select 'Yes' or 'No' to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, please 2 CFR Part 200.56, Part 200.413 and Part 200.414, FY 2016 NOFA and contact your local HUD office. The following questions become visible if "Yes" is selected:

- Please complete the indirect cost rate schedule below: Applicant must complete at least one row in the grid.
- Has this rate been approved by your cognizant agency?: Select "Yes" or "No" from the dropdown menu.
- Do you plan to use the 10% de minimis rate?: Select "Yes" or "No" from the dropdown menu.

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

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

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

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

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

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

Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC program regulations. Compliance with eligibility requirements will be verified at grant agreement. The Total Budget automatically calculates when you click the "Save" button.

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

### 1. Will it be feasible for the project to be Yes

|   |         |            |
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**under grant agreement by September 30, 2018?**

**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<br>(max 400 characters)   | Annual Assistance Requested (Applicant) |
|---|--|---|
| <b>1. Coordination Activities</b>                               | CES Coordination; City and County of LA Homeless Strategic Plans Coordination; Capacity Building and Technical Assistance Coordination with partners; produce and update Continuum's governance, strategic plan monitoring and Board management; attendance and participation in Continuum/ESG meetings, work groups, Coordinating Council, LAHSA Commission and Committees including research, agendas, minutes and presentation preparation. Report to CoC Coordinating Council and Committees at least quarterly. | \$312,500                               |
| <b>2. Project Evaluation</b>                                    | Evaluate the project outcomes for CoC and ESG projects to determine effectiveness, best practices, issues and project reporting; produce project performance reports quarterly; conduct system-wide analysis of projects; monitor project performance and update CoC Coordinating Council and LAHSA Commission and its Committees with project performance information and provide ESG entitlement jurisdictions with information for their Consolidated Plans/Annual Action Plans.                                  | \$234,375                               |
| <b>3. Project Monitoring Activities</b>                         | Providing TA to funded agencies as requested, monitoring and resource management to CoC funded projects. Review and evaluate monitoring findings; set appropriate performance targets, identify low performing projects and jointly prepare performance improvement plans.   | \$156,250                               |
| <b>4. Participation in the Consolidated Plan</b>                | Participate in Consolidated Planning Meetings; interpret the scope and effect of the Consolidated Plan, integrate of the ESG Consolidated Plan process into the CoC process. Coordinate meetings with ESG recipients, Entitlement Cities, HOME Consortium Meetings and Community Development Block Grant Planning and Annual Consolidated plan meetings.   | \$78,125                                |
| <b>5. CoC Application Activities</b>                            | Assist with the preparation and completing of the CoC application, give assistance with the pre-application process and review as well as with the project priority evaluation.  | \$78,125                                |
| <b>6. Determining Geographical Area to Be Served by the CoC</b> |  |   |
| <b>7. Developing a CoC System</b>                               | Implement project performance management standards; develop and implement a coordinated assessment process; assist with the implementation of a single system-wide Continuum of Care HMIS system; and develop a robust rapid re-housing program  | \$234,375                               |
| <b>8. HUD Compliance Activities</b>                             | Work w/ CoC & ESG funded programs to ensure compliance w/ HUD regulations (attend training's & webinars to ensure current w/ regulations). Provide increased support for agencies to improve HMIS data quality; enhance Monitor performance of all HUD, County & ESG funded programs for consistency with rules, and update CoC Board w/ quarterly reports on performance & compliance activities  | \$156,250                               |
| <b>Total Costs Requested</b>                                    |  | \$1,250,000                             |
| <b>Cash Match</b>   |  | \$312,500                               |
| <b>In-Kind Match</b>  |  | \$0                                     |
| <b>Total Match</b>  |  | \$312,500                               |
| <b>Total Budget</b>   |  | \$1,562,500                             |

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

## 5A. Attachment(s)

**Instructions:**

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

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

**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:** Peter Lynn

**Date:** 09/12/2016

**Title:** Executive Director

**Applicant Organization:** Los Angeles Homeless Services Authority

**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      |
|--------------------------------------|-------------------|
| <b>1A. Application Type</b>          | No Input Required |
| <b>1B. Legal Applicant</b>           | No Input Required |
| <b>1C. Application Details</b>       | No Input Required |
| <b>1D. Congressional District(s)</b> | 09/11/2016        |
| <b>1E. Compliance</b>                | 08/16/2016        |
| <b>1F. Declaration</b>               | 08/16/2016        |
| <b>2A. Project Detail</b>            | 08/16/2016        |
| <b>2B. Description</b>               | 09/12/2016        |
| <b>3A. Governance and Operations</b> | 08/16/2016        |
| <b>3B. Committees</b>                | 09/12/2016        |
| <b>4A. Match</b>                     | 08/31/2016        |
| <b>4B. Funding Request</b>           | 09/11/2016        |
| <b>5A. Attachment(s)</b>             | No Input Required |
| <b>5B. Certification</b>             | 09/12/2016        |

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