

## 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:** County of Riverside

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 95-6000930

|                                |           |               |  |
|--------------------------------|-----------|---------------|--|
| <b>c. Organizational DUNS:</b> | 152240540 | <b>PLUS 4</b> |  |
|--------------------------------|-----------|---------------|--|

### d. Address

**Street 1:** 4060 County Circle Drive

**Street 2:**

**City:** Riverside

**County:** Riverside

**State:** California

**Country:** United States

**Zip / Postal Code:** 92503

### e. Organizational Unit (optional)

**Department Name:** Public Social Services

**Division Name:** Homeless Programs Unit

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

**Prefix:** Ms.

**First Name:** Jill

**Middle Name:**

**Last Name:** Kowalski  
**Suffix:**  
**Title:** Administrative Services Manager II  
**Organizational Affiliation:** County of Riverside  
**Telephone Number:** (951) 358-5636  
**Extension:**  
**Fax Number:** (951) 358-7755  
**Email:** jkowalsk@riversidedpss.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:** B. County Government

**If "Other" please specify:**

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

**11. Catalog of Federal Domestic Assistance Title:** CoC Program

**CFDA Number:** 14.267

**12. Funding Opportunity Number:** FR-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:** County of Riverside CoC Planning Project FY 2016

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

a. Applicant: CA-041, CA-042, CA-050, CA-051, CA-036

b. Project: CA-041, CA-042, CA-050, CA-051, CA-036  
(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:** Ms.

**First Name:** Susan

**Middle Name:**

**Last Name:** von Zabern

**Suffix:**

**Title:** Director

**Telephone Number:** (951) 358-3000  
**(Format: 123-456-7890)**

**Fax Number:** (951) 358-7755  
**(Format: 123-456-7890)**

**Email:** SVONZABE@riversidedpss.org

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**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-608 - Riverside City & County CoC

**1b. Collaborative Applicant Name:** County of Riverside

**2. Project Name:** County of Riverside CoC Planning Project FY 2016

**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.**

The CA requests planning funds to expand planning activities to assist the CoC to:

1) Measure CoC system's performance by analyzing systemwide HMIS data to help CoC prioritize and rank projects for the annual CoC Competition; 2) Transition CES from HomeLink to HMIS to help sheltered/unsheltered homeless access housing/services through a countywide system; 3) Monitor/improve quality and performance of CoC projects to help existing and new agencies compete for HUD CoC Program funding to help fill critical gaps; 4) Improve CoC's ability to evaluate outcomes of both CoC Program-funded and ESG-funded projects, including systemwide performance measures. DPSS will continue to use Planning funds toward a CoC Planning Coordinator (Planner), HMIS Planning Specialist (HMIS-PS) and to hire 2 new positions: a CoC Planning Administrative Assistant (CoC-AA) and HUD Administrative Assistant (HUD-AA), to carry-out expanded planning duties as described above. These positions will work with CoC leadership, Planning Committee, Standards/Evaluation Comm, CES Advisory, HMIS lead staff, HMIS Council, ESG funders and CoC Program recipients/housing providers and other stakeholders to: Design system-wide performance measurement process in HMIS; Incorporate CES data into performance measures; Improve CoC's ability to provide system-wide performance data in Con Plan process; and strengthen

CoC's ability to compete for additional funding in the annual CoC NOFA. HMIS-PS will work with HUD-AA to: Engage CoC and stakeholders in implementing system-wide measures; Work with HMIS staff/vendor to implement performance measures; use system data to identify how each project's performance can be used to strategically review/rank CoC projects for annual NOFA; train CoC organizations on Housing First/low-barrier approach; Provide regular monitoring and TA to help CoC funded agencies improve performance. CoC AA will assist CoC providers in coordinating mainstream services to assist homeless clients increase income (cash/non-cash), including access to healthcare. CoC Planner and CoC AA will work with Consultant to develop training for emergency shelters in diversion to help clients find housing solutions before (or immediately after) entering shelter; and provide training on motivational counseling for all case managers, outreach, navigators, and shelter workers, etc. Planner will continue to assist CoC in implementing CES with ZERO: 2016, CES Work Group and HMIS Council; and annual PIT Count. HMIS-PS, HUD-AA, and CoC-AA will continue to work with Planner to continue to carry-out planning activities, including: Assist CoC in strategic planning and creating written policies, procedures and standards; and update CoC's 10-year-plan and short/long term strategies to end homelessness (CH, youth/families) by 2020. HMIS-PS will work with CoC Planner to implement system mapping during PIT count using GIS software (esri) to assist in creating a seamless homeless/housing crisis response system.

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

DPSS will hire a CoC Planning Administrative Assistant and a HUD Administrative Assistant to work with the HMIS Planning Specialist (PS) and CoC Planner to consult with the following committees on timelines and a work plan for carrying out the planning activities: CoC Planning Committee, Coordinated Entry System (CES) Advisory Committee, CES Navigators' Council, HMIS Council, CoC Standards and Evaluation Committee and CoC Housing Committee. DPSS will hire consultant to work with the CoC Board, membership and committees. DPSS planning staff and identified CoC leadership and committee members will meet with consultant to discuss goals, scope of work, timeline/deliverables. Several training/workshops will be conducted for the CoC related to the key areas.

The CoC Planner will continue to work with the ESG/CoC work group and the CoC Standards/Evaluation Comm to improve the CoC's ability to evaluate the outcomes of both CoC Program-funded and ESG-funded projects, including systemwide performance measures (SPM). DPSS will continue to consult with the Board of Governance, CoC membership, Planning Committee, Standards and Evaluation Committee, county Economic Development Agency (including EDA staff responsible for completing the Consolidated Plan) and ESG cities (Riverside and Moreno Valley) to develop/update a written process approved by the CoC. Consulting with the CoC will take place at the CoC membership meetings (held 6 times a year) and the Board of Governance meetings (held 4-6 times annually). ESG staff from the county and cities will present the process to the CoC membership gain input from the membership.

The HMIS Planning Specialist will work with the CoC and HMIS consultant to

develop metrics and analysis that will capture progress based on key indicators and criteria of HEARTH Act goals, put in place an evaluation process and take the lead on planning for the CoC, HMIS Council, ESG funders/recipients and other stakeholders. The HMIS PS and HUD AA will work with HMIS lead staff, HMIS Council and Eccovia (formerly Client Track) to establish a plan for implementation of the performance measures consistent with the programming specifications and review and test preliminary performance measure output to ensure the results are accurate and are shared with the CoC.

The DPSS CoC Planner and new CoC Planning Administrative Assistant (AA) will continue to work with the CES Advisory Committee and CES Navigators' Council to develop written processes and procedures. A draft CES written standards has been developed and continues to be developed by the CES Advisory to present to the CoC membership as the system continues to expand.

The DPSS CoC Planner and CoC AA will work with the CoC Planning Committee to update and carry out the strategic plan (including refining the 10-year goals) and continue to track the progress and scheduling of proposed planning activities providing regular status updates to the CoC membership.

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

The DPSS CoC Planning Coordinator (CoC Planner) continues to work with ESG funders to coordinate processes for ESG recipients and improve the ability to evaluate the outcomes of projects. The addition of the HMIS Planning Specialist will improve the ability of the CoC to evaluate the System Performance Measures (SPM) as defined by the HEARTH Act by increasing the capacity of the HMIS system to evaluate the outcomes of CoC projects and include ESG funded projects. HMIS data will be used to evaluate the seven system-wide performance measures for both ESG and CoC funded providers to assist the CoC in gauging progress toward preventing and ending homelessness in Riverside County.

The DPSS CoC Planning Coordinator is working with the CES Advisory, CES Navigators' Council and CoC Standards and Evaluation Committee to continue to define the written standards (developed in October 2015) to ensure an effective housing first and rapid re-housing based Continuum of Care system.

Planning funds will be used to assist the CoC in implementing the system-wide standards to evaluate CoC and ESG funded projects to be presented in the annual CoC Program application to HUD and to be used locally to help the CoC evaluate overall performance on a system-wide level and identify where improvements are necessary and whether there are any gaps in data and services.

A consultant will be hired to assist the Collaborative Applicant with using GIS and systems mapping techniques to visualize geographic data and analyze spatial relationships between data as an important tool in planning, decision-making and presenting HMIS data to evaluate and improve service delivery.

DPSS staff and CoC representatives will continue to meet with representatives of CoC funded programs and expand involvement with representatives of ESG

and private funded programs.

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

The planning grant funds are intended to assist the Collaborative Applicant and the CoC in carrying-out the activities outlined and mandated to comply with the HEARTH Act. Planning grant funds received will continue to focus on the highest priority areas to assist in complying with the HEARTH Act and ending homelessness in Riverside County. Planning grant funds are not intended to be perpetual; DPSS will continue to seek additional support, both financial and collaborative, to work with government and private sectors to continue these planning activities for the improvement of the CoC and effectiveness of projects for the homeless. DPSS will continue to make presentations to the County Board of Supervisors, the cities, and business communities to elicit their financial support in ensuring that the County of Riverside CoC continues to be an effective structure in ending homelessness in our community. In 2016, the Collaborative Applicant and CoC Board was instrumental in forming the Executive Oversight Committee on Homelessness (EOCH), made up of leaders from various county agencies/departments and CoC Board members that collaborate with the CoC to develop strategies to end homelessness in Riverside County. The EOCH reports directly to the County Board of Supervisors and partnering with the CoC to: address the growing problem of homeless encampments in the county using strategies and recommendations by USICH; and create a homeless/housing crisis response system that provides low-barrier pathways to permanent housing for all individuals/families experiencing homelessness through a robust and effective countywide homeless response that uses a housing first approach and increased coordination with cities. The EOCH will continue to plan and strategize with the CoC to create education and awareness campaigns to engage city and county elected officials, faith based, nonprofit community and the public to leverage additional funding sources that serve the homeless population in Riverside County.

### 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?** Bi-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   |
|---|--|-------------------|--|
| Planning Committee                            | Develops and recommends plans, goals and strategies that will achieve the mission and goals of the CoC. Implements, assigns strategies, plans and goals. Responsible for coordinating the updates for the CoC Strategic Plan.  | Bi-Monthly        | Planning Committee Chair: Karyn Young-Lowe, Lighthouse Social Services housing provider (lead in countywide effort to end homelessness among veterans.)  |
| Coordinated Entry System (CES) Advisory Group | Coordinates the planning and implementation of the Coordinated Entry System using standardized tools and practices, incorporating a system-wide Housing First approach, participant choice, and housing and homeless assistance that is prioritized for those with the most severe service needs.  | Bi-Monthly        | CES Advisory Chair: Michelle Davis, CoC Chair and City of Riverside Housing Authority Manager  |
| Standards & Evaluation Committee              | Recommends baseline and performance standards for the CoC in compliance with or in addition to funding guidelines/thresholds and gaps analysis. Develops a process to evaluate performance of CoC and ESG projects. Establishes, trains and supports an annual funding application work group that consists of non-conflicted individuals. | Bi-Monthly        | S&E Committee Chair: Linda Barrack, CEO Martha's Village & Kitchen housing provider  |
| Housing Committee                             | Addresses the various housing needs and barriers of individuals and families who are currently living homelessness or at-risk of becoming homeless within Riverside County.  | Monthly           | Housing Committee Chair: Darrell Moore, Deputy Director for Inland Counties Legal Services and Housing Committee Vice-Chair: Kristii MacEwen, CoC Vice Chair, Path of Life Ministries (housing provider) |
| HMIS Administrators' Council                  | A council of HMIS agency administrators, HMIS lead staff and others gather to provide oversight, guidance and data quality assurance within the chosen HMIS system, on behalf of County of Riverside.  | Bi-Monthly        | HMIS Council Chair: Lynne Brockmeier, CES Lead and Housing Crisis Response Team Manager for Riverside University Health System – Behavioral Health.  |

## 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>    |      |            |                      |                    | \$78,976             |
|--|------|------------|----------------------|--------------------|----------------------|
| <b>Total Value of In-Kind Commitments:</b> |      |            |                      |                    | \$0                  |
| <b>Total Value of All Commitments:</b>     |      |            |                      |                    | \$78,976             |
| Match                                      | Type | Source     | Contributor          | Date of Commitment | Value of Commitments |
| Yes  | Cash | Government | County of Riversi... | 09/08/2016         | \$78,976             |

## 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:** County of Riverside Department of Public Social Services  
**(Be as specific as possible and include the office or grant program as applicable)**
- 5. Date of Written Commitment:** 09/08/2016
- 6. Value of Written Commitment:** \$78,976

## 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>                               | .40 FTE Social Service Planner + Fringe/Benefits @ \$84,683; .40 FTE Admin Services Assistant + Fringe/Benefits @ \$57,919 (CoC); for meetings/coordination, strategic planning, creating written standards  | \$57,041                                |
| <b>2. Project Evaluation</b>                                    | .30 FTE Research Specialist + Fringe/Benefits @ \$89,285; .20 orgcode.com activities; for System wide performance data analysis, reporting using HMIS data and PIT count data  | \$26,786                                |
| <b>3. Project Monitoring Activities</b>                         | .10 FTE Research Specialist + Fringe/Benefits @ \$89,285; .60 FTE Admin Services Assistant + Fringe/Benefits @ \$57,919 (HUD); .40 Consultant @ \$20,000; for on-site monitoring, technical assistance and training/capacity building for CoC and ESG programs   | \$51,680                                |
| <b>4. Participation in the Consolidated Plan</b>                | .10 FTE Social Service Planner + Fringe/Benefits @ \$84,683; .15 FTE Admin Services Assistant + Fringe/Benefits @ \$57,919 (CoC); to improve CoC's ability to provide system-wide performance data in Cons Plan process  | \$17,156                                |
| <b>5. CoC Application Activities</b>                            | .30 FTE Social Service Planner + Fringe/Benefits @ \$84,683; .10 FTE Research Specialist + Fringe/Benefits @ \$89,285; .15 FTE Admin Services Assistant + Fringe/Benefits @ \$57,919 (CoC); .30 FTE Admin Services Assistant + Fringe/Benefits @ \$57,919 (HUD); .40 Consultant @ \$20,000; for capacity training, CoC written standards, strategic planning, HUD CoC application                  | \$68,397                                |
| <b>6. Determining Geographical Area to Be Served by the CoC</b> |  |   |
| <b>7. Developing a CoC System</b>                               | .20 FTE Social Service Planner + Fringe/Benefits @ \$84,683; .50 FTE Research Specialist + Fringe/Benefits @ \$89,285; .30 FTE Admin Services Assistant + Fringe/Benefits @ \$57,919 (CoC); .10 FTE Admin Services Assistant + Fringe/Benefits @ \$57,919 (HUD); .20 Consultant @ \$20,000; .80 orgcode.com activities; for CoC strategic planning, conducting Point in Time count on annual basis | \$88,747                                |
| <b>8. HUD Compliance Activities</b>                             | HEARTH Act compliance, written standards, meeting, conferences, training/workshops (12 mos @ \$250); including admin support staff (12 mos @ \$258)  | \$6,094                                 |
| <b>Total Costs Requested</b>                                    |  | \$315,901                               |
| <b>Cash Match</b>   |  | \$78,976                                |
| <b>In-Kind Match</b>  |  | \$0                                     |
| <b>Total Match</b>  |  | \$78,976                                |
| <b>Total Budget</b>   |  | \$394,877                               |

**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        | 2880                 | 09/06/2016    |
| 2. Other Attachment(s) | No        |                      |               |

## Attachment Details

**Document Description:** 2880

## 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:** Susan von Zabern

**Date:** 09/12/2016

**Title:** Director

**Applicant Organization:** County of Riverside

**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>                   | 08/08/2016        |            |
| <b>1F. Declaration</b>                  | 08/08/2016        |            |
| <b>2A. Project Detail</b>               | 08/30/2016        |            |
| <b>2B. Description</b>                  | 09/12/2016        |            |
| <b>3A. Governance and Operations</b>    | 09/06/2016        |            |
| <b>3B. Committees</b>                   | 09/11/2016        |            |
| <b>4A. Match</b>                        | 09/09/2016        |            |
| <b>4B. Funding Request</b>              | 09/09/2016        |            |
| <b>5A. Attachment(s)</b>                | 09/06/2016        |            |
| <b>5B. Certification</b>                | 09/12/2016        |            |
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# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report  or an Update Report

|  |  |
|--|--|
| 1. Applicant/Recipient Name, Address, and Phone (include area code):<br>County of Riverside Department of Public Social Services<br>4060 County Circle Dr Riverside CA 92503<br>951-958-5636 | 2. Social Security Number or Employer ID Number:<br><br>956093   |
| 3. HUD Program Name<br><br>CoC Planning Grant  | 4. Amount of HUD Assistance Requested/Received<br><br>\$315, 901 |
| 5. State the name and location (street address, City and State) of the project or activity:  |  |

## Part I Threshold Determinations

|  |   |
|--|---|
| 1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | 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<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. |
|--|---|

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

## 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/State/Local Agency Name and Address | Type of Assistance | Amount Requested/Provided | Expected Uses of the Funds |
|--|--------------------|---------------------------|----------------------------|
| County of Riverside                            | Match              | \$78,975.25               |                            |

(Note: Use Additional pages if necessary.)

## Part III Interested Parties. You must disclose:

- 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
- 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 in Project/Activity | Financial Interest in Project/Activity (\$ and %) |
|--|--|---|---|
|  |  |   |   |

(Note: Use Additional pages if necessary.)

## 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 non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

|   |                              |
|---|------------------------------|
| Signature:<br> | Date: (mm/dd/yyyy)<br>9/6/16 |
|---|------------------------------|