



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

**CoC Advisory Board HUD NOFA Input Session:  
FY2018 Planning Project Application**

Wednesday, August  
12:00 PM – 1:30 PM

Nonprofit Innovation Center, 1331 Garden Highway, Sacramento, CA 95833  
Meeting Room: VCR (2<sup>nd</sup> Floor)

<b>Agenda Item</b>	<b>Presenter</b>	<b>Time</b>
I. Welcome & Introductions	Michele & All	12:00 PM
II. Planning Project Application Background & Education A. Administrative Entity & CoC Roles & Responsibilities B. Eligible Planning Costs	Michele	12:05 PM
III. FY2017 Planning Project A. Line Item Descriptions & Budget B. Data Hub Detail	Michele & Desli	12:25 PM
IV. FY2018 Application A. SSF Plan B. Member Input	Michele & All	12:45 PM
V. Next Steps	All	1:20 PM
VI. Adjourn • Next Session: August 8, 2018	Michele	1:30 PM



## SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

### **FY2018 CoC NOFA Input Session**

Wednesday, August 1, 2018

12:00 PM – 1:30 PM

Sacramento Steps Forward, VCR (2<sup>nd</sup> Floor)

### **Notes**

#### **Topic: Planning Project Application**

##### I. Welcome & Introductions

Members Present: Alyson Collier, SCOE; John Foley, SSHH

Staff Present: Anne Moore, Interim CEO; Desli Beckman, CFO; Kate Casarino, CoC and Contracts Coordinator; Michele Watts, CPO

##### II. Planning Project Application Background & Education

See Memo: NOFA Input Session- FY2018 Planning Project Application (8/1/18)

Additional Comment:

- In fulfilling our respective roles, with SSF responsible for meeting HEARTH Act requirements and the CoC Advisory Board responsible for holding SSF accountable for doing so, regular financial and program reporting on the use of planning funds will be provided by staff to members at Board meetings.
- Michele clarified that while the HEARTH Act specifies the formula for the amount of planning funds available in any one cycle, this amount is the maximum and HUD could offer less or no planning funds in the NOFA competition. This has not been the case to date, but it could happen.

##### III. FY2017 Planning Project

See Memo: NOFA Input Session- FY2018 Planning Project Application & Attachments (8/1/18)

Additional Comment:

- Michele shared a draft Data Hub Detail document and noted she is still working on this. Additional detail will be added throughout the document including (a) more detail on how the HEARTH Act defines “developing a CoC system,” (b) further discussion on the relationship between the CoC Advisory Board and the Data Hub, including how the former will provide input on the participants and process of the latter and the frequency with which reports will be made, and (c) a more detailed timeline.

##### IV. FY2018 Application

See Memo: NOFA Input Session- FY2018 Planning Project Application (8/1/18)

Member Input:

- Members and staff reviewed the Eligible Planning Costs table in the memo, which includes the local response to each eligible cost category of activities. SSF intends to submit a funding request similar to the FY2017 request, except for reducing the amount requested for the PIT, which won't need as much funding in the next cycle. We could propose an additional project as a result. There are several areas where additional work could be done, with three areas in need of attention: (1) project evaluation of ESG; (2) participating in the consolidated plans of jurisdictions in the CoC area; and (3) CoC-level monitoring of recipients and subrecipients. Members suggested projects and activities that would support progress in these areas, some of which require additional funding and some of which do not.
- ESG Evaluation- Summarize how the CoC is currently engaged with ESG, specifically the Emergency Shelter Performance Targets and Minimum Standards approved by the Advisory

Board in March 2016 (utilization rate, length of stay, and exits to permanent housing); system-level standards established by the Local RRH Policy Manual (how rent is calculated, duration of assistance, policy on returns to RRH after exit, etc.). Staff can summarize these elements and post them on the SSF website in the CoC section as a starting point. Ultimately, the CoC will need to work with SHRA, City, and County on ESG project evaluation. This effort could benefit from planning funds for facilitation.

- Con Plans Participation- Inviting all jurisdictions with consolidating plans to present to the CoC Advisory Board is one way to begin educating members on con plans in preparation for meaningful participation. A more in-depth and useful approach would be for staff to prepare a comprehensive report/summary and analysis of all the con plans, how they intersect with the scope of the CoC, and their administrative processes and calendars for updates and revisions. The latter option could be accomplished with planning funds for a consultant or temporary staff.
- Monitoring- For CoC-level monitoring of recipients and subrecipients, a good first step is to define what CoC monitoring means. Members were interested in using existing monitoring efforts rather than adding more monitoring of projects. SSF monitors its subrecipients and could prepare a summary report. The other recipient agencies, TLCS, SHRA, and Mercy Housing are all subject to outside monitoring and probably have existing reports that could be presented or otherwise shared. Members suggested that this work could take place within the Performance Review Committee and formal report(s) made by the PRC to the CoC Advisory Board.

#### V. Next Steps

Staff will post the input session materials and notes on the SSF website and invite all members to comment via email to [contracts@sacstepsforward.org](mailto:contracts@sacstepsforward.org). The topics calendar for the remainder of the input sessions is being finalized now and additional opportunities for discussion of the planning grant will be noted. A draft FY2018 Planning Project Application in esnaps will be available by August 15, 2018.



## SACRAMENTO STEPS FORWARD

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TO: CoC Advisory Board Members  
FROM: Michele Watts, SSF Chief Programs Officer  
DATE: August 1, 2018  
RE: NOFA Input Session- FY2018 Planning Project Application

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### Planning Project Background & Education

#### Administrative Entity & CoC Roles & Responsibilities

SSF is the recipient of planning project funds. As the Collaborative Application, we are the administrative entity for this funding, SSF is the only agency eligible to apply for these funds. The intent of the funding is to enable CoCs to deliver on the requirements of the HEARTH Act not funded by CoC Program grants for PSH, RRH, and TH. SSF is responsible for meeting these requirements and the CoC Advisory Board is responsible for holding SSF accountable for doing so.

#### Eligible Planning Costs

Eligible Planning Costs Detail	Local Response	Current Funding Sources
Coordination Activities	Sacramento CoC Advisory Board	Local (SHRA)
Determining the geographic area of the CoC	City and County of Sacramento, and all cities within	Process complete, no ongoing funding required
Project Evaluation, CoC Program and ESG	Year-Round Performance Review Committee evaluates CoC Program projects  No CoC-level engagement in evaluating ESG	HUD Planning  Not yet implemented
Participating in the consolidated plans of the jurisdictions in the CoC area	SSF and SHRA coordinate, no CoC-level engagement in place	Not yet implemented
CoC Application Activities	Year-Round Performance Review Committee & Annual Review & Rank	HUD Planning

Monitoring recipients and subrecipients and enforcing compliance	SSF has a robust monitoring program for its subrecipients but no formal reporting relationship with the CoC  There is no CoC-level monitoring of recipients and subrecipients at this time	HUD Admin.  Not yet implemented
Developing a CoC System	Data Hub Early Implementation  Data Hub Full Implementation	Local (City & Sutter)  HUD Planning
HUD Compliance Activities - This includes the PIT and other data collection required by HUD	2017 PIT  2019 PIT	Local (County & SHRA)  HUD Planning

### FY2017 Planning Project

Attachments: CoC Planning Grant FY2017 Funding Request  
Data Hub Detail (draft)  
esnaps application

### FY2018 Application

#### SSF Plan

It is SSF's intent to submit a FY2018 application to continue funding for FY2017 application activities for the most part. However, since the FY2017 application should fully fund the 2019 PIT and, at this time HUD only requires a biennial PIT, the PIT funds (\$120,000) could be utilized for other planning activities, of which there are several to be implemented as referenced in the table above.

#### Member Input

Members in attendance at today's session are welcome to provide input on the FY2018 Planning Project application. Additionally, today's input will be summarized and posted on the SSF website along with the meeting materials.

**Coc Planning Grant FY2017  
Funding Request**

	Current Budget	Prior Funding	Source of Prior Funding
Coc Application Activities			
Consulting contract for year-round performance review and annual NOFA projects competition review and rank	\$ 100,000.00	\$ 69,000.00	SHRA (Coc Admin Contract)
- Current Consultant is HomeBase		\$ 15,000.00	HUD FY2015 Planning Grant
HUD Compliance Activities			
2019 Unsheltered Point In Time Count: staffing and consulting contract for research	\$ 120,000.00	\$ 50,000.00	County of Sacramento (special funding)
- Consultant RFP in process, SSF Staff in Fall		\$ 45,000.00	HUD FY2015 Planning Grant
- Consultant RFP in process, SSF Staff in Fall		\$ 15,000.00	SHRA (Coc Admin Contract)
Developing a Coc System	\$ 361,035.00	\$ 90,000.00	City of Sacramento (Common Cents )
The Coc Data Hub: Staffing and consulting/subcontracting costs associated with system-level performance evaluation, gaps analysis, and year-round stakeholder engagement on reporting and analysis, develop and implement an evaluation		\$ 100,000.00	Sutter Health 2017 Funding
- 3 FTE - Manager of Data Analytics and Research, Data Analyst and Data Quality Specialist - Consultants, Software and Equipment	\$ 581,035.00		
Match			
SHRA Coc Admin Staffing and SSF General Fund	\$ 145,259.00		
<b>Total</b>	<u>\$ 726,294.00</u>		



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### **FY2017 HUD CoC Planning Project Data Hub Detail DRAFT 8/1/18**

In the FY2017 HUD CoC Planning Project Application, Collaborative Application Sacramento Steps Forward (SSF) included a proposal to create a robust Data Hub for our community. This application has been approved by HUD. The Data Hub substantially increases our ability to produce high-quality data analytics and research on an on-going basis, the impetus for which is this CoC's keen interest in and many requests for more and better data dating back several years.

The Data Hub will consist of several key components: (1) enhanced staffing for the SSF Data Analytics & Research Department; (2) additional capacity for engaging researchers for specific projects/research questions; and (3) a stakeholder engagement forum to share and exchange data and gather input on additional data and analysis needed. The Data Hub will use a data-driven approach to develop an effective, functional CoC System, from outreach and engagement to crisis response to housing crisis resolution. Through an iterative process informed by the stakeholder forum, the Hub will analyze system performance, evaluate gaps, and identify strategies to reduce homelessness through best practices and improved efficiencies.

The SSF Data Analytics & Research Department will engage with the stakeholders forum regularly to share results and seek input of future research design. The outcomes of these forums will be reported to the CoC Advisory Board on a regular basis. Forum participants will include one or more CoC Advisory Board members, local government, funders, and SSF's research partners from institutions of higher education and elsewhere.

Funding should be available in the fourth quarter of 2018, at which time SSF can launch a more comprehensive planning process to establish the stakeholders forum and create a project timeline for 2019.

## Before Starting the Project Application

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

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2017 CoC Program grant competition.
- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the HUD Exchange Ask A Question
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2017 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2017 CoC Program NOFA, including the General Section Technical Correction, and all requirements and criteria met.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with the instructions found on each individual screen
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2017 CoC Program NOFA.



## 1A. SF-424 Application Type

**1. Type of Submission:**

**2. Type of Application:** CoC Planning Project Application

**If Revision, select appropriate letter(s):**

**If "Other", specify:**

**3. Date Received:** 09/28/2017

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**6. Date Received by State:**

**7. State Application Identifier:**

## 1B. SF-424 Legal Applicant

### 8. Applicant

**a. Legal Name:** Sacramento Steps Forward

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 27-4907397

<b>c. Organizational DUNS:</b>	969314199	PLUS 4	
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### d. Address

**Street 1:** 1331 Garden Highway, Suite 100

**Street 2:**

**City:** Sacramento

**County:** Sacramento

**State:** California

**Country:** United States

**Zip / Postal Code:** 95833

### e. Organizational Unit (optional)

**Department Name:**

**Division Name:**

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

**Prefix:** Ms.

**First Name:** Michele

**Middle Name:**

**Last Name:** Watts

**Suffix:**

**Title:** Vice President of Programs

**Organizational Affiliation:** Sacramento Steps Forward

**Telephone Number:** (916) 577-9769

**Extension:**

**Fax Number:** (916) 285-1801

**Email:** [mwatts@sacstepsforward.org](mailto:mwatts@sacstepsforward.org)

## 1C. SF-424 Application Details

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

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

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

**CFDA Number:** 14.267

**12. Funding Opportunity Number:** FR-6100-N-25

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

**13. Competition Identification Number:**

**Title:**

## 1D. SF-424 Congressional District(s)

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

**15. Descriptive Title of Applicant's Project:** CA-503 CoC Planning Application FY2017

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

**a. Applicant:** CA-003, CA-009, CA-006, CA-007  
**b. Project:** CA-003, CA-009, CA-006, CA-007  
**(for multiple selections hold CTRL+Key)**

**17. Proposed Project**

**a. Start Date:** 09/01/2018  
**b. End Date:** 08/31/2019

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

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

## 1E. SF-424 Compliance

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

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

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

**If "YES," provide an explanation:**

## 1F. SF-424 Declaration

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

I AGREE:

### 21. Authorized Representative

**Prefix:** Mr.

**First Name:** Ryan

**Middle Name:**

**Last Name:** Loofbourrow

**Suffix:**

**Title:** Chief Executive Officer

**Telephone Number:** (916) 577-9795  
**(Format: 123-456-7890)**

**Fax Number:** (916) 285-1801  
**(Format: 123-456-7890)**

**Email:** rloof@sacstepsforward.org

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

**Date Signed:** 09/28/2017

# 1G. HUD 2880

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

## Applicant/Recipient Information

### 1. Applicant/Recipient Name, Address, and Phone

**Agency Legal Name:** Sacramento Steps Forward

**Prefix:** Mr.

**First Name:** Ryan

**Middle Name:**

**Last Name:** Loofbourrow

**Suffix:**

**Title:** Chief Executive Officer

**Organizational Affiliation:** Sacramento Steps Forward

**Telephone Number:** (916) 577-9795

**Extension:**

**Email:** rloof@sacstepsforward.org

**City:** Sacramento

**County:** Sacramento

**State:** California

**Country:** United States

**Zip/Postal Code:** 95833

**2. Employer ID Number (EIN):** 27-4907397

**3. HUD Program:** Continuum of Care Program

**4. Amount of HUD Assistance Requested/Received:** \$581,035

(Requested amounts will be automatically entered within applications)



**5. State the name and location (street address, city and state) of the project or activity:** CA-503 CoC Planning Application FY2017 1331 Garden Highway, Suite 100 Sacramento California

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

**Part I Threshold Determinations**

**1. Are you applying for assistance for a specific project or activity?** Yes  
 (For further information, see 24 CFR Sec. 4.3).

**2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.** Yes

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

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

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
Cottage Housing/Quinn Cottages/1500 A Street, Sacramento, CA 95811	Grant	\$318,083.00	SS
Lutheran Social Services/Achieving Change Together/4390 47th Avenue, Sacramento, CA 95824	Grant	\$343,727.00	RA
Lutheran Social Services/Building Bridges/ 4390 47th Avenue, Sacramento, CA 95824	Grant	\$369,000.00	Leased Structures, SS
Lutheran Social Services/Connections/4390 47th Avenue, Sacramento, CA 95824	Grant	\$281,425.00	SS
Lutheran Social Services/Mutual Housing at the Highlands/4390 47th Avenue, Sacramento, CA 95824	Grant	\$337,713.00	RA, SS

**Part III Interested Parties**

You must disclose:

FY2017 CoC Planning Project Application	Page 10	06/12/2018
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1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
n/a	n/a	n/a	\$0.00	0%

**Certification**

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

**I AGREE:**

**Name / Title of Authorized Official:** Ryan Loofbourrow, Chief Executive Officer

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

**Date Signed:** 09/27/2017

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Sacramento Steps Forward

**Program/Activity Receiving Federal Grant Funding:** CoC Program

**Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:**

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

### Sites for Work Performance.

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

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

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

X
---

**accurate.**

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

### Authorized Representative

**Prefix:** Mr.

**First Name:** Ryan

**Middle Name**

**Last Name:** Loofbourrow

**Suffix:**

**Title:** Chief Executive Officer

**Telephone Number:** (916) 577-9795  
**(Format: 123-456-7890)**

**Fax Number:** (916) 285-1801  
**(Format: 123-456-7890)**

**Email:** rloof@sacstepsforward.org

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

**Date Signed:** 09/28/2017

## **CERTIFICATION REGARDING LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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

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

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

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

### **Statement for Loan Guarantees and Loan Insurance**

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

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

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

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

X

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

**Applicant's Organization:** Sacramento Steps Forward

**Name / Title of Authorized Official:** Ryan Loofbourrow, Chief Executive Officer

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

**Date Signed:** 09/28/2017

# 1J. SF-LLL

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

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

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

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

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

**Legal Name:** Sacramento Steps Forward

**Street 1:** 1331 Garden Highway, Suite 100

**Street 2:**

**City:** Sacramento

**County:** Sacramento

**State:** California

**Country:** United States

**Zip / Postal Code:** 95833

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

**I certify that this information is true and complete.**

X

**Authorized Representative**

**Prefix:** Mr.

**First Name:** Ryan

**Middle Name:**

**Last Name:** Loofbourrow

**Suffix:**

**Title:** Chief Executive Officer

**Telephone Number:** (916) 577-9795  
**(Format: 123-456-7890)**

**Fax Number:** (916) 285-1801  
**(Format: 123-456-7890)**

**Email:** rloof@sacstepsforward.org

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

**Date Signed:** 09/28/2017



## 2A. Project Detail

**1a. CoC Number and Name:** CA-503 - Sacramento City & County CoC  
**1b. Collaborative Applicant Name:** Sacramento Steps Forward

**2. Project Name:** CA-503 CoC Planning Application FY2017

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

## 2B. Project Description

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

- Project Evaluation- Cost Effectiveness. CoC will hire a consultant to develop a methodology for evaluating CoC Program project costs for the purpose of comparing cost-effectiveness.
- CoC Application Activities- Performance Review. CoC will hire a consultant to serve as an independent entity responsible for year-round performance review & the annual CoC Program NOFA projects competition review & rank. The consultant will also provide the Collaborative Applicant with feedback to improve the CoC Application.
- Develop CoC System- Data Hub. CoC Lead Agency SSF will establish a Data Hub comprised of expert staff, research consultant(s), local public & private funders & other key stakeholders, including representatives from the CoC Advisory Board & people with lived experience, to analyze system performance, evaluate gaps & identify strategies to reduce homelessness through best practices & improved efficiencies. The Data Hub will use a data-driven approach to develop an effective, functional CoC System, from outreach & engagement to crisis response to housing crisis resolution. The Hub will rely upon a concise community plan to guide its efforts & ensure accountability for outcomes. The plan will be based on HUD's national goals & local priorities.
- HUD Compliance- 2019 PIT. CoC will fund 2019 unsheltered PIT, including research and methodology consulting and project management staff.

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

Project Evaluation- Cost Effectiveness. Lead Agency staff and year-round performance review consultant will collect preliminary information for this project to hand off to consultant hired through a competitive process in summer 2018. Local data collection and best practice research will be completed by consultant and a final report delivered in the first quarter of 2019.

CoC Application Activities- Performance Review. CoC will renew a 2017/18 contract with consultant identified through a competitive process in 2017 for a 2018/19 term funded by this grant. Consultant will staff monthly PRC meetings to develop CoC project review criteria and conduct mid-year and NOFA review and rank.

Develop CoC System- Data Hub. The Data Hub will be established in 2018. Initial activities will include development of a strategic plan and identification of agreed upon system level metrics to evaluate plan performance and outcomes. By September 2018, the Data Hub will be fully established and meeting regularly, a community plan with associated metrics will be in place, and community reporting will be underway.

HUD Compliance- 2019 PIT. Preparation for 2019 PIT will begin by July 2018, with key staff and consultant(s) identified by October 2018. Volunteer recruitment, training, and count night coordination will be handled by dedicated

staff. Unsheltered PIT methodology and data analysis will be conducted through a research contract with CSU Sacramento, Institute for Social Research, or a similarly qualified institution or firm.  
ALL PROJECTS- Oversight by Lead Agency executive team comprised of VP of Operations, VP of Programs, and CFO will assure adequate attention to all aspects of effective and timely completion of all work.

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

Investments in Developing the CoC System (Data Hub) and HUD Compliance (2019 PIT) are system level investments focused on performance measurement for CoC and ESG projects. The CoC System Data Hub will use a myriad of performance metrics to thoroughly evaluate all parts of the system, including ESG RRH and Emergency Shelter and CoC RRH and PSH. In terms of HUD Compliance through investment in the 2019 PIT, this count of people experiencing homelessness serves as an important measure of the success of our efforts at CoC System improvements.

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

Project Evaluation- Cost Effectiveness. As part of the consulting contract for this service, the Lead Agency will receive a written report, template, and instructions for re-creating the cost-effectiveness analysis in-house on a regular basis.  
CoC Application Activities- Performance Review. Lead Agency has contracted with an independent third party to facilitate CoC NOFA review and rank activities for quite some time. This independence, coupled with consultant expertise on HUD, is of on-going value. Therefore, the CoC will identify alternative funding to continue these activities beyond the expiration of HUD financial assistance.  
CoC System-Data Hub. CoC Lead Agency is committed to a data-driven process for all policy and planning decisions, particularly in terms of performance and efficiency in the CoC System of crisis resolution. SSF does not ask that HUD fully fund the Data Hub; multiple funders are contributing to this effort and ongoing funding is a high priority for SSF's fundraising efforts.  
HUD Compliance- 2019 PIT. CoC Lead Agency local partners fully funded the PIT prior to 2017. The availability of CoC Planning Grant funds for this purpose has been tremendously helpful, both in terms of filling a gap for the 2017 PIT and, if fully funded, enabling the CoC Lead Agency to conduct the next PIT to the best of our ability without the constraints of not quite sufficient funding.

### 3A. Governance and Operations

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

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

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

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

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

a. Written agendas of CoC meetings? Yes

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

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

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

g. Written standards for administering assistance? Yes

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

### 3B. Committees

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

Committee Name	Role of the Committee (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Coordinated Entry System Committee	The purpose of the Coordinated Entry System Committee (CESC) is to guide implementation of Coordinated Entry (CE) in the CoC. The CESC monitors CE referrals and placements and develops policies and procedures to address challenges, fill gaps, and improve efficiency. Major policy decisions, such as standardized assessment selection and prioritization criteria are developed at the CESC for recommendation to the CoC Advisory Board for approval. The CESC is currently focused on updating CE Policies and Procedures to align with the HUD CE Assessment and other guidance to ensure the CoC is in compliance with HUD requirements by the 1/2018 deadline.	Monthly	CE Participants/CoC Providers Sac Self Help Housing, Mercy Housing, Wind Youth, Lutheran Social Services, Next Move, VOA; and Community Partners 211, Sac County DHA, ADD
Performance Review Committee	The purpose of the Performance Review Committee (PRC) is to conduct a year-round process of performance evaluation and quality improvement for CoC Program projects. The PRC develops competitive review and rank criteria for the annual NOFA competition for approval by the CoC Advisory Board and non-conflicted PRC members serve as the ranking panel. The PRC also conducts a mid-year review to assist projects in identifying areas for improvement in preparation for the NOFA competition. The mid-year review informs project-level technical assistance and system-wide training by the CoC Lead Agency. The PRC focuses on continually improving review criteria, particularly the use of data to objectively and rigorously evaluate project performance.	Monthly	CoC Providers Lutheran Social Services, Next Move, Sac Housing and Redevelopment Agency; and Non-conflicted Members Cities of Citrus Heights, Elk Grove, and Sacramento, San Juan USD, CSU Sac, Sac Stand Down, statewide disability rights organization

HMIS & Data Committee	The purpose of the HMIS & Data Committee (HDC) is to develop and monitor the CoC's HMIS Charter, Data Quality Plan, and Privacy and Security Plan to ensure compliance with HUD requirements and to update these governing documents on an annual basis in response to new guidance and local circumstances. The HMIS Lead Agency relies upon the HDC to review and provide feedback on a variety of data-related issues including data sharing and other data issues associated with the implementation of Coordinated Entry. The HDC also focuses on local matters such as identifying strategies to increase HMIS participation/coverage.	Quarterly	All HMIS participant agencies are represented on this committee

## 4A. Sources of Match

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

### Summary for Match

Total Value of Cash Commitments:	\$0
Total Value of In-Kind Commitments:	\$145,259
Total Value of All Commitments:	\$145,259

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

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

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	In-Kind	Private	Sacramento Steps ...	09/15/2017	\$145,259

## Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** In-Kind
- 3. Type of source:** Private
- 4. Name the source of the commitment:** Sacramento Steps Forward  
**(Be as specific as possible and include the office or grant program as applicable)**
- 5. Date of Written Commitment:** 09/15/2017
- 6. Value of Written Commitment:** \$145,259

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



## 4B. Funding Request

**1. Will it be feasible for the project to be under grant agreement by September 30, 2019?** Yes

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

**3. Select a grant term:** 1 Year

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

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
<b>1. Coordination Activities</b>		
<b>2. Project Evaluation</b>	Consulting contract to develop a project cost evaluation	\$60,000
<b>3. Project Monitoring Activities</b>		
<b>4. Participation in the Consolidated Plan</b>		
<b>5. CoC Application Activities</b>	Consulting contract for year-round performance review and annual NOFA projects competition review and rank	\$100,000
<b>6. Determining Geographical Area to Be Served by the CoC</b>		
<b>7. Developing a CoC System</b>	The CoC Data Hub: Staffing and consulting/subcontracting costs associated with system-level performance evaluation, gaps analysis, and year-round stakeholder engagement on reporting and analysis	\$301,035
<b>8. HUD Compliance Activities</b>	2019 Unsheltered Point In Time Count: staffing and consulting contract for research	\$120,000
<b>Total Costs Requested</b>		\$581,035
<b>Cash Match</b>		\$0
<b>In-Kind Match</b>		\$145,259
<b>Total Match</b>		\$145,259
<b>Total Budget</b>		\$726,294

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

## 5A. Attachment(s)

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

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## 5A. In-Kind MOU Attachment

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

## Attachment Details

### Document Description:

## 5B. Certification

### A. For all projects:

#### Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

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

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

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

**Additional for Rental Assistance Projects:**

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

**B. For non-Rental Assistance Projects Only.**

**20-Year Operation Rule.**

For applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 20 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

**1-Year Operation Rule.**

For applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provided.

**C. For Rental Assistance Only.**

**Supportive Services.**

It will make available supportive services appropriate to the needs of the population served and equal in value to the aggregate amount of rental assistance funded by HUD for the full term of the rental assistance.

**D. Explanation.**

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

**Name of Authorized Certifying Official:** Ryan Loofbourrow

**Date:** 09/28/2017

**Title:** Chief Executive Officer

**Applicant Organization:** Sacramento Steps Forward

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



## 6A. Submission Summary

Page	Last Updated
<b>1A. SF-424 Application Type</b>	No Input Required
<b>1B. SF-424 Legal Applicant</b>	No Input Required
<b>1C. SF-424 Application Details</b>	No Input Required
<b>1D. SF-424 Congressional District(s)</b>	08/31/2017
<b>1E. SF-424 Compliance</b>	08/31/2017
<b>1F. SF-424 Declaration</b>	08/31/2017
<b>1G. HUD 2880</b>	08/31/2017
<b>1H. HUD 50070</b>	08/31/2017
<b>1I. Cert. Lobbying</b>	08/31/2017
<b>1J. SF-LLL</b>	08/31/2017

<b>2A. Project Detail</b>	09/01/2017
<b>2B. Description</b>	09/28/2017
<b>3A. Governance and Operations</b>	08/31/2017
<b>3B. Committees</b>	09/28/2017
<b>4A. Match</b>	09/28/2017
<b>4B. Funding Request</b>	09/28/2017
<b>5A. Attachment(s)</b>	No Input Required
<b>5A. In-Kind MOU Attachment</b>	No Input Required
<b>5B. Certification</b>	09/28/2017



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

**Sacramento CoC Advisory Board  
FY2018 NOFA CoC Application & Planning Project Application Input Sessions**  
Revised 8/1/18

Every Wednesday between July 18 and September 12, 12:00 PM -1:30 PM, SSF will host input sessions for CoC Advisory Board members to participate in the CoC Application and Planning Project Application processes for the FY2018 HUD CoC NOFA competition. The only Wednesday without an input session is July 25 due to a scheduling conflict with the NAEH Conference in Washington, D.C.

July 18- Orientation

*Overview of the CoC Application and Planning Project Application  
Review meeting calendar  
Establish our process of communication at and between meetings*

August 1- Planning Project Application

*Planning Project Background & Education  
FY2018 Application SSF Plan & Member Input*

August 8- Add Topics

August 15- Add Topics

August 22- Add Topics

August 29- Add Topics

September 5- Add Topics

September 12- Final Review & Discussion

*Last session prior to required posting deadline of September 13*