

## **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 2019 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 via 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 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program Competition NOFA.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- 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 2019 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:** 09/27/2019

**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:** Chief of Programs

**Organizational Affiliation:** Sacramento Steps Forward

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

**Extension:**

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

**Email:** 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-6300-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 Project FY2019

**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:** 09/01/2020  
**b. End Date:** 08/31/2021

**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?** a. Yes

**If "YES", enter the date this application was made available to the State for review:** 09/27/2019

**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:** Ms.

**First Name:** Lisa

**Middle Name:**

**Last Name:** Bates

**Suffix:**

**Title:** Chief Executive Officer

**Telephone Number:** (916) 577-9785  
**(Format: 123-456-7890)**

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

**Email:** lbates@sacstepsforward.org

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

**Date Signed:** 09/27/2019



# 1G. HUD 2880

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

## Applicant/Recipient Information

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

**Agency Legal Name:** Sacramento Steps Forward

**Prefix:** Ms.

**First Name:** Lisa

**Middle Name:**

**Last Name:** Bates

**Suffix:**

**Title:** Chief Executive Officer

**Organizational Affiliation:** Sacramento Steps Forward

**Telephone Number:** (916) 577-9785

**Extension:**

**Email:** lbates@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:** \$609,817

(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 Project FY2019 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

**Part III Interested Parties**

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

Alphabetical list of all persons with a			Financial Interest	Financial Interest
FY2019 CoC Planning Project Application				

reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	in Project/Activity (\$)	in Project/Activity (%)
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 the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

**I AGREE:**

**Name / Title of Authorized Official:** Lisa Bates, Chief Executive Officer

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

**Date Signed:** 09/27/2019

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

X

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

Warning: 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:** Ms.

**First Name:** Lisa

**Middle Name**

**Last Name:** Bates

**Suffix:**

**Title:** Chief Executive Officer

**Telephone Number:** (916) 577-9785  
**(Format: 123-456-7890)**

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

**Email:** lbates@sacstepsforward.org

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

**Date Signed:** 09/27/2019

## **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
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**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:** Lisa Bates, Chief Executive Officer

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

**Date Signed:** 09/27/2019

# 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:** Ms.

**First Name:** Lisa

**Middle Name:**

**Last Name:** Bates

**Suffix:**

**Title:** Chief Executive Officer

**Telephone Number:** (916) 577-9785  
**(Format: 123-456-7890)**

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

**Email:** lbates@sacstepsforward.org

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

**Date Signed:** 09/27/2019

## 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 Project FY2019

**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.**

SSF seeks to fund staff positions and consultant services to fulfill compliance obligations with the provisions of 24 CFR 578.7, as follows.

- Coordination Activities- Staff support for the CoC Board and its committees, from administrative support to conduct meetings to research and analysis to develop materials for members' consideration.
- Participation in the Consolidated Plan- Staff support for CoC members' engagement in the annual Con Plans/Action Plans for the City and County of Sacramento, and the Cities of Elk Grove, Citrus Heights, and Rancho Cordova.
- CoC Application Activities- Consultant services for the annual NOFA competition and year-round performance review, including independent facilitation of the review and rank process and engagement with the Performance Review Committee to develop competitive review criteria for the CoC Board's approval.

Developing a CoC System- (1) Staff positions on the Data Analytics & Research Team to fulfill HUD reporting requirements (HIC, PIT, LSA, SPMs), as well as support for the annual gaps analysis and other analyses called for in the CoC Application, and additional evaluation needs identified locally by the CoC. (2) Staff support for Coordinated Entry System planning and design/redesign. HUD Compliance Activities: Consultant services for the biennial PIT for 2021, including (1) research design and methodology, implementation, and analysis of the data collected; and (2) volunteer coordination and event logistics.

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

Schedule- (1) With the exception of the 2021 PIT activities, the proposed activities are envisioned to be ongoing throughout the term of the grant: Staff support for Coordination Activities, Consolidated Plan Participation, and Developing a CoC System are core needs of the CoC to fulfill HEARTH Act requirements. Consultant services for the CoC Application Activities are also year-round, as the CoC's Performance Review Committee (PRC) prepares for the NOFA competition, conducts review and rank with its non-conflicted members, and debriefs the process as each cycle closes with a focus on improvements for the next cycle. The PRC meets monthly, with the consultant responsible for preparing materials and presenting information at the direction of the committee co-chairs. (2) (a) The schedule for the 2021 PIT activities will begin with an RFP to select the research consultant in early 2020, with the intent to enter into contract with the selected provider in summer 2020 (FY2018 Planning Grant funds will be used to fund the initial months of the contract). The contract will run through the following summer with key milestones to include finalizing methodology and conducting mapping of known locations before the count, overseeing implementation on count night(s), delivering data tables by HUD's reporting deadline, and the delivery of a PIT report. (b) An RFP

for volunteer coordination and event logistics will be released in summer 2020, with intent to enter into a contract for these consultant services in the fall of 2020. Consultant services will run through February 2021 and will focus on volunteer recruitment and event logistics before the count, support of volunteers on count night(s), and debriefing the process post-count. Management Plan , including assuring effective and timely completion of all work- (1) The management plan for staffing includes Program Managers directly managing Planning Grant activities and Executive Officers providing oversight of the managers. As employees of SSF, staff funded under this grant will also participate in regular performance evaluations. Additionally, all the staff positions proposed for funding link to either the CoC Board or one of its committees, ensuring additional accountability in the completion of assigned work. The CoC Board Annual Business Cycle Calendar and committee work plans to be developed this fall articulate due dates for activities supported by the staff to be funded with the Planning Grant. (2) Management of the consultant services will be articulated in the scopes of work for the respective contracts, with key milestones and deliverables specified therein. The scopes of work will be developed by the SSF Executive Officers and Program Managers, with the Chief Operating Officer taking lead responsibility for contract monitoring. The PRC work plan holds the consultants accountable for delivery of the services in the contract, as does the proposed 2021 PIT timeline drafted by the 2019 PIT Committee.

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

The requested funds for CoC Application Activities consultant services and for Developing a CoC System Data Analytics & Research staff maintain and improve the CoC's ability to evaluate the outcome of CoC and ESG projects. The consultant services that support the PRC for the NOFA competition and year-round performance review focus heavily on evaluation of CoC projects both for ranking projects annually and for evaluating project performance outside of the NOFA. There is also a technical assistance component of the consulting services which seeks to improve project performance over time. For ESG projects, the PRC will be looking at the performance of all RRH projects in the CoC, including ESG, starting at its September 24, 2019 meeting. This review of RRH performance will occur regularly moving forward and is currently being conducted by both the PRC consultant and Data Analytics & Research staff funded by the FY2017 Planning Grant, work that will continue during the term of the FY2019 grant.

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

Many of the planning activities proposed for FY2019 Planning Grant funds will not be feasible without this funding source. However, the projects herein can be scaled up or down depending on funds available. In addition, some of the work funded in the grant will build infrastructure and tools that the CoC can continue to use after funding ends. For example, the staff resources we will dedicate towards developing the CoCs' gaps analysis with this funding will result in a methodology and analysis process that can be re-used annually with a much smaller investment of resources.

### 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.

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Coordinated Entry System Committee	The Coordinated Entry System Committee (CES) is responsible for policy decisions needed for implementation of CES. They are the link between CES operator Sacramento Steps Forward and the CoC Advisory Board and focus on ensuring compliance with HUD's expectations re. CES.	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, AOD
Performance Review Committee	The purpose of the Performance Review Committee (PRC) is to conduct a yearround 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, Waking the Village, Sac Housing and Redevelopment Agency; and Nonconflicted City of Elk Grove, City of Sacramento, Sacramento County, San Juan USD, CSUS, Neighborhood PBID, UC Davis Health
HMIS & Data Committee	The Purpose of the HMIS & Data Committee (HMIS) is the annual review of the CoC's Data Quality and Privacy & Security Plans, ongoing monitoring of data quality, and ongoing advisement of the HMIS Lead Agency's Data Team on a variety of HMIS Users issues.	Quarterly	HMIS participating agencies, including LSS, Next Move, Mercy Housing, SVRC, VOA, Cottage Housing, TLCS, SSHH, SHRA
2019 PIT Count Committee	The role of the 2019 PIT Committee is to debrief the 2019 count and make recommendations to the CoC Board for the 2021 count. The 2019 debrief has focused on research methodology, analysis, and reporting, as well as volunteer recruitment, coordination, and communication and event logistics. The committee will make recommendations to the CoC Board in November regarding the timeline for the 2021 count, including points in the process for CoC engagement (e.g., mapping known locations, adding local survey questions, volunteer recruitment).	Monthly	Loaves & Fishes, Sacramento City and County law enforcement, LGBTQ Center, member with lived experience, Waking the Village youth provider, Next Move shelter and CoC provider, City of Rancho Cordova

Governance Committee	Comprised of the Executive Committee and two additional members, the sevenmember Governance Committee (GC) is responsible for updating the CoC Governance Charter and further defining the respective roles of the CoC Advisory Board and the Collaborative Applicant/Lead Agency. The GC meets monthly and is focused on ensuring the CoC fulfills the mandates of the HEARTH Act.	Monthly	City of Elk Grove, City of Sacramento, TLCS, County of Sacramento, faith community
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## 4A. Sources of Match

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

### Summary for Match

Total Value of Cash Commitments:	\$152,454
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$152,454

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

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Private	Sacramento Steps ...	09/30/2019	\$152,454



## Sources of Match Details

- 1. Will this commitment be used towards Match?** Yes
- 2. Type of commitment:** Cash
- 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:** 09/30/2019
- 6. Value of Written Commitment:** \$152,454

## 4B. Funding Request

**1. Will it be feasible for the project to be under grant agreement by September 30, 2021?** 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>	Salary & Benefits: CoC Board Program Manager (0.45 FTE) and CoC Coordinator (0.80 FTE)	\$75,000
<b>2. Project Evaluation</b>		
<b>3. Project Monitoring Activities</b>		
<b>4. Participation in the Consolidated Plan</b>	Salary & Benefits: CoC Board Program Manager (0.05 FTE)	\$5,000
<b>5. CoC Application Activities</b>	Consulting contract for year-round performance review (monthly work with PRC) and annual NOFA projects competition review and rank and CoC application activities	\$125,000
<b>6. Determining Geographical Area to Be Served by the CoC</b>		
<b>7. Developing a CoC System</b>	Salary & Benefits: Data Analytics & Research Program Manager (1.0 FTE); Senior Data Analyst (0.50 FTE); Data Analyst A (1.0 FTE); Data Analyst B (1.0 FTE-new/not in place now); Coordinated Entry System Program Manager (0.50 FTE)	\$300,000
<b>8. HUD Compliance Activities</b>	Consulting contracts for (1) PIT research design, methodology, implementation, and reporting and (2) PIT volunteer coordination and event logistics	\$104,817
<b>Total Costs Requested</b>		\$609,817
<b>Cash Match</b>		\$152,454
<b>In-Kind Match</b>		\$0
<b>Total Match</b>		\$152,454
<b>Total Budget</b>		\$762,271

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

## 5A. Attachment(s)

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

## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:**

## 5B. Certification

### A. For all projects:

#### Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

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

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

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

**1-Year Operation Rule.**

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

**D. Explanation.**

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

**Name of Authorized Certifying Official:** Lisa Bates  
**Date:** 09/27/2019  
**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 criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).**

X
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## 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>	09/16/2019
<b>1E. SF-424 Compliance</b>	09/27/2019
<b>1F. SF-424 Declaration</b>	09/16/2019
<b>1G. HUD 2880</b>	09/16/2019
<b>1H. HUD 50070</b>	09/16/2019
<b>1I. Cert. Lobbying</b>	09/16/2019
<b>1J. SF-LLL</b>	09/16/2019
<b>2A. Project Detail</b>	09/16/2019

<b>2B. Description</b>	09/27/2019
<b>3A. Governance and Operations</b>	09/16/2019
<b>3B. Committees</b>	09/27/2019
<b>4A. Match</b>	09/16/2019
<b>4B. Funding Request</b>	09/27/2019
<b>5A. Attachment(s)</b>	No Input Required
<b>5B. Certification</b>	09/27/2019