

## **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:** 09/11/2019

**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:** Northwest Arkansas Continuum of Care

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 44-2073344

<b>c. Organizational DUNS:</b>	080771286	PLUS 4	
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### d. Address

**Street 1:** PO BOX 3643

**Street 2:**

**City:** Fayetteville

**County:** Washington

**State:** Arkansas

**Country:** United States

**Zip / Postal Code:** 72703

### e. Organizational Unit (optional)

**Department Name:** AR501 Coc

**Division Name:**

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

**Prefix:** Mr.

**First Name:** John

**Middle Name:**

**Last Name:** Gallagher

**Suffix:** Ph.D

**Title:** Vice Chair

**Organizational Affiliation:** Northwest Arkansas Continuum of Care

**Telephone Number:** (479) 445-8319

**Extension:**

**Fax Number:** (000) 000-0000

**Email:** johngallagherasu@gmail.com

## 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):** Arkansas  
(for multiple selections hold CTRL+Key)

**15. Descriptive Title of Applicant's Project:** CoC Planning Project Application FY2019

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

**a. Applicant:** AR-003

**b. Project:** AR-003

(for multiple selections hold CTRL+Key)

**17. Proposed Project**

**a. Start Date:** 01/01/2020

**b. End Date:** 12/31/2020

**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:** 09/30/2019

**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:** Mr.

**First Name:** Steven

**Middle Name:**

**Last Name:** Burt

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (479) 717-7737  
**(Format: 123-456-7890)**

**Fax Number:** (479) 717-7737  
**(Format: 123-456-7890)**

**Email:** steve@nwacoc.com

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

**Date Signed:** 09/11/2019



# 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:** Northwest Arkansas Continuum of Care

**Prefix:** Mr.

**First Name:** Steven

**Middle Name:**

**Last Name:** Burt

**Suffix:**

**Title:** Executive Director

**Organizational Affiliation:** Northwest Arkansas Continuum of Care

**Telephone Number:** (479) 717-7737

**Extension:** 4797177737

**Email:** steve@nwacoc.com

**City:** Fayetteville

**County:** Washington

**State:** Arkansas

**Country:** United States

**Zip/Postal Code:** 72703

**2. Employer ID Number (EIN):** 44-2073344

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

**4. Amount of HUD Assistance Requested/Received:** \$33,429

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, city and state) of the project or activity:** CoC Planning Project Application FY2019 PO BOX 3643 Fayetteville Arkansas

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.** No

**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:** Steven Burt, Executive Director

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

**Date Signed:** 09/11/2019

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Northwest Arkansas Continuum of Care

**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
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**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:** Mr.

**First Name:** Steven

**Middle Name**

**Last Name:** Burt

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (479) 717-7737  
**(Format: 123-456-7890)**

**Fax Number:** (479) 717-7737  
**(Format: 123-456-7890)**

**Email:** steve@nwacoc.com

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

**Date Signed:** 09/11/2019

## **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:**

**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:** Northwest Arkansas Continuum of Care

**Name / Title of Authorized Official:** Steven Burt, Executive Director

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

**Date Signed:** 09/11/2019

# 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:** Northwest Arkansas Continuum of Care  
**Street 1:** PO BOX 3643  
**Street 2:**  
**City:** Fayetteville  
**County:** Washington  
**State:** Arkansas  
**Country:** United States  
**Zip / Postal Code:** 72703

**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.

**Authorized Representative**

**Prefix:** Mr.

**First Name:** Steven

**Middle Name:**

**Last Name:** Burt

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (479) 717-7737  
**(Format: 123-456-7890)**

**Fax Number:** (479) 717-7737  
**(Format: 123-456-7890)**

**Email:** steve@nwacoc.com

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

**Date Signed:** 09/11/2019



## 2A. Project Detail

**1a. CoC Number and Name:** AR-501 - Fayetteville/Northwest Arkansas CoC  
**1b. Collaborative Applicant Name:** Northwest Arkansas Continuum of Care

**2. Project Name:** CoC Planning Project Application 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.**

Funds will be used to coordinate the implementation of an effective/efficient response system for all homeless persons in the Northwest Arkansas geographic area. Assistance will focus on continued alignment w/HEARTH & the Federal Strategic Plan & support achievement of national & local goals & preparation of a strong application. NWA CoC Board with assistance from staff will manage the project. The grant will: provide assistance w/coordination, CoC program evaluation & monitoring, HUD compliance, CoC Application, Consolidated Plan participation & developing the CoC system; ensure the CoC is in compliance with all regulations & CoC/Coordinated Entry policies & procedures; update written standards for assistance as needed.

Planning funds will enable continuation of performance evaluation, systems performance evaluation, & TA. NWA performance standards address HEARTH outcomes, spending & grants management & are updated annually. All programs providing services thru CoC will be evaluated; those not meeting standards will be required to develop a plan of correction. Technical assistance & training will be provided & reallocation explored. Trainings on Housing First, Progressive Engagement, Employment, & Obtaining Public Benefits will be offered. The grant will support HUD & CoC compliance monitoring for funded agencies, to review service & financial files, interview staff/participants & tour programs. Low performing projects & those w/other risk factors will be prioritized for monitoring. The monitoring tool includes HUD & NWA CoC policies. Written reports detailing findings, best practices & recommendations will be provided. Agencies with findings will develop follow-up plans & be offered TA. The CoC will sponsor training on the monitoring standards. This project will: ensure compliance/accuracy of CoC application & PIT, HIC, Gaps Analysis & GIW information; include analysis of the CoC system; address gaps through ongoing re-alignment of CoC, State Funds, especially to increase the supply of RRH/PSH & plan reallocation. The grant will also support continued discussion & planning related to policies & procedures for the CoC's Centralized Access System (Coordinated Entry) to continue its development and evolution.

Through a community partnership, the Northwest Arkansas Continuum of Care is a member of the nationwide partnership Built for Zero; Community Solutions' effort to bring our community to Functional Zero with a target date of 2025. This community partnership allows the CoC Board to participate in online and in-person forums and execute evidence based practices such as coordinated entry, by-name lists, coordinated assessment and dynamic prioritization. This planning project further prepares the CoC to make data-driven decisions through better data acquisition techniques.

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

The planning project will support the system in place and enable compliance with the enhanced requirements for collaboration between the jurisdictions served by the CoC. All current activities will continue and planning and coordination will be further improved. With grant execution in 2020, the CoC board will enhance management and staff support. An Executive Director was hired in June, 2018 so that the CoC can become the lead applicant and drive change in the region towards ending homelessness and to provide support to the CoC board for all required activities. The CoC board is expanding its capacities by recruiting additional community leaders and volunteers to serve on its committees including those for the annual point-in-time count, project monitoring, HMIS, the annual HUD consolidated application, public awareness, oversight of the CoC and ESG funded partners, as well as develop new and enhance existing community and jurisdictional relationships. It is anticipated that the enhanced CoC planning process will continue to benefit the community in 2019 and 2020.

The project will start no later than July 1, 2020 and end on June 30, 2021. CoC Coordination activities (committee meetings, coordinated access planning) are in progress and will be ongoing throughout the course of the project. The performance evaluation of all CoC projects will begin immediately at contract execution & will be completed within six months of beginning. Working with the CoC Executive Committee, & the CoC's planning consultants, the NWA CoC will review progress on performance measures. All programs will submit information for the evaluations & will be scored based on their success in achieving the HUD/CoC established benchmarks as measured in the LSA/HMIS reports. Agency compliance monitoring activities will begin one month into the program year & site visits & reports will be completed by the end of the program year. These activities will include visits to funded agencies & review of relevant documents to assess compliance with HUD regulations & CoC Policies. The CoC is planning and conducting a series of strategic planning meetings. CoC activities related to the CoC system analysis includes: reallocation planning & re-aligning local, state & federal homeless resources. These activities will begin immediately upon contract execution & will be ongoing throughout the year. Activities related to HUD compliance & the CoC Application will begin immediately upon contract execution. This includes providing technical assistance related to the HIC & PIT data submission & updating the Grant Inventory Worksheet (GIW). The effective & timely completion of the work will be monitored by the CoCs Ranking & Review Committee (R&R) to assure that all program requirements & deadlines are reached.

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

Through this planning process the CoC will continue to deepen its existing evaluation process & continue to provide a comprehensive program of performance monitoring & quality improvement for all CoC & ESG state funded programs in the jurisdiction. The NWA Performance Standards will be developed to address all of the key HEARTH outcomes including decreasing homelessness, rapidly exiting people to permanent housing, reducing returns to homelessness & increasing participants' income. These outcomes will be reported on regularly for individual programs, components & system-wide. This ongoing review of performance creates a strong incentive for providers to improve outcomes & allows for prompt response to performance problems as

well as the timely dissemination of effective practices.

The continued implementation of a systematic program to monitor achievement of performance targets, provide support in improving outcomes & making recommendations for funding & program changes will expand the CoC's ability to evaluate these projects & ensure they are meeting or exceeding HUD, HEARTH, & ESG standards & requirements. In particular, monitoring will assess compliance with the CoC's Housing First Policies & compliance with CP-16-11 - prioritizing chronically homeless people for all vacancies & new units coming on line. Funding will be used to enhance data collection capacities including expanding the use of our current by-name list, community assessment and dynamic prioritization strategies.

Funding will also allow for expansion of activities to cover more programs & for those providers who are not achieving performance targets to be established by the CoC, it will allow for more follow-up technical assistance support. These include: evaluating the effectiveness of proposed plans of correction, monitoring the implementation of these plans, & providing technical assistance & training to improve performance.

Newly hired executive staff, in coordination with the Executive Committee of the CoC board makes it possible to improve the consistency and efficacy of the system. Assignments are more efficiently conducted by committees with staff support provided by the CoC. The CoC board as the oversight group is better able to execute its roles for direction and evaluation, utilizing this support.

The Executive Director will assist the HMIS lead and participating agencies to improve the quality and completeness of data for project analysis and system performance measures. Ongoing documentation of all CoC and ESG activities provides the information needed for periodic summary and evaluation reports by the CoC Board.

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

The HEARTH Act of 2009 and Interim Rule of 2012 codify the requirements for an active and effective CoC in collaboration with local jurisdictions for addressing and ending homelessness. The new requirements have emphasized the importance of local governments participating in the CoC process. The planning project helps solidify these relationships. Outcomes of greater collaboration, more accurate data and information, focused strategic planning and outcomes increases support in general. The expectation is that there will continue to be joint responsibility for the CoC and local governments to continue the planning activities that are made possible by the planning project with the assistance of local governments and the community.

Through private donation support, the agency has full-time staff who has been able to leverage the planning grant with additional funding streams to sustain a position for more than 4 years. Additionally, leadership of the NWA CoC is developing a resource development committee to explore increasing funding opportunities to ensure these projects continue beyond the current 4-year projection (2023).

The NWA CoC will continue to do comprehensive planning to prevent and end homelessness and work continuously to incorporate evidence based and best practices into homeless services. With the planning funds, the CoC will continue to enhance and improve evaluation and monitoring systems and continue the development of the Coordinated Entry System. Those systems will provide the CoC committees with a foundation to assist the CoC in continuous quality improvement of its programs. The CoC has established CoC committees that will continue the planning efforts & support work should HUD financial assistance expire. Center for Collaborative Care provides significant support for the CoC & has 1 FTE position and 1 PTE that continuously support the efforts and responsibilities of the housing sector of NWA. Additionally, through community support, the CoC has 1 FT staff member to coordinate these efforts. The CoC also has nine established committees (Executive Committee, Coordinated Entry, Rank & Review, HMIS Oversight, Youth, Governance, Strategic Planning, Finance and Landlord Engagement) to continue the work of the CoC. The committees will use the products that result from the planning activities. CoC Committees will continue to monitor & evaluate programs & the system as well as support the CoC process in the absence of HUD funds. Additionally, the HUD planning funds will enable the CoC to continue to develop and continue comprehensive systems for ensuring compliance with HEARTH & HUD regulations, evaluating & monitoring performance & ensuring a more rational system of access to homeless resources. The infrastructure established will enable the CoC to make a big leap forward in systematizing its CoC planning & evaluation activities, ensuring all providers are well-grounded in the HEARTH & HUD regulations & requirements. These planning activities will also create tools for ongoing self-monitoring on key HUD administrative & financial regulations & requirements.

The CoC's partnership with local foundations as well as local and national collaborators will allow the CoC to reach its goal of functional zero [homelessness] by 2025

### 3A. Governance and Operations

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

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

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

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

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

a. Written agendas of CoC meetings? Yes

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

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

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

g. Written standards for administering assistance? Yes

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

### 3B. Committees

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

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Coordinated Entry Committee	This committee formalized roles/responsibilities this past year. The mission states: The Coordinated Entry Committee establishes, evaluates, and modifies a community-wide process developed to ensure that all people experiencing a housing crisis have fair and equal access, and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.	Monthly	HARK/Endeavor Foundation, 7Hills Homeless Center, Youth Bridge, Salvation Army, Genesis Church, Havenwood, SMT Grant Services, PEARL, Oxford House, Peace at Home Family Shelter, NWA Women's Shelter, Veteran's Administration, St. Francis House (SSVF).
Governance Committee	The governance committee is tasked with ensuring that the board of directors is functioning appropriately and efficiently. The tasks of the committee including ensuring appropriate roles/responsibilities are properly developed through the development of board and staff job descriptions, nominations of board members through comprehensive strategic planning, board matrices as well as other board development tasks such as monitoring by-laws and the roles/responsibilities of other committees.	Monthly	Peace at Home Family Shelter, University of Arkansas, 7Hills Homeless Center, Pierce Firm (CPA's), City of Fayetteville, CoC Staff.
Youth Council of the CoC	This group meets to execute the mission of 'coordinating a community response to end youth homelessness' and include the activity of developing a youth advisory board.	Monthly	Ozark Guidance Center, Youth Bridge, Teen Action Support Center, Benton County Youth Probation, Havenwood, Helen Walton Children's Enrichment Center, State of Arkansas Division of Children and Family Services, CoC Staff.
HMIS/Data Subcommittee	This group is responsible for the development and monitoring of the HMIS/Data Policies which are executed across the region in CoC, ESG, RHY and other HUD funded projects. Data outcomes are presented and agencies are challenged with monthly improvements in data quality and outcomes.	Monthly	City of Fayetteville, 7Hills Homeless Center, Fayetteville Housing Authority, Youth Bridge, Salvation Army, CoC Staff.
Built for Zero - Community Solutions	NWA CoC is a Community Solutions Community. As such, this group travels to 'Learning Sessions' twice yearly where we build our community's 'play-book' to get to 'functional zero'. In this committee, we review the 'playbook' to ensure progress is made towards community-wide goals.	Weekly	City of Fayetteville, Fayetteville Housing Authority, 7Hills Homeless Center, Veteran's Administration, HARK, CoC staff.

## 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:	\$8,357
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$8,357

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	CoC Donation from...	07/22/2019	\$8,357



## 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:** CoC Donation from April 2018 in the amount of \$200,000 remains to fund the remainder of expenses, including this match.  
**(Be as specific as possible and include the office or grant program as applicable)**
- 5. Date of Written Commitment:** 07/22/2019
- 6. Value of Written Commitment:** \$8,357

## 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>	Executive Director will work with all service agencies to implement collective impact and coordinated entries policies and procedures, develop systems of coordinated entry with victim service providers as well as youth providers. These efforts are to work towards ending homelessness in Northwest Arkansas, which requires a high level of agency collaboration. ED's hourly salary \$33 x 169 hours = \$5,577.	\$5,577
<b>2. Project Evaluation</b>	Executive Director will conduct an annual performance process that includes agency site visits, random case file reviews and analysis of HMIS and financial management data. The Executive Director will provide annual gaps analysis, performance information and will provide recommendations and support to Arkansas Department of Human Services for the Emergency Solutions Grant (ESG). ED's hourly salary \$33 x 169 hours = \$5,577.	\$5,577
<b>3. Project Monitoring Activities</b>	Executive Director will utilize a project monitoring tool for review of funded projects, including financial management, HMIS data quality and HUD performance evaluation measures. ED's hourly salary \$33 x 84 hours = \$2,772.	\$2,772
<b>4. Participation in the Consolidated Plan</b>	The Executive Director will participate in the committee with the City of Fayetteville in the development of the consolidated plan for the next 5 years. The current plan's last year is 2020 for the City. ED's hourly salary \$33 x 84 hours = \$2,772.	\$2,772
<b>5. CoC Application Activities</b>	The Executive Director is responsible for the coordinating activities associated with developing local funding priorities, developing the local NOFA and entering and submitting the rank/review data, CoC Planning Grant, CoC application and the oversight of the individual projects entries into esnaps. ED's hourly salary \$33 x 169 hours = \$5,577.	\$5,577
<b>6. Determining Geographical Area to Be Served by the CoC</b>		
<b>7. Developing a CoC System</b>	Executive Director will continue to revise and refine the CoC's Homeless System in NWA in order to meet the requirements under the HEARTH Act and for the community funding application to receive maximum points available, the Executive Director will provide staff support and technical assistance and policy guidance to the membership, its active committees, and the NWA CoC Board of Directors. The Executive Director will help identify and/or respond to the program requests for technical assistant or program refinement that will result in enhanced performance. The Executive Director will provide annual assessments of the community's progress in reducing homelessness and system level analysis. ED's hourly salary \$33 x 169 hours = \$5,577.	\$5,577

<b>8. HUD Compliance Activities</b>	With input and consent from the membership of the NWA CoC, the Executive Director will develop and annually refine a performance assessment process that is aligned with the HEARTH Act. The Executive Director will lead the annual Point in Time count and Housing Inventory in partnership with community partners, informed by best practice standards and HUD requirements. Additionally, staff will participate in the development of the LSA report, working with HUD partners to ensure that the data accurately reflects the community. The Executive Director will support implementation of the HEARTH Act by sharing all relevant information, offering technical assistance and support to all CoC and ESG funded programs. With input and assistance from the membership and the NWACoC Board, the Executive Director will coordinate and manage a coordinated assessment process that helps identify appropriate interventions for all individuals and families experiencing homelessness in NWA. ED's hourly salary \$33 x 169 hours = \$5,577.	\$5,577
<b>Total Costs Requested</b>		\$33,429
<b>Cash Match</b>		\$8,357
<b>In-Kind Match</b>		\$0
<b>Total Match</b>		\$8,357
<b>Total Budget</b>		\$41,786

**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	Certification wit...	08/26/2019
2. Other Attachment(s)	No		

## Attachment Details

**Document Description:** Certification with Consolidated Plan

## 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:** Steven Burt

**Date:** 09/11/2019

**Title:** Executive Director

**Applicant Organization:** Northwest Arkansas Continuum of Care

**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

## 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>	07/22/2019
<b>1E. SF-424 Compliance</b>	07/22/2019
<b>1F. SF-424 Declaration</b>	07/22/2019
<b>1G. HUD 2880</b>	07/22/2019
<b>1H. HUD 50070</b>	07/22/2019
<b>1I. Cert. Lobbying</b>	07/22/2019
<b>1J. SF-LLL</b>	07/22/2019
<b>2A. Project Detail</b>	07/22/2019



<b>2B. Description</b>	07/22/2019
<b>3A. Governance and Operations</b>	07/22/2019
<b>3B. Committees</b>	07/22/2019
<b>4A. Match</b>	07/22/2019
<b>4B. Funding Request</b>	07/22/2019
<b>5A. Attachment(s)</b>	08/26/2019
<b>5B. Certification</b>	07/22/2019

# Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: Northwest Arkansas Continuum of Care

Project Name: CoC Consolidated Application

Location of the Project: Fayetteville, Arkansas

Name of the Federal Program to which the applicant is applying: Housing and Urban Development, CoC

Name of Certifying Jurisdiction: City of Fayetteville

Certifying Official of the Jurisdiction Name: YOLANDA Fields

Title: Comm. Resources Director

Signature: 

Date: 8/22/19