

## 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

- 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 Fiscal Year (FY) 2018 Continuum of Care (CoC) Program Competition. For more information see FY 2018 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2018 CoC Program NOFA and the FY 2017 General Section NOFA.
- 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 onscreen text and the hide/show instructions found on each individual screen.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2017 Project Application will be imported into the FY 2018 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the post award process or a grant agreement amendment. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Expiring Shelter Plus Care projects requesting renewal funding for the first time under 24 CFR part 578, and rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Expiring Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 578, transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2018 CoC Program Competition NOFA.

## 1A. SF-424 Application Type

**1. Type of Submission:** Application

**2. Type of Application:** Renewal Project Application

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

**If "Other", specify:**

**3. Date Received:** 08/10/2018

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:** CT0063

**This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).**

**Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number**

**6. Date Received by State:**

**7. State Application Identifier:**

## 1B. SF-424 Legal Applicant

### 8. Applicant

**a. Legal Name:** Connecticut Coalition to End Homelessness

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 06-1126880

|  |                                |           |               |  |
|--|--------------------------------|-----------|---------------|--|
|  | <b>c. Organizational DUNS:</b> | 114936532 | <b>PLUS 4</b> |  |
|--|--------------------------------|-----------|---------------|--|

### d. Address

**Street 1:** 257 Lawrence Street

**Street 2:**

**City:** Hartford

**County:** Hartford

**State:** Connecticut

**Country:** United States

**Zip / Postal Code:** 06106

### e. Organizational Unit (optional)

**Department Name:**

**Division Name:**

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

**Prefix:** Mr.

**First Name:** Brian

**Middle Name:**

**Last Name:** Roccapriore

**Suffix:**

**Title:** Director of HMIS and Strategic Analysis

**Organizational Affiliation:** Connecticut Coalition to End Homelessness

**Telephone Number:** (860) 721-7876

**Extension:** 110

**Fax Number:** (860) 257-1148

**Email:** broccapriore@cceh.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-6200-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):** Connecticut  
(for multiple selections hold CTRL key)

**15. Descriptive Title of Applicant's Project:** CT HMIS-BOS 2018 (CT0063)

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

**a. Applicant:** CT-005, CT-001, CT-002, CT-003, CT-004  
(for multiple selections hold CTRL key)

**b. Project:** CT-005, CT-001, CT-002, CT-003, CT-004  
(for multiple selections hold CTRL key)

**17. Proposed Project**

**a. Start Date:** 07/01/2019

**b. End Date:** 06/30/2020

**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:**

**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:** Tepper Bates

**Suffix:**

**Title:** Chief Executive Officer and Executive Director

**Telephone Number:** (860) 721-7876  
**(Format: 123-456-7890)**

**Fax Number:** (860) 257-1148  
**(Format: 123-456-7890)**

**Email:** ltbates@cceh.org

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

**Date Signed:** 08/10/2018



# 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:** Connecticut Coalition to End Homelessness

**Prefix:** Ms.

**First Name:** Lisa

**Middle Name:**

**Last Name:** Tepper Bates

**Suffix:**

**Title:** Chief Executive Officer and Executive Director

**Organizational Affiliation:** Connecticut Coalition to End Homelessness

**Telephone Number:** (860) 721-7876

**Extension:** 103

**Email:** ltbates@cceh.org

**City:** Hartford

**County:** Hartford

**State:** Connecticut

**Country:** United States

**Zip/Postal Code:** 06106

**2. Employer ID Number (EIN):** 06-1126880

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

**4. Amount of HUD Assistance Requested/Received:** \$145,891.00

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, city and state) of the project or activity:** CT HMIS-BOS 2018 (CT0063) 257 Lawrence Street Hartford Connecticut

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 |
|---|--|-----------------------------|----------------------------|
| State of CT Department of Housing / 505 Hudson Street, Hartford, CT 06106                               | Contract   | \$379,493.00                | HMIS                       |
| State of CT Department of Mental Health and Addiction Services / 410 Capitol Avenue, Hartford, CT 06106 | Contract   | 158500.0                    | HMIS                       |
| United Way Coastal Fairfield County / 855 Main Street, Bridgeport, CT 06604                             | HUD funding passed to applicant as sub recipient | \$170,805.00                | HMIS                       |
| City of Bridgeport / 999 Broad Street, Bridgeport, CT 06604   | Contract   | \$28,429.00                 | HMIS                       |
| City of New Haven / 165 Church Street, New Haven, CT 06510  | Contract   | \$36,960.00                 | HMIS                       |

**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 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 (%) |
|--|--|--------------------------|---|--|
| CaseWorthy, Inc  | 26-1753040                             | HMIS License Maintenance | \$85,000.00                                 | 8%   |
| Nutmeg Consulting, LLC   | 83-0395767                             | HMIS IT Vendor           | \$625,785.00                                | 63%  |
|  |  |                          |   |  |
|  |  |                          |   |  |
|  |  |                          |   |  |

**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:** Lisa Tepper Bates, Chief Executive Officer and Executive Director

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

**Date Signed:** 07/18/2018

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Connecticut Coalition to End Homelessness

**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 ---<br>(1) The dangers of drug abuse in the workplace<br>(2) The Applicant's policy of maintaining a drug-free workplace;<br>(3) Any available drug counseling, rehabilitation, and employee assistance programs; and<br>(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 ---<br>(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<br>(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 ---<br>(1) Abide by the terms of the statement; and<br>(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:** Ms.

**First Name:** Lisa

**Middle Name**

**Last Name:** Tepper Bates

**Suffix:**

**Title:** Chief Executive Officer and Executive Director

**Telephone Number:** (860) 721-7876  
**(Format: 123-456-7890)**

**Fax Number:** (860) 257-1148  
**(Format: 123-456-7890)**

**Email:** ltbates@cceh.org

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

**Date Signed:** 08/10/2018

## **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:** Connecticut Coalition to End Homelessness

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

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

**Date Signed:** 08/10/2018

# 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:** Connecticut Coalition to End Homelessness

**Street 1:** 257 Lawrence Street

**Street 2:**

**City:** Hartford

**County:** Hartford

**State:** Connecticut

**Country:** United States

**Zip / Postal Code:** 06106

**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:** Tepper Bates

**Suffix:**

**Title:** Chief Executive Officer and Executive Director

**Telephone Number:** (860) 721-7876  
**(Format: 123-456-7890)**

**Fax Number:** (860) 257-1148  
**(Format: 123-456-7890)**

**Email:** ltbates@cceh.org

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

**Date Signed:** 08/10/2018

## **Information About Submission without Changes**

**After Part 1 is completed; including this screen, Recipient Performance screen, and Renewal Grant Consolidation screen, then Parts 2-6, are available for review as "Read-Only;" except for 3A, 7A and 7B which are mandatory for all projects to update. After project applicants finish reviewing all screens, they will be guided to a "Submissions without Changes" Screen. At this screen, if applicants decide no edits or updates are required to any screens other than the mandatory questions, they can submit without changes. However, if changes to the application are required, e-snaps allows applicants to open individual screens for editing, rather than the entire application. After project applicants select the screens they intend to edit via checkboxes, click "Save" and those screens will be available for edit. Importantly, once an applicant makes those selections and clicks "Save" the applicant cannot uncheck those boxes.**

**If the project is a first-time renewal or selects "Fully Consolidated" on the Renewal Grants Consolidation screen, the "Submit Without Changes" function is not available, and applicants must input data into the application for all required fields relevant to the component type.**

## Recipient Performance

- 1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?** Yes
  
- 2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?** No
  
- 3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request?** Yes
  
- 4. Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request?** No

## **Renewal Grant Consolidation Screen**

**HUD encourages the consolidation of renewal grants. As part of the FY 2018 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2019, as confirmed on the FY 2018 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).**

- 1. Is this project application requesting to be part of a renewal grant consolidation in the FY 2018 CoC Program Competition? No**  
**If “No” click on “Next” or “Save & Next” below to move to the next screen.**

## 2A. Project Subrecipients

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Total Expected Sub-Awards: \$0

| Organization                | Type | Type | Sub-Award Amount |
|-----------------------------|------|------|------------------|
| This list contains no items |      |      |                  |

### 3A. Project Detail

**1. Project Identification Number (PIN) of expiring grant:** CT0063

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

**2a. CoC Number and Name:** CT-505 - Connecticut Balance of State CoC

**2b. CoC Collaborative Applicant Name:** Connecticut Department of Mental Health and Addiction Services

**3. Project Name:** CT HMIS-BOS 2018 (CT0063)

**4. Project Status:** Standard

**5. Component Type:** HMIS

**6. Does this project use one or more properties that have been conveyed through the Title V process?** No

**7. Will this renewal project be part of a new application for a Renewal Expansion Grant?** No

### 3B. Project Description

**1. Provide a description that addresses the entire scope of the proposed project.**

The Connecticut Coalition to End Homelessness (CCEH) seeks renewal funding under the CT Balance of State to support our statewide administration and coordination of the HMIS project. HUD funding will be utilized to support portions of CCEH research staff who provides oversight of the statewide program, our Executive Assistant who provides operational support to the project and CCEH's Executive Director who assures coordination with state government agencies and oversees compliance with regulations. The CT Coalition to End Homelessness has been designated by the CoC Board as the HMIS Lead.

CCEH staff manage all aspects of the statewide project including communication with our software vendor, coordination of the statewide HMIS Steering Committee which includes representatives from all of CT's CoC's (and sub-CoC's from the BOS) supervision of CCEH's IT partner who provides all user support functions including training, on site user support and help desk functions, oversight of statewide data quality, and statewide reporting using HMIS data. CCEH also maintains ongoing communication with all relevant statewide agencies relating to the HMIS project.

The ultimate goal of these efforts is to ensure that the CoC has a HUD compliant, functioning and a successful, HMIS. CoC program support is needed to support this HUD mandated project which allows the entire CoC to be on one unified, fully functioning, HUD compliant, system that allows CoC and other homeless serving programs to share information in a real-time and consistent fashion. Additional funds are leveraged in addition to the CoC program support to fully fund the HMIS project. The HMIS data will be used to measure progress in the communities' efforts to prevent and end homelessness. Among the expected outcomes for this grant are:

- Attend CoC meetings, and a review of CoC data quality reports at those meetings
- Convene regular meetings in the CoC to review and brainstorm on solutions to community needs with the HMIS
- Staff the CT HMIS HelpDesk and CT HMIS website to bring user support to the community
- Provide training and on-site support for HMIS to users in the community
- Assist with participation in the AHAR
- Provide data reports to community on an as needed basis to assist with program measurement and community outcomes
- Complete regular site visits to programs entering data in HMIS to ensure compliance with HUD data standards
- Meet with the CoC to discuss the specific needs of the community, and how they can be addressed using their HMIS data – including system design and functionality
- Regularly provide the CoC with demographic data about the individuals served in the geographic area of the CoC
- Use the HMIS system as the front door to the CoC's coordinated entry system

- Use HMIS to house the by-name-lists in the CoC - allowing our continuum to use real time data to identify and prioritize housing resources for those most in need

**2. Does your project have a specific population focus?** No



## 4A. HMIS Standards

**1a. Is the HMIS currently programmed to collect all required Data Elements as set forth in the 2017 HMIS Data Standards?** Yes

**1b. If no, explain why and the planned steps for compliance. Max. 500 characters**

**2a. Is the HMIS currently able to produce all HUD-required reports and provide data as needed for HUD reporting? (i.e., Annual Performance Reports, Annual Homeless Assessment table shells (this will be the Logitudinal System Analysis next year), data for CAPER/ESG reporting, SPM and Data Quality Table, etc).** Yes

**2b. If no, explain why and the planned steps for compliance. Max. 500 characters**

**3a. Is your HMIS capable of generating all reports required by all Federal partners including HUD, VA, and HHS?** Yes

**3b. If no, explain why and the planned steps for achieving this. Max. 500 characters**

**4. Can the HMIS currently provide the CoC with an unduplicated count of clients receiving services in the CoC?** Yes

**5. Does your HMIS implementation have a staff person responsible for insuring the implementation meets all privacy and security standards as required by HUD and the federal partners?** Yes

**6. Does your organization conduct a background check on all employees who access HMIS or view HMIS data?** No

**7. Does the HMIS Lead conduct Privacy and Security Training and follow up on privacy and security standards on a regular basis?** Yes

**8. Do you have a process in place to remove community members who no longer need access to HMIS (e.g. leave their job, fired, etc.)** Yes

**a. How long does it take to remove access rights to former HMIS users?** Within 24 hours

## 6A. Funding Request

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

1. Do any of the properties in this project have an active restrictive covenant? No

2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? No

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

4. Renewal Grant Term: 1 Year

5. Select the costs for which funding is being requested:

HMIS

## 6D. 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:    | \$36,473 |
| Total Value of In-Kind Commitments: | \$0      |
| Total Value of All Commitments:     | \$36,473 |

**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 | Government | State of CT - Dep... | 07/18/2018         | \$36,473             |

## Sources of Match Detail

**1. Will this commitment be used towards Match?** Yes

**2. Type of Commitment:** Cash

**3. Type of Source:** Government

**4. Name the Source of the Commitment:** State of CT - Department of Housing  
**(Be as specific as possible and include the office or grant program as applicable)**

**5. Date of Written Commitment:** 07/18/2018

**6. Value of Written Commitment:** \$36,473

## 6E. Summary Budget

**This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.**

**The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.**

| Eligible Costs                           | Total Assistance Requested for 1 year Grant Term (Applicant) |
|--|--|
| 1a. Leased Units                         | \$0  |
| 1b. Leased Structures                    | \$0  |
| 2. Rental Assistance                     | \$0  |
| 3. Supportive Services                   | \$0  |
| 4. Operating                             | \$0  |
| 5. HMIS                                  | \$139,787  |
| 6. Sub-total Costs Requested             | \$139,787  |
| 7. Admin (Up to 10%)                     | \$6,104  |
| 8. Total Assistance plus Admin Requested | \$145,891  |
| 9. Cash Match                            | \$36,473   |
| 10. In-Kind Match                        | \$0  |
| 11. Total Match                          | \$36,473   |
| 12. Total Budget                         | \$182,364  |

## 7A. Attachment(s)

| Document Type                           | Required? | Document Description | Date Attached |
|---|-----------|----------------------|---------------|
| 1) Subrecipient Nonprofit Documentation | No        |                      |               |
| 2) Other Attachmenbt                    | No        |                      |               |
| 3) Other Attachment                     | No        |                      |               |

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**



## 7B. 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 578.33(d) or 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.**

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.

**15-Year Operation Rule – 24 CFR part 578 only.**

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 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. Explanation.**

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

**Name of Authorized Certifying Official** Lisa Tepper Bates

**Date:** 08/10/2018

**Title:** Chief Executive Officer and Executive Director

**Applicant Organization:** Connecticut Coalition to End Homelessness

**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).**

## Submission Without Changes

**1. Are the requested renewal funds reduced from the previous award as a result of reallocation?** No

**2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements.** Make changes

**3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.**

|   |                                     |
|---|-------------------------------------|
| <b>Part 2 - Subrecipient Information</b>              |                                     |
| 2A. Subrecipients                                     | <input type="checkbox"/>            |
| <b>Part 3 - Project Information</b>                   |                                     |
| 3A. Project Detail                                    | <input checked="" type="checkbox"/> |
| 3B. Description                                       | <input checked="" type="checkbox"/> |
| <b>Part 4 - Housing Services and HMIS</b>             |                                     |
| 4A. HMIS Standards                                    | <input checked="" type="checkbox"/> |
| <b>Part 5 - Participants and Outreach Information</b> |                                     |
| <b>Part 6 - Budget Information</b>                    |                                     |
| 6A. Funding Request                                   | <input type="checkbox"/>            |
| 6D. Match   | <input checked="" type="checkbox"/> |
| 6E. Summary Budget                                    | <input type="checkbox"/>            |
| <b>Part 7 - Attachment(s) &amp; Certification</b>     |                                     |
| 7A. Attachment(s)                                     | <input checked="" type="checkbox"/> |
| 7B. Certification                                     | <input checked="" type="checkbox"/> |

**The applicant has selected "Make Changes" to Question 2 above. Please provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):**

3B - The question \*Will this renewal project be part of a new application for a

Renewal Expansion Grant?" was not pre-populated - needed to provide an answer.

4A - The question "Able to produce an unduplicated count" was not pre-populated - needed to provide an answer.

6D - Updated dates of match documentation.

**The applicant has selected "Make Changes". Once this screen is saved, the applicant will be prohibited from "unchecking" any box that has been checked regardless of whether a change to data on the corresponding screen will be made.**

## 8B Submission Summary

| Page  | Last Updated      |
|---|-------------------|
| <b>1A. SF-424 Application Type</b>          | 07/18/2018        |
| <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> | 07/18/2018        |
| <b>1E. SF-424 Compliance</b>                | 07/18/2018        |
| <b>1F. SF-424 Declaration</b>               | 07/18/2018        |
| <b>1G. HUD-2880</b>                         | 07/18/2018        |
| <b>1H. HUD-50070</b>                        | 07/18/2018        |

  

|                                    |         |            |
|------------------------------------|---------|------------|
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|------------------------------------|---------|------------|

|                                    |                   |
|------------------------------------|-------------------|
| <b>1I. Cert. Lobbying</b>          | 07/18/2018        |
| <b>1J. SF-LLL</b>                  | 07/18/2018        |
| <b>Recipient Performance</b>       | 07/18/2018        |
| <b>Renewal Grant Consolidation</b> | 07/18/2018        |
| <b>2A. Subrecipients</b>           | No Input Required |
| <b>3A. Project Detail</b>          | 07/18/2018        |
| <b>3B. Description</b>             | 07/18/2018        |
| <b>4A. HMIS Standards</b>          | 07/18/2018        |
| <b>6A. Funding Request</b>         | 07/18/2018        |
| <b>6D. Match</b>                   | 07/18/2018        |
| <b>6E. Summary Budget</b>          | No Input Required |
| <b>7A. Attachment(s)</b>           | No Input Required |
| <b>7B. Certification</b>           | 07/18/2018        |
| <b>Submission Without Changes</b>  | 07/18/2018        |