

## 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 2023 CoC Program grant competition.
  - Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2023 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to [e-snaps@hud.gov](mailto:e-snaps@hud.gov).
- Project applicants are required to have a Unique Entity Identifier (UEI) 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 2023 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2023 CoC Program Competition NOFO.
- 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 2023 CoC Program NOFO.

## 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: 09/25/2023

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:** Apalachee Regional Planning Council
- b. Employer/Taxpayer Identification Number (EIN/TIN):** 59-1772505
- c. Unique Entity Identifier:** ZP4NRU21LL94

### d. Address

**Street 1:** 2507 Callaway Road  
**Street 2:** Suite 102A  
**City:** Tallahassee  
**County:** Leon  
**State:** Florida  
**Country:** United States  
**Zip / Postal Code:** 32303

### e. Organizational Unit (optional)

**Department Name:** Big Bend Continuum of Care  
**Division Name:**

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

**Prefix:** Mrs.  
**First Name:** Lona  
**Middle Name:**  
**Last Name:** Ford  
**Suffix:**  
**Title:** Contract and Finance Director  
**Organizational Affiliation:** Apalachee Regional Planning Council  
**Telephone Number:** (850) 739-5161  
**Extension:**  
**Fax Number:** (850) 488-1616

**Email:** [Iford@bigbendcoc.org](mailto:Iford@bigbendcoc.org)

## 1C. SF-424 Application Details

**9. Type of Applicant:** D. Special District Government

**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-6700-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):** Florida  
(for multiple selections hold CTRL+Key)

15. **Descriptive Title of Applicant's Project:** CoC Planning Project Application FY2023

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

a. **Applicant:** FL-002, FL-005

b. **Project:** FL-002, FL-005

(for multiple selections hold CTRL+Key)

17. **Proposed Project**

a. **Start Date:** 09/01/2024

b. **End Date:** 08/31/2025

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

a. **Federal:**

b. **Applicant:**

c. **State:**

d. **Local:**

e. **Other:**

f. **Program Income:**

g. **Total:**

## 1E. SF-424 Compliance

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

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

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

If "YES," provide an explanation:

## 1F. SF-424 Declaration

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

I AGREE:

### 21. Authorized Representative

**Prefix:** Mr.

**First Name:** Eric

**Middle Name:**

**Last Name:** Layton

**Suffix:**

**Title:** Data & Training Director

**Telephone Number:** (850) 792-5015  
(Format: 123-456-7890)

**Fax Number:** (850) 322-4761  
(Format: 123-456-7890)

**Email:** elayton@bigbendcoc.org

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

**Date Signed:** 09/25/2023



# 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.1/31/2026)**

## Applicant/Recipient Information

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

**Agency Legal Name:** Apalachee Regional Planning Council  
**Prefix:** Mr.  
**First Name:** Eric  
**Middle Name:**  
**Last Name:** Layton  
**Suffix:**  
**Title:** Data & Training Director  
**Organizational Affiliation:** Apalachee Regional Planning Council  
**Telephone Number:** (850) 792-5015  
**Extension:**  
**Email:** elayton@bigbendcoc.org  
**City:** Tallahassee  
**County:** Leon  
**State:** Florida  
**Country:** United States  
**Zip/Postal Code:** 32303

**2. Employer ID Number (EIN):** 59-1772505

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

**4. Amount of HUD Assistance Requested/Received: \$148,025.00**

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, City and State) of the project or activity.**

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

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, correct, and accurate. Warning: If you knowingly make a false statement on this form, you may be subject to criminal and/or civil 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.

X
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**Name / Title of Authorized Official:** Eric Layton, Data & Training Director

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

**Date Signed:** 09/25/2023

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Apalachee Regional Planning Council  
**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:	
<p>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.</p>	<p>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 Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p>
<p>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.</p>	<p>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;</p>
<p>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.;</p>	<p>g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.</p>
<p>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;</p>	

### 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 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.**

X
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WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

**Authorized Representative**

**Prefix:** Mr.

**First Name:** Eric

**Middle Name**

**Last Name:** Layton

**Suffix:**

**Title:** Data & Training Director

**Telephone Number:** (850) 792-5015  
**(Format: 123-456-7890)**

**Fax Number:** (850) 322-4761  
**(Format: 123-456-7890)**

**Email:** elayton@bigbendcoc.org

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

**Date Signed:** 09/25/2023

## **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:** Apalachee Regional Planning Council

**Name / Title of Authorized Official:** Eric Layton, Data & Training Director

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

**Date Signed:** 09/25/2023

# 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:** Apalachee Regional Planning Council

**Street 1:** 2507 Callaway Road

**Street 2:** Suite 102A

**City:** Tallahassee

**County:** Leon

**State:** Florida

**Country:** United States

**Zip / Postal Code:** 32303

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:** Eric

**Middle Name:**

**Last Name:** Layton

**Suffix:**

**Title:** Data & Training Director

**Telephone Number:** (850) 792-5015  
**(Format: 123-456-7890)**

**Fax Number:** (850) 322-4761  
**(Format: 123-456-7890)**

**Email:** elayton@bigbendcoc.org

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

**Date Signed:** 09/25/2023

## IK. SF-424B

### (SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

**OMB Number: 4040-0007**  
**Expiration Date: 02/28/2022**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- |    |   |
|----|---|
| 1. | Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.   |
| 2. | Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.   |
| 3. | Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.  |
| 4. | Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.  |
| 5. | Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).  |
| 6. | Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. |
| 7. | Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.  |
| 8. | Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.  |

- |     |  |
|-----|--|
| 9.  | Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327~333), regarding labor standards for federally-assisted construction subagreements.   |
| 10. | Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.  |
| 11. | Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93~205). |
| 12. | Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.   |
| 13. | Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).  |
| 14. | Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.   |
| 15. | Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.  |
| 16. | Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.   |
| 17. | Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."  |
| 18. | Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.  |
| 19. | Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.   |

As the duly authorized representative of the applicant, I certify:

**Authorized Representative for:** Apalachee Regional Planning Council  
**Prefix:** Mr.  
**First Name:** Eric

**Middle Name:**

**Last Name:** Layton

**Suffix:**

**Title:** Data & Training Director

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

**Date Signed:** 09/25/2023

## 2A. Project Detail

1. **CoC Number and Name:** FL-506 - Tallahassee/Leon County CoC
2. **Collaborative Applicant Name:** Apalachee Regional Planning Council
3. **Project Name:** CoC Planning Project Application FY2023
4. **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 24 CFR 578.7:**

This project supports CoC operations by partially funding staff that support the member organizations within the CoC and the Governance Board. Staff will ensure compliance with 24 CFR 578.7 and support activities to include: continued coordination of continuum services to meet homeless need; the engagement of existing providers and soliciting of new partners; assess current housing priorities and housing solution strategies and develop new objectives to continue to meet and address homeless needs; coordination of annual PIT Count; monitor and evaluate projects and provide feedback to improve project and CoC performance; review system-wide measures and improvement strategies; conduct trainings, run data quality checks and improvement measures within HMIS for all projects including Coordinated Entry; conduct gap analysis and needs assessment; and continue to work with state and local agencies affiliated with the Consolidated Plans within the CoC coverage area in addressing affordable housing challenges. The CoC will continue to provide and complete tasks consistent with 24 CFR 578.7 and report to the Governance Board on the project outcomes and post statistical information related to the provision of services and how the CoC is performing on its website. Priorities to address this year will include: (1) the continued expansion of the coordinated entry, assessment and referrals through additional technical assistance and training opportunities, coordination with additional partners, and the use of a prioritized By-Name list; (2) strengthen and expand the CoC multi-county plan targeting the engagement of outer lying rural counties for inclusion and participation in CoC planning; (3) to continue to assess CoC needs and prioritization of goals, grant funding, and performance outcomes; (4) increase training opportunities for CoC funded programs to allow for more consistency in program applications and outcomes; (5) increase provider knowledge and understanding of the impact of performance outcomes on the CoC through data analysis; (6) formalize cross-system partnerships to better address discharge planning by nurturing creative relationships with the department of corrections, county jails and detention centers and hospitals.

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

Grant funding will be used to continue to assess, implement, and measure system-wide performances to ensure compliance and plan how to improve programs/systems to address needs and decrease returns to homelessness. Data will be used to assess performance as well as provide a measuring point for the Board & Committee Members to evaluate program success & to plan & prioritize future funding decisions. Quarterly, data is posted to the CoC website & provided at board meetings.

Monthly reporting of the services provided, number of persons served, and funding utilized to track a program's ability to meet goals and objectives and allow the CoC to monitor progress and aid in determining if further assistance is warranted. Outcomes of these reports will be provided to the board, and executive committee members quarterly at meetings.

Monitoring of programs provide opportunity to assess progress as well as compliance and provide technical assistance per project. The CoC established quarterly training dates for HMIS, Invoicing and Reports, and Coordinated Entry. In addition, TA meetings for providers helps to address issues and provide feedback with programmatic questions. If programs require additional assistance to meet program objectives, technical assistance is provided as needed, a corrective action plan will be utilized to guide programs to successful outcomes and compliance. All CoC funded programs are set-up for monitoring during the program year. The CoC will hold regular partner calls and networking events that will keep community partners, provider agencies and the community at large informed of best practices and key topics affecting our system of care. The management plan will target the continued work of implementing the governance plan and the homelessness assistance plan to ensure the needs and targeted resources are aligned; to utilize HMIS and Coordinated Entry data to assess the system-wide ability to address homeless needs, reduce homelessness, achieve priorities of ending chronic and veteran homelessness, and the monitoring of grant funded programs for successful performance outcomes, which includes monthly/quarterly trainings to provide guidance for programs.

We will continue working with local housing authorities to address housing voucher priorities for homeless persons with the development of MoAs. Efforts to address outlying rural county participation in CoC activities include use of remote/virtual and conference calling to meetings, increasing access and participation.

Continued emphasis on analysis and policy development to address racial disparity issues within the coverage area and expand strategies to address the racial disparity identified between those seeking services and those who received them. We will continue with our plan to formalize partnerships with county jails, schools and education programs, hospitals and institutions. We dedicate time and expertise to ensure compliance with ADA accessibility requirements in all or our communications. We have revised written standards, policies and procedures for coordinated entry, RRH projects and renewal project performance standards and will continue training.

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

The CoC Governance Board, the Project Review Committee and the CoC partners work in conjunction to evaluate and assess program's ability to perform under grant application and measure the success at meeting outcomes. In an effort to assess programs, a monitoring schedule and a process for monitoring programs performance in accordance with 24 CFR 576 guidelines and the applicant's specified goals for ESG will be conducted at least annually. Results of the monitoring will be reviewed with providers and outcomes will be posted to the CoC website as well as shared with the the CoC Board. The CoC will also implement quarterly report cards to provide providers with a snapshot of programmatic progress on a more regulated basis.

All CoC funded projects will be monitored and evaluated for programmatic and fiscal compliance with targeted emphasis on looking at how well programs are meeting performance expectations and how this aligns with the CoC priorities and system performance measure outcome goals. The CoC will utilize the Project Review Committee to assist in the evaluation of projects seeking future ESG funding to ensure compliance with 24 CFR 576.101 and will review and approve ESG written standards to ensure compliance with HUD's minimum standards. Outcomes of this review will be made available to the CoC Board, provider programs and summarized in the Quarterly Newsletter.

Project funding will allow staff to continue to assess community-wide needs, analyze performance and target efforts to address better outcomes, and strategize efforts to align projects and funding to further end homelessness through use of CoC and ESG funding. In addition, it will allow for the improved coordination of services for the area homeless and assist with the implementation of on-going and new strategies to target homeless needs.

The CoC will continue its collaboration with State and City ESG funders to ensure that community needs are considered when developing funding priorities. A key component to the success of this collaboration is continuing to having representation from our city ESG funders at our governance and needs assessment and planning meetings.



### 3A. Governance and Operations

1. How often does the CoC conduct meetings of the full CoC membership? Semi-Annually

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

3a. Written agendas of CoC meetings? Yes

3b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes

3c. Process for monitoring outcomes of ESG recipients? Yes

3d. CoC policies and procedures? Yes

3e. Written process for board selection? Yes

3f. Code of Conduct for board members that includes a recusal process? Yes

3g. 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
Executive Committee	The committee is charged with assisting the CoC Board in carrying out its mission of operating the CoC. It makes recommendations of new members at full membership meetings, it reviews and updates Board written processes every 5 years, its appoints new members to the Board and Committees and Subcommittees, and in consultation with the CoC and HMIS Lead Agency, they develop, update, and implement the Governance Charter.	Monthly	Chair-Jeanne' Freeman (CoC Brd), Johnna Coleman (BBCoC), Jim McShane (CareerSource), Frank Norris (VA), Emily Mitchem (Refuge House-DV), Barbara Wills (TCC)
Application and Project Performance Review Committee	Assists the Board with the development of performance targets and monitoring. Recommends projects for local and state funding based on priority alignment. Recommends and implements a local process for applicant selection, review and evaluations. Recommends a process of how the CoC should consult with and establish performance targets, monitor performance and evaluate outcomes. It also recommends how to better assist underperforming projects and what actions should be taken against poorly performing projects who are local of state funded.	Quarterly	Anita Morrell (CoT-ESG Entitlement), Taylor Biro (Former Homeless Board Member) Horace Thompson (Former Homeless Vet)
Coordinated Intake and Assessment Committee	Assists the CoC Board with the establishments and operation of the coordinated intake and assessment system and in consultation with recipients of Emergency Solutions Grant (ESG) funds with the CoC geographic area, will (1) establish and operate a Coordinated Intake and Assessment System that provides a comprehensive and initial assessment of the needs for individuals and families for housing and services; and (2) establish and consistently follow written coordinated entry/assessment standards for providing CoC assistance.	Bi-Monthly	Tranesia Walker (BBCoC), Mandy Bianchi -Chair (Ability 1st), Marie Vandenburg (Family Promise)-Family ES)

HMIS Committee	Assists the CoC Board with its responsibility to oversee the HMIS in compliance with HUD's requirements, the Committee will: (1) review, revise, and recommend a CoC HMIS data privacy, data security, and data quality plans; (2) review HMIS administration and recommend changes needed to ensure compliance with HUD requirements; and (3) make recommendations to ensure consistent participation in the HMIS by CoC and ESG recipients and subrecipients.	Bi-Monthly	Chair-Jim McShane (CareerSource), Eric Layton (BBCoC), Jim Christie (211), Jeannine Fier (CoT-ESG Entitlement)
Needs Assessment and Planning Committee	Assists the CoC Board with the implementation of the housing and service system. Assists the Lead Agency and CoC Board with conducting the gap analysis and makes recommendations to the Board on updates for the Homeless Assistance Plan (HAP). Provides a needs assessment for outreach, engagement, and coordinated assessment, shelters, housing, rapid rehousing and prevention strategies, supportive services, and strategies to end area homelessness. Consults with government ESG recipients on a plan for allocations and performance evaluations of funded recipients and sub-recipients. Assists the Lead Agency with providing information related to the Con Plan.	Quarterly	Johnna Coleman (BBCoC) Ashlee Barbel (Apalachee), Tracie Campbell (Cath Char), Jean Amison (CoT-ESG Entitlement), Shington Lamy (Leon County)

## 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:	\$40,000
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$40,000

1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project? No

Type	Source	Contributor	Value of Commitments
Cash	Government	State of Florida ...	\$40,000

## Sources of Match Details

1. **Type of commitment:** Cash
2. **Source:** Government
3. **Name of source:** State of Florida DCF CoC Staffing Grant  
(Be as specific as possible and include the office or grant program as applicable)
4. **Value of Written Commitment:** \$40,000

## 4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2025? 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)
1. Coordination Activities	Salaries and costs associated with carrying out planning grant functions	\$48,000
2. Project Evaluation	Salaries, travel, and supplies associated with conducting evaluations, monitoring and analysis	\$15,000
3. Project Monitoring Activities	Salaries, travel, and supplies associated with coordinating, conducting assessments, and evaluations	\$15,000
4. Participation in the Consolidated Plan		
5. CoC Application Activities	Salaries and supplies to support staff carrying out activities related to completing CoC Application process consist with 24 CFR 576.7	\$10,025
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System		
8. HUD Compliance Activities	Salaries, travel, equipment, and supply costs associated with carrying out functions related to HUD compliance activities	\$60,000
<b>Total Costs Requested</b>		<b>\$148,025</b>
<b>Cash Match</b>		<b>\$40,000</b>
<b>In-Kind Match</b>		<b>\$0</b>
<b>Total Match</b>		<b>\$40,000</b>
<b>Total Budget</b>		<b>\$188,025</b>

**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	2023 CoC Planning...	09/25/2023
2. Other Attachment(s)	No		

## Attachment Details

**Document Description:** 2023 CoC Planning Match Letter

## Attachment Details

**Document Description:**



## 5B. Certification

**Applicant and Recipient Assurances and Certifications - form HUD-424B (Title)  
U.S. Department of Housing and Urban Development OMB Approval No.  
2501-0017  
(expires 01/31/2026)**

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual must provide the following assurances and certifications. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 146.39. By submitting this form, you are stating that to the best of your knowledge and belief, all assertions are true and correct.

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et.seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion sex (including gender identity and sexual orientation), disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.105(a) and 5.106 as applicable.

6. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

7. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

8. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHs established under State law are not excluded from the statute's coverage.

**Name of Authorized Certifying Official:** Eric Layton

**Date:** 09/25/2023

**Title:** Data & Training Director

**Applicant Organization:** Apalachee Regional Planning Council

**PHA Number (For PHA Applicants Only):**

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. **WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties.** (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

X

## 6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	09/25/2023
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/25/2023
1E. SF-424 Compliance	09/25/2023
1F. SF-424 Declaration	09/25/2023
1G. HUD 2880	09/25/2023
1H. HUD 50070	09/25/2023
1I. Cert. Lobbying	09/25/2023
1J. SF-LLL	09/25/2023

<b>IK. SF-424B</b>	09/25/2023
<b>2A. Project Detail</b>	09/25/2023
<b>2B. Description</b>	09/25/2023
<b>3A. Governance and Operations</b>	09/25/2023
<b>3B. Committees</b>	09/25/2023
<b>4A. Match</b>	09/25/2023
<b>4B. Funding Request</b>	09/25/2023
<b>5A. Attachment(s)</b>	09/25/2023
<b>5B. Certification</b>	09/25/2023



**State of Florida**  
**Department of Children and Families**

**Ron DeSantis**  
Governor

**Shevaun L. Harris**  
Secretary

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September 25, 2023

US Department of Housing and Urban Development  
Office of Community Planning and Development  
400 West Bay Street, Suite 1015  
Jacksonville FL 32202

Re: HUD Planning Grant Match Verification FL-506

To whom it may concern,

We are providing this letter as confirmation that the Florida Department of Children and Families' Office on Homelessness holds a current contract with FL-506 Tallahassee/Leon County Continuum of Care through 6/30/2023. One of the allowed uses of these funds is to help support the local Continuum of Care (CoC) in planning costs by using these funds as match for HUD CoC Planning Grants, as needed.

Based on our communication, we understand that the CoC has budgeted \$40,000.00 to be used as cash match for the upcoming CoC Planning Grant.

If you have any additional questions, please do not hesitate to contact me and we will be happy to support in whatever way we can.

Sincerely,

Shannon Piotrowski, Deputy Director  
Florida Department of Children and Families  
Office on Homelessness  
850-694-9281  
Shannon.Piotrowski@myflfamilies.com

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2415 North Monroe Street, Suite 400, Tallahassee, Florida 32303-4190

Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

