

## 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 2016 CoC Program grant competition.
- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD the HUD Exchange Ask A Question
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2016 CoC Program NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2016 CoC Program NOFA, including the General Section Technical Correction, and all requirements and criteria met.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with the instructions found on each individual screen
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2016 CoC Program NOFA.

## 1A. Application Type

### Instructions:

Type of Submission: This field is pre-populated and cannot be changed.

Type of Application: This field is pre-populated and cannot be changed.

Date Received: This field is pre-populated with the date on which the application is submitted and cannot be edited.

Applicant Identifier: Field intentionally left blank, cannot edit.

Federal Entity Identifier: Field intentionally left blank, cannot edit.

Federal Award Identifier: Field intentionally left blank, cannot edit.

Date Received by State: Field intentionally left blank, cannot edit.

State Application Identifier: Field intentionally left blank, cannot edit.

Additional Resources can be found at the HUD Exchange:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

### 1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/12/2016

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

## 1B. Legal Applicant

### Instructions:

The information on this screen is pre-populated from the Project Applicant Profile. If there are any discrepancies, or errors, click on "View Applicant Profile" from the left-menu bar, place the Project Applicant Profile in "edit" mode to correct the information.

When the update/correction has been completed, place the Project Applicant Profile in "complete" mode before clicking on "Back to FY 2016 CoC Planning Project Application" from the left-menu bar. For further instructions on updating the Project Applicant Profile, review the "Project Applicant Profile" training document on the HUD Exchange.

### 8. Applicant

**a. Legal Name:** Wisconsin Balance of State Continuum of Care, Inc.

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 27-5491167

<b>c. Organizational DUNS:</b>	967328399	<b>PLUS 4</b>	
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### d. Address

**Street 1:** PO Box 272

**Street 2:**

**City:** Eau Claire

**County:**

**State:** Wisconsin

**Country:** United States

**Zip / Postal Code:** 54702

### e. Organizational Unit (optional)

**Department Name:**

**Division Name:**

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

**Prefix:** Ms.

**First Name:** Carrie

**Middle Name:**

**Last Name:** Poser

**Suffix:**

**Title:** CoC Director

**Organizational Affiliation:** Wisconsin Balance of State Continuum of Care, Inc.

**Telephone Number:** (715) 245-3778

**Extension:**

**Fax Number:** (715) 265-7031

**Email:** carrie.poser@wibos.org

## 1C. Application Details

### Instructions:

The information on this screen is pre-populated from the Project Applicant Profile. If there are any discrepancies, or errors, click on "View Applicant Profile" from the left-menu bar, place the Project Applicant Profile in "edit" mode to correct the information.

When the update/correction has been completed, place the Project Applicant Profile in "complete" mode before clicking on "Back to FY 2016 CoC Planning Project Application" from the left-menu bar.

For further instructions on updating the Project Applicant Profile, review the "Project Applicant Profile" training document on the HUD Exchange.

**9. Type of Applicant:** M. Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education)

**If "Other" please specify:**

**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-6000-N-25

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

**13. Competition Identification Number:**

**Title:**

## 1D. Congressional District(s)

### Instructions:

**Areas Affected By Project:** This field is required. Select the State(s) in which the proposed project will operate and serve the homeless.

**Descriptive Title of Applicant's Project:** This field is populated with the name entered on the Project Form when the project application was initiated. To change the project name, click return to the Submission List and click on "Projects" on the left hand menu. Click on the magnifying glass next to the project name to edit.

**Congressional District(s):**

a. Applicant: This field is pre-populated from the Project Applicant Profile. Project applicants cannot modify the pre-populated data on this screen. However, project applicants may modify the Project Applicant Profile in e-snaps to correct an error.

b. Project: This field is required. Select the congressional district(s) in which the project operates. For new projects, select the district(s) in which the project is expected to operate.

**Proposed Project Start and End Dates:** In this required field, , indicate the estimated operating start and end date of the project.

**Estimated Funding:** Fields intentionally left blank, cannot edit.

Additional Resources can be found at the HUD Resource Exchange:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

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

**15. Descriptive Title of Applicant's Project:** WI 500 CoC Planning Application FY2016

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

a. Applicant: WI-005, WI-006, WI-007, WI-008, WI-003, WI-002, WI-001

b. Project: WI-005, WI-006, WI-007, WI-003, WI-002, WI-001  
(for multiple selections hold CTRL+Key)

**17. Proposed Project**

a. Start Date: 01/01/2018

b. End Date: 12/31/2018

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

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

## 1E. Compliance

### Instructions:

**Is Application Subject to Review by State Executive Order 12372 Process:** In this required field, select the appropriate dropdown option that applies to the Applicant applying for homeless assistance funding. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

Click the following link to access the lists of those States that have chosen to participate in the intergovernmental review process: [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

If the applicant is located in a state or U.S. territory that is required review by State Executive Order 12372, enter the date this application was made available to the State or U.S. territory for review.

**Is the Applicant Delinquent on any Federal Debt:** In this required field, select the appropriate dropdown option that applies to the project applicant. This question applies to the project applicant's organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes.

If "Yes" is selected an explanation is required in the space provided on this screen.

Additional Resources can be found at the HUD Exchange:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

**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. Declaration

### Instructions:

The authorized person for the project applicant organization must agree to the declaration statement in order to proceed to the project application. The list of certifications and assurances are contained in the FY 2016 CoC Program NOFA (Section VI.A.1.b) and in the e-snaps Project Applicant Profile.

**Authorized Representative:** The authorized representative's information is pre-populated on this screen from the Project Applicant Profile. A copy of the governing body's authorization for this person to sign the project application as the official representative must be on file in the applicant's office.

Additional Resources can be found at the HUD Exchange:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

All screens, 1A – 1F must be completed in full before the project applicant will have access to the Project Application in e-snaps.

**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:** Robyn

**Middle Name:**

**Last Name:** Thibado

**Suffix:**

**Title:** President, WIBOSCOC Board of Directors

**Telephone Number:** (715) 265-4271  
**(Format: 123-456-7890)**

**Fax Number:** (715) 265-7031  
**(Format: 123-456-7890)**

**Email:** rthibado@wcap.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.  
**Date Signed:** 09/12/2016

## 2A. Project Detail

### Instructions:

**CoC Number and Name:** Select the number and name of the CoC that the project applicant – also the collaborative applicant – represents. This is the CoC that will submit the CoC Consolidated Application to HUD by the designated submission deadline.

**CoC Applicant Name:** Select the name of the CoC Applicant, also known as the Collaborative Applicant, from the dropdown. The selection should be the same as the project applicant for the CoC Planning grant. In most cases, there will only be one name from which to choose. Make sure to select the correct applicant name.

**Project Name:** This is pre-populated from the "Project" form and cannot be edited.

**Component Type:** This field is pre-populated with the value "CoC Planning Project Application" and cannot be edited.

Additional Resources can be found at the HUD Resource Exchange:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

**1a. CoC Number and Name:** WI-500 - Wisconsin Balance of State CoC

**1b. Collaborative Applicant Name:** Wisconsin Balance of State Continuum of Care, Inc.

**2. Project Name:** WI 500 CoC Planning Application FY2016

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

## 2B. Project Description

### Instructions:

Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with the provisions of 24 CFR 578.7: This is a required field. The project description must clearly describe the proposed planning activities that will be carried out by the CoC with these grant funds and how the CoC will ensure compliance with the provisions of 24 CFR 578.7 as well as the associated planning activities at 24 CFR 578.39.

Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work: This is a required field. The description must clearly demonstrate the estimated schedule of implementing the proposed activities, the management plan in place to ensure timely start of the project if awarded, and a description of how the Collaborative Applicant will complete the proposed activities.

How will the requested funds improve the CoC's ability to evaluate the outcome of CoC and ESG projects: This is a required field. The narrative should include the Collaborative Applicant's increased capacity for evaluation, and how that capacity will allow for the evaluation of both CoC and ESG projects.

How will the planning activities continue beyond the expiration of HUD financial assistance: This is a required field. The narrative should provide a brief description of how the planning activities paid for by the grant funds might continue beyond the grant term listed in this application and without HUD funds.

Additional Resources can be found at the HUD Resource Exchange:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

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

The BOSCOC organized in 1992 to provide leadership to local continua that exist in all counties of WI (except Dane, Milwaukee and Racine). The WI Div. of Housing organized training and COC grant application submission until 2009. Under the state auspices, an Advisory Board formed. Once the state removed itself the BOSCOC became an unincorporated association. Articles and Bylaws were approved by the board in February 2011. The organization became a 501c3 non-profit on 3/18/13. The COC has met regularly since its inception at various locations around the state and brings together people from a wide geographic area that includes urban and rural areas. Due to the diversity and size of the BOSCOC, 21 local continua reflecting particular communities or geographic areas meet regularly and representatives from these groups make up the BOSCOC. Bringing together the local continua at quarterly meetings is a key activity for the BOSCOC. The two day quarterly meetings hosted by the BOSCOC Board provide training opportunities and technical assistance for COC, ESG, and privately funded homeless service providers and conduct a business meeting for the membership. Business meetings include committee reports, HMIS Lead updates, Board update, and presentations related to strategic goals and system performance measures. The Board is also responsible for preparation and submission of the Collaborative Application on behalf of the membership.

Currently, the BOSCOG is operated directly by a volunteer board of directors and a paid COC Director. With the implementation of HEARTH and the COC Interim Rule, the ability of a volunteer board to manage the broadened responsibilities of the organization was not a viable long term plan. The award of the previous COC Planning Grant provided funds to hire a COC Director to ensure compliance with the provisions of 24 CFR 578.7. With this planning grant another position dedicated solely to monitoring activities continue to be funded along with the Director.

Scope of activities:

Operation – planning of regular meetings, reports to the board, further develop and ensure compliance with the governance charter and bylaws of the organization, conduct monitoring of COC and ESG funded projects including making recommendations to the board on underperforming projects, evaluate COC and ESG project performance, ensure compliance with the coordinated entry system and compliance with the written eligibility standards.

HMIS- monitor participation in the COC selected HMIS, review/revise/approve privacy, security and data quality plan for HMIS, ensure HMIS is administered in compliance with HUD.

Planning – system coordination, PIT, annual gaps analysis, participation in Consolidated Plan development, consultation with ESG administrator (allocation, reporting, evaluating).

The COC Director is also responsible for the preparation and submission of the Collaborative Application with assistance and approval of the Board of Directors.

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

The described activities are already underway in the COC and upon grant award the COC board of directors will initiate a comprehensive review of current activities and make any necessary changes. The achievement of goals and objectives and development of the work plan is monitored by the board of directors and the COC Director. Progress is reported monthly to the COC Board by the COC Director and discussed quarterly with COC members. The strategic plan continues to be updated annually to ensure the direction is aligned with community homeless needs and HUD requirements. The BOSCOG board is ultimately responsible for assuring the effective and timely completion of all work. The COC Director reports to the Executive Committee. Performance reviews are completed annually by the Executive Committee of the BOSCOG board. BOSCOG board directors will continue to be responsible for chairing standing and ad hoc committees and ensuring progress on all committee tasks.

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

Funds will be used to evaluate the outcomes of COC and ESG projects. Activities will include consultation with the ESG administrator regarding allocation of ESG funds, development of the ESG certification plan for lead and sub-recipients seeking ESG funds, ensuring compliance with COC policies, monitoring and evaluating project performance through HMIS based reports and establish goals and standards for ESG projects in line with the COC strategic

plan. Staff will work in collaboration with the HMIS/PIT committee and Project Evaluation and Assistance committee to perform these tasks. With the large number of renewal projects and new projects, it has become clear that there is a need for a position dedicated to monitoring projects. Increased monitoring will be coordinated with the HUD Field Office.

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

In order to continue the planning activities described above, the BOSCO board and COC Director will need to secure ongoing funding. This will be accomplished mainly through grant writing to state, philanthropic organizations and private foundations whose funding priorities meet the strategic goals of the BOSCO. Members of the organization also pay annual dues.

## 3A. Governance and Operations

### Instructions

Screen 3A requires project applicants to detail important aspects of their CoC's governance structure and operations.

How often does the CoC conduct meetings of the full CoC membership? In this required field, select the appropriate dropdown option from the menu to indicate how often the CoC conducts meetings with the full CoC membership invited and largely accounted for.

Does the CoC include membership of a homeless or formerly homeless person? This is a required field. Select "Yes" or "No" to indicate whether or not the CoC membership includes at least one homeless or formerly homeless individual.

For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply): Select an option from the dropdown menu to indicate the roles that homeless or formerly homeless members play in the CoC.

Does the CoC's governance charter incorporate written policies and procedures for each of the following: Select "Yes" for each of the following if it is included in the CoC's governance charter. Select "No" for each of the following if is NOT included in the CoC's governance charter.

- a. Written agendas of CoC meetings?
- b. Coordinated Entry? (Also known as centralized or coordinated assessment)  
\*Please explain why written policies and procedures for Coordinated Entry have not been incorporated into the CoC's governance charter? This question will appear if no is selected for question "b" above.
- c. Process for monitoring outcomes of ESG recipients?
- d. CoC policies and procedures?
- e. Written process for board selection?
- f. Code of Conduct for board members that includes a recusal process?
- g. Written standards for administering assistance?

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? Select "Yes" if there were any written complaints, from any source, 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.

If yes, briefly describe the complaint(s), how it was resolved, and the date(s) in which it was resolved. This question will appear if "Yes" is selected for question 4 above. Remember to include how the complaint(s) was resolved and the date of resolution.

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

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

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

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

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

- a. Written agendas of CoC meetings? Yes
  - b. Coordinated Entry? (Also known as centralized or coordinated assessment) Yes
  - c. Process for monitoring outcomes of ESG recipients? Yes
  - d. CoC policies and procedures? Yes
  - e. Written process for board selection? Yes
  - f. Code of Conduct for board members that includes a recusal process? Yes
  - g. Written standards for administering assistance? Yes
4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months? No



### 3B. Committees

#### Instructions

Screen 3B provides an opportunity for project applicants to list the CoC committees that meet regularly regarding CoC-wide planning and policy. Please list no more than five committees and choose those that have the broadest impact and/or that meet most frequently.

Committees: In the following table, provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, including a brief description of the role, the frequency of the meetings and name of individuals and/or organizations represented. Only include committees, subcommittees, and/or workgroups that are directly involved in CoC-wide planning and not the regular delivery of services.

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Committee Name	Role of the Committee (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
HMIS Committee - PIT, COC, & ESG Workgroups	PIT: provides training for semi-annual PIT count, collate data, maintain HIC & update documents including Non-WISP PIT form, post-PIT survey & geographic coverage. Review PIT methodology. Maintain & update policies and procedures for accurate data entry. COC: evaluate outcomes, review quarterly APRs & identify benchmarks for SPM at local & COC level. Review & report on progress to Board & entire membership. ESG: set criteria for evaluation & implementation of SPM review at project level. Responsible for developing the policies & procedures for ESG funded projects. Review data quality, provide training & technical assistance for data entry. Work with HMIS lead to maintain compliance with HUD & ESG grant admin & use best practices.	Monthly	Committee Chairs – Jesse Dirkman (HMIS lead), Carrie Poser (COC Director), Gai Lorenzen (Legal Action). Orgs – Emergency shelters, housing providers, COC & ESG funded projects, Salvation Army, youth agencies, Catholic Charities, DV providers & YWCA.
Project Evaluation & Assistance (PEA)	Responsible for desk & in person monitoring of COC funded projects including fiscal, client file, organizational capacity & documentation requirements. Provides training & technical assistance to new & current projects. Assists new projects post-award execute grant, adopt necessary policies & procedures & ensure grant & BOS compliance. Responsible for creating common forms to simplify monitoring process & ensure compliance. Forms include verifications (disability, homeless, chronic, income), rent calculation, rent reasonableness & client file checklist. Provide training on the use & implementation of forms & recordkeeping requirements. Work with State to create plan for joint monitoring & ESG project evaluation in 2017.	Monthly	Committee Chairs – Joana Hemschemeyer (Richard's Place) & Meika Burnikel (Family Services). Orgs-COC funded projects, emergency shelters, housing providers, DV providers, COC Director, Salvation Army, youth-focused agencies & HMIS lead

<p>Coordinated Entry Committee - Grievance, DV, Implementation, Marketing, &amp; Youth workgroup</p>	<p>Responsible for the development, implementation &amp; evaluation of coordinated entry system. Monitor compliance with CE policy, maintenance &amp; review of written standards for TH, PSH, COC &amp; ESG funded RRH &amp; ensure functionality of Non-HMIS prioritization list. Ongoing collaboration with the ESG grant admin &amp; HMIS lead. Provide training &amp; technical assistance. Grievance: create rights &amp; responsibilities forms, grievance policy &amp; provide training to agencies. DV: identify gaps &amp; areas of concern. Marketing: ensure broad reach of system across geographic region, social media &amp; online presence to ensure everyone is aware of CE process &amp; access to services. Youth: identify gaps &amp; areas of concern, vet the new youth specific assessment tool.</p>	<p>Monthly</p>	<p>Committee Chairs – Jeanette Petts (CACSCW) &amp; Corin Tubridy (West CAP). Orgs-HMIS lead, legal action, DV providers, emergency shelters, housing providers, Salvation Army, COC Director, COC &amp; ESG funded projects, hospital, street outreach, YWCA &amp; NAMI.</p>
<p>Discharge Planning Committee</p>	<p>Responsible for collaborating with the interagency council, all local continua &amp; Board to create, maintain &amp; evaluate statewide &amp; BOS-wide discharge policies &amp; procedures. Review process, key players &amp; training needs for each system of care: foster care, health care, mental health &amp; corrections. Research best practices &amp; collaborate with HMIS lead.</p>	<p>Quarterly</p>	<p>Committee Chair – Jerome Martin (Homeless Connections). Orgs-COC &amp; ESG funded projects, legal action, housing providers, DV providers, emergency shelter, street outreach, Catholic Charities &amp; Salvation Army</p>
<p>Ten Year Plan Committee</p>	<p>Responsible for the development, implementation &amp; evaluation of 10 year plan to end homelessness for BOS. Ensure coordination with federal Opening Doors, use of SPM as targets &amp; provide input to the interagency council development of State 10 Year Plan revisions. Evaluate progress toward ending homelessness for veterans, chronic, family, youth as well as setting a plan to end all homelessness in the BOS. Collaborate with the Board &amp; HMIS lead.</p>	<p>Semi-Annually</p>	<p>Committee Chair – Lu Scheer (ADVOCAP). Orgs-HMIS lead, COC &amp; ESG Funded projects, DV providers, Salvation Army, warming shelter, housing providers, Catholic Charities &amp; Safe Haven</p>

## 4A. Sources of Match

**Instructions:**

Match (cash or in-kind) must be used for eligible program costs only and must be equal to or greater than 25% of the total grant request for all eligible costs under the CoC Program interim rule with the exception of leasing costs. Please review 24 CFR Part 578, the FY 2016 Funding Notice, and the FY 2016 CoC Program NOFA for more detailed information concerning Match

Will this commitment be used towards Match? Select Match to categorize each commitment being entered.

Type of Commitment: Select Cash (\$) or In-kind (non-cash) to denote the type of contribution that describes this match commitment.

Type of source: Select Private or Government to denote the source of the contribution. The Neighborhood Stabilization Program (NSP) and HUD-VASH (VA Supportive Housing program) funds may be considered Government sources. Project applicants are encouraged to include funds from these sources, whenever possible.

Name the Source of the Commitment: (Be as specific as possible and include the office or grant program as applicable) Enter the name of the entity providing the contribution. It is important to provide as much detail as possible so that the local HUD office can quickly identify and approve of the commitment source.

Date of written commitment: Enter the date of the written contribution.

Value of written commitment: Enter the total dollar value of the contribution.

The values entered on each detailed Match screen will populate the Screen "3B. Funding Request." The Cash, In-Kind, and Total Match will also automatically populate the Summary budget where the 25% match minimum will be calculated and applied.

Additional Resources can be found at the HUD Exchange:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

**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

<b>Total Value of Cash Commitments:</b>					\$56,392
<b>Total Value of In-Kind Commitments:</b>					\$10,000
<b>Total Value of All Commitments:</b>					\$66,392
Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	Wisconsin Departm...	07/01/2016	\$20,750
Yes	Cash	Private	WIBOSCOC Discreti...	09/01/2016	\$35,642
Yes	In-Kind	Private	Volunteer Hours	09/01/2016	\$10,000

## Sources of Match Details

- 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: Wisconsin Department of Administration  
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment: 07/01/2016
- 6. Value of Written Commitment: \$20,750

## Sources of Match Details

- 1. Will this commitment be used towards Match? Yes
- 2. Type of commitment: Cash
- 3. Type of source: Private
- 4. Name the source of the commitment: WIBOSCOC Discretionary Funds  
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment: 09/01/2016
- 6. Value of Written Commitment: \$35,642

## Sources of Match Details

- 1. Will this commitment be used towards Match? Yes
- 2. Type of commitment: In-Kind
- 3. Type of source: Private
- 4. Name the source of the commitment: Volunteer Hours  
(Be as specific as possible and include the

**office or grant program as applicable)**

**5. Date of Written Commitment:** 09/01/2016

**6. Value of Written Commitment:** \$10,000

## 4B. Funding Request

### Instructions:

Is it feasible for the project to be under grant agreement by September 30, 2018: Select "Yes" or "No" to indicate whether the grant agreement will be executed and the project will begin operating by September 30, 2018. The FY 2016 HUD Appropriations Act requires HUD to obligate FY 2016 CoC Program funds by this date. A selection of "No" may result in the rejection of a project application during the HUD assessment. Further, if a CoC Planning award is not obligated with the grant execution by September 30, 2018, the conditional award will be terminated and the funds recaptured.

Does this project propose to allocate funds according to an indirect cost rate? This is a required field. Select 'Yes' or 'No' to indicate whether the project either has an approved indirect cost plan in place or will propose an indirect cost plan by the time of conditional award. For more information concerning indirect costs plans, please 2 CFR Part 200.56, Part 200.413 and Part 200.414, FY 2016 NOFA and contact your local HUD office. The following questions become visible if "Yes" is selected:

- Please complete the indirect cost rate schedule below: Applicant must complete at least one row in the grid.
- Has this rate been approved by your cognizant agency?: Select "Yes" or "No" from the dropdown menu.
- Do you plan to use the 10% de minimis rate?: Select "Yes" or "No" from the dropdown menu.

Select a grant term: This field is populated with the value "1 Year" and cannot be edited.

Eligible Costs: For items 1 through 8, enter a "Quantity AND Description" and amount of assistance for each activity for which funds are being requested. "Quantity AND Description" details should be thorough, and failure to enter adequate "Quantity AND Detail" may result in conditions being placed on an award and a delay of grant funding. Once a "Quantity AND Detail" and an amount have been entered into one or more of the items, click "Save" and e-snaps will total the assistance requested and determine the total Match amount required.

Total Costs Requested: This field is automatically calculated based total amount requested for each eligible cost.

Cash Match: This field is automatically populated. If it needs to be changed, return to Screen "4A. Sources of Match" to make changes to this field.

In-Kind Match: This field is automatically populated. If it needs to be changed, return to Screen "4A. Sources of Match" to make changes to this field.

Total Match: This field will automatically calculate the total combined value of the Cash and In-Kind Match. The total match must equal 25% of the request listed in the field "Total Eligible Costs Request" minus the amount requested for Leased Units and Leased Structures. There is no upper limit for Match. If an ineligible amount is entered, the system will report an error and prevent application submission. To correct an inadequate level of match, return to Screen "4A. Sources of Match" to make changes.

Cash and In-Kind Match entered into the budget must qualify as eligible program expenses under the CoC program regulations. Compliance with eligibility requirements will be verified at grant agreement. The Total Budget automatically calculates when you click the "Save" button.

Additional Resources can be found at the HUD Resource Exchange:  
<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>

### 1. Will it be feasible for the project to be Yes

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**under grant agreement by September 30, 2018?**

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

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

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

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
<b>1. Coordination Activities</b>	.20 FTE Staff salary & benefits, mileage, per diem, phone, office costs	\$22,000
<b>2. Project Evaluation</b>	.20 FTE Staff salary & benefits, mileage, per diem, phone, office costs	\$22,000
<b>3. Project Monitoring Activities</b>	1 FTE Staff salary & benefits, mileage, per diem, phone, office costs, travel & registration for conferences	\$102,000
<b>4. Participation in the Consolidated Plan</b>	.20 FTE Staff salary & benefits, mileage, per diem, phone, office costs	\$22,000
<b>5. CoC Application Activities</b>	.20 FTE Staff salary & benefits, phone, office costs	\$22,000
<b>6. Determining Geographical Area to Be Served by the CoC</b>	N/A	\$0
<b>7. Developing a CoC System</b>	.5 FTE Staff salary & benefits, mileage, per diem, phone, office costs, costs for technology and communication (website, goto webinar, survey monkey, computer)	\$45,568
<b>8. HUD Compliance Activities</b>	.20 FTE Staff salary & benefits, mileage, per diem, phone, office costs, travel & registration for conferences	\$30,000
<b>Total Costs Requested</b>		\$265,568
<b>Cash Match</b>		\$56,392
<b>In-Kind Match</b>		\$10,000
<b>Total Match</b>		\$66,392
<b>Total Budget</b>		\$331,960

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

## 5A. Attachment(s)

**Instructions:**

Other Attachment(s): Attach any additional information supporting the project funding request.  
Use a zip file to attach multiple documents.

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



## Attachment Details

**Document Description:**

## Attachment Details

**Document Description:**

## 5B. Certification

### A. For all projects:

#### Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

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

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

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

**Additional for Rental Assistance Projects:**

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

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

**20-Year Operation Rule.**

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

**1-Year Operation Rule.**

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

**C. For Rental Assistance Only.**

**Supportive Services.**

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

**D. Explanation.**

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

**Name of Authorized Certifying Official:** Robyn Thibado

**Date:** 09/12/2016

**Title:** President, WIBOSCOC Board of Directors

**Applicant Organization:** Wisconsin Balance of State Continuum of Care, Inc.

**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**

X

**statements or claims may subject me to  
criminal, civil, or administrative penalties .  
(U.S. Code, Title 218, Section 1001).**

## 6A. Submission Summary

Page	Last Updated
<b>1A. Application Type</b>	No Input Required
<b>1B. Legal Applicant</b>	No Input Required
<b>1C. Application Details</b>	No Input Required
<b>1D. Congressional District(s)</b>	09/11/2016
<b>1E. Compliance</b>	08/25/2016
<b>1F. Declaration</b>	08/25/2016
<b>2A. Project Detail</b>	08/25/2016
<b>2B. Description</b>	09/11/2016
<b>3A. Governance and Operations</b>	09/07/2016
<b>3B. Committees</b>	09/07/2016
<b>4A. Match</b>	09/12/2016
<b>4B. Funding Request</b>	09/12/2016
<b>5A. Attachment(s)</b>	No Input Required
<b>5B. Certification</b>	09/11/2016

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