

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 2022 CoC Program grant competition.
 - Additional training resources can be found on the HUD.gov at https://www.hud.gov/program_offices/comm_planning/coc.
- Questions regarding the FY 2022 CoC Program Competition process must be submitted to 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.
- 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 2022 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2022 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 2022 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: 09/06/2022

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: Wisconsin Balance of State Continuum of Care, Inc.

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

c. Unique Entity Identifier: LBN1AU46U7L4

d. Address

Street 1: PO Box 272

Street 2:

City: Eau Claire

County: Eau Claire

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) 598-3301

Extension:

Fax Number: (715) 265-7031

Email: carrie.poser@wibos.org

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6600-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): Wisconsin
(for multiple selections hold CTRL+Key)

15. Descriptive Title of Applicant's Project: WIBOSCOC Planning Grant FY2022

16. Congressional District(s):

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

b. Project: WI-005, WI-006, WI-007, WI-008, WI-001, WI-002, WI-003
(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 01/01/2024

b. End Date: 12/31/2024

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

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

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

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

If "YES," provide an explanation:

1F. SF-424 Declaration

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

I AGREE:

21. Authorized Representative

Prefix: Ms.

First Name: Lisa

Middle Name:

Last Name: Haen

Suffix:

Title: Chair, WIBOSCOC Board of Directors

Telephone Number: (262) 764-8555
(Format: 123-456-7890)

Fax Number: (262) 653-2080
(Format: 123-456-7890)

Email: lhaen@khds.org

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

Date Signed: 09/06/2022

1G. HUD 2880

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

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

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

Prefix: Ms.

First Name: Lisa

Middle Name:

Last Name: Haen

Suffix:

Title: Chair, WIBOSCOC Board of Directors

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

Telephone Number: (262) 764-8555

Extension:

Email: lhaen@khds.org

City: Eau Claire

County: Eau Claire

State: Wisconsin

Country: United States

Zip/Postal Code: 54702

2. Employer ID Number (EIN): 27-5491167

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received

4a. Total Amount Requested for this project: \$377,228

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: WIBOSCOC Planning Grant FY2022 PO Box 272 Eau Claire Wisconsin

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)? Yes
 For further information, see 24 CFR Sec. 4.9.

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
State of Wisconsin DEHCR PO Box 7970 Madison, WI 53707-7970	Administrative costs	\$17,500.00	Support monitoring and compliance of COC Funded agencies

Part III Interested Parties

You must disclose:

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

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation	Financial Interest in Project/Activity (\$)	Financial Interest in Project/Activity (%)
na		na	\$0.00	0%

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

I AGREE:

Name / Title of Authorized Official: Lisa Haen, Chair, WIBOSCOC Board of Directors

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

Date Signed: 09/06/2022

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Wisconsin Balance of State Continuum of Care, Inc.

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a.	<p>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>
b.	<p>Establishing an on-going drug-free awareness program to inform employees —</p> <ul style="list-style-type: none"> (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.
c.	<p>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>
d.	<p>Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will —</p> <ul style="list-style-type: none"> (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;
e.	<p>Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;</p>
f.	<p>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 —</p> <ul style="list-style-type: none"> (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;
g.	<p>Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.</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

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: Ms.

First Name: Lisa

Middle Name

Last Name: Haen

Suffix:

Title: Chair, WIBOSCOC Board of Directors

Telephone Number: (262) 764-8555
(Format: 123-456-7890)

Fax Number: (262) 653-2080
(Format: 123-456-7890)

Email: lhaen@khds.org

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

Date Signed: 09/06/2022

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: Wisconsin Balance of State Continuum of Care, Inc.

Name / Title of Authorized Official: Lisa Haen, Chair, WIBOSCOC Board of Directors

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

Date Signed: 09/06/2022

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: Wisconsin Balance of State Continuum of Care, Inc.

Street 1: PO Box 272

Street 2:

City: Eau Claire

County: Eau Claire

State: Wisconsin

Country: United States

Zip / Postal Code: 54702

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: Ms.

First Name: Lisa

Middle Name:

Last Name: Haen

Suffix:

Title: Chair, WIBOSCOC Board of Directors

Telephone Number: (262) 764-8555
(Format: 123-456-7890)

Fax Number: (262) 653-2080
(Format: 123-456-7890)

Email: lhaen@khds.org

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

Date Signed: 09/06/2022

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: Wisconsin Balance of State Continuum of Care, Inc.

Prefix: Ms.

First Name: Lisa

Middle Name:

Last Name: Haen

Suffix:

Title: Chair, WIBOSCOC Board of Directors

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

Date Signed: 09/06/2022

2A. Project Detail

1. **CoC Number and Name:** WI-500 - Wisconsin Balance of State CoC
2. **Collaborative Applicant Name:** Wisconsin Balance of State Continuum of Care, Inc.
3. **Project Name:** WIBOSCOC Planning Grant FY2022
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:

Organized in 1992, the Balance of State CoC is a 501c3 & covers 69 WI counties. Within the area, there are 21 local homeless coalitions. Because of COVID, the BOS switched from in person mtgs 4 times a year to a virtual platform. Business mtgs include committee reports, updates from the HMIS lead & Board, presentations related to strategic goals & system performance measures. The CoC has provided additional training opportunities including motivational interviewing, diversity-equity-inclusion, trauma & resilience, fair housing & ADA. The planning grant supports the CoC's ability to carry out the provisions of Subpart B, specifically allowing the CoC to hire & maintain the 5 FTE who collectively ensure compliance with the provisions of 24 CFR 578.7, implementation of a housing & service system to prevent & end homelessness at the CoC level & provide direct support to the 21 local coalitions in executing the same. These positions are funded all or part by the CoC planning grant. The CoC Director is responsible for planning & organizing regular meetings of the full membership & open invites; compliance w/gov charter; assist Board w/committee & workgroup tasks; collaborate w/HMIS lead to ensure participation, review & approve privacy, security & data quality plans; develop performance targets for CoC & ESG funded projects; overall coordination of the homeless crisis response system; the HDX submission for the semi-annual unsheltered & sheltered PIT count; providing info for Con Plan development including data sharing; consult w/ESG admin on allocation, reporting, monitoring & evaluation; ensuring policy compliance & the completion of an annual gaps analysis & evaluation of results; the preparation & submission of the Collaborative Application with the approval of the Board. The Monitoring & Compliance Coord is responsible for conducting monitorings of all CoC funded projects, making recommendations on performance issues, providing assistance & tech support to ensure compliance, evaluating progress toward CoC-specific goals & facilitating best practices such as housing first. Staff offer to support DEHCR with ESG project specific compliance, monitoring & evaluation. The CE System Specialist is responsible for ensuring CE system compliance & consistency over the entire geographic area, training & tech assistance, monitoring & evaluation. This includes adherence to the policies & procedures, marketing, written standards & order of priority approved by the CoC. The Grant Specialist provides support to the staff related to monitoring, compliance & coordination. The Project Coord is responsible for proj evaluation & the planning, training & data collection for the PIT. Collectively, the 5 staff support the implementation & operation of the homeless crisis response system designed to prevent and end homelessness in the CoC.

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 activities are already underway in the CoC. The current planning grant pays for all or part of the 5 FTE positions required to comply with the requirements of 24 CFR 578.7. The process of implementing & reviewing the established housing & service system to prevent & end homelessness at the CoC-level & local homeless coalition level is an ongoing task. Following the completion of the CoC Competition, the CoC Board & CoC Director will review the current activities, make changes & identify areas of improvement. The achievement of goals & objectives and the development of the work plan is monitored by the Board's executive committee and the CoC Director. Progress is reported monthly to the Board by the CoC Director & discussed quarterly with the CoC members at the full membership meetings. The Board & executive committee meet separately monthly. The strategic plan continues to be updated annually to ensure alignment with the overall needs & HUD policy directives & requirements. The CoC Board is ultimately responsible for assuring the effective & timely completion of all work. The CoC Board members are required to chair standing & ad hoc committees & workgroups, ensuring progress on all committee tasks. The CoC Director reports to the Executive Committee. Performance reviews are completed annually by the Executive Committee. The CoC Director supervises the Monitoring & Compliance Coordinator, the CE System Specialist, Project Coordinator & Grant Specialist. All staff have a job description, job expectations & meet weekly to identify goals and report on progress.

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

The requested funds will be used to pay for 5.0 FTE positions. Each staff member plays a key role in evaluating CoC & ESG projects. The funds are imperative to increase the CoC's capacity to evaluate performance & provide ongoing technical assistance to improve outcomes. Prior to the planning grant, the volunteer Board struggled to have time to dedicate to evaluation of outcomes. This necessitated the investment of having staff. The CoC Director's activities include consultation with the ESG administrator regarding allocation of ESG funds and attempted consultation on compliance activities, best practices, and project operations. The CoC Director is responsible for providing the Board information & data to establish goals, standards & benchmarks that are in line with the CoC's strategic plan to end homelessness. The CoC Director provides monthly updates to the Board on system performance measures & quarterly updates to the full membership. The CE System Specialist is responsible for CoC & ESG-funded project compliance with the CoC's approved CE policies & procedures, written standards & order of priority. The CE Specialist reviews & assesses the use of the CE system to ensure people's needs are matched with the appropriate interventions. The Grant Specialist provides support for monitoring, compliance, evaluation & coordination activities. The Project Coordinator is responsible for project evaluation & best practices around SPM. Each staff member supports 5-6 of the 21 local homeless coalitions including attending planning meetings and supporting 2 CoC Committees.

3A. Governance and Operations

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

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
System Performance Network	The role is to measure progress toward the BOS goal of ending homelessness. Specifically, the committee (1) sets criteria, performance standards & benchmarks for CoC & ESG-funded projects; (2) reviews progress toward ending homelessness, including totals & sub-populations; (3) identifies training needs; (4) in collaboration with HMIS lead, review data quality, providing technical assistance; (5) works with local coalitions on system performance measures, assist with creating benchmarks at local & CoC level; (6) evaluate project, local coalition & CoC wide outcomes & (7) reports to the CoC Board & membership.	Bi-Monthly	Committee Chair: David Eberbach (HMIS Lead-ICA). Org – emergency shelters, nonprofit housing providers, CoC & ESG funded, Salvation Army, youth agencies, Catholic Charities, DV providers, Lived exp, & CoC staff
Discharge Planning	The role of this committee is to research and develop guidance for local coalitions on institutional discharges into homelessness. The 4 main institutions include: foster care system, mental health, hospital, and county jail system. Each of these systems of care have their own policies, procedures, and expectations for discharge planning. The committee is responsible for better understanding these systems of care, discharge planning process, issues and concerns faced by those exiting to homelessness, and create better awareness of local coalitions, coordinated entry, and resources. Committee members shall work with the other systems of care workgroup of the CE committee on expanding access to coordinated entry.	Monthly	Committee Chairs: Kristina Bechtel (Indept. Cx) & Chandra Wakefield (NCCAP). Org—emergency shelters, nonprofit housing providers, CoC & ESG funded, Salvation Army, County Jail, Mendota Mental Health Institute, WI DHS, 211, Outreach staff, & CoC staff
Youth Action Board	The CoC Youth Action Board is comprised of youth, under the age of 24, with lived homelessness experience. They meet weekly to address YHDP-related items, review CoC policies & processes (i.e. PIT and Coordinated Entry). The purpose is to provide a platform for authentic youth engagement & leadership w/in the CoC. The role is to: (1) review, propose changes, & approve CoC policies & procedures; (2) gather youth perspective & feedback; (3) use expertise to educate membership on the needs & issues faced by homeless youth; & (4) gain a comprehensive understanding on how to serve youth in the BOS.	Weekly	Committee Chair: Jill Amos-Polifka (FoL) & Leigh Polodna (BOS staff). Each local YAB selects a member to represent them on CoC-wide YAB. Add'l members can participate as non-voting. Attendance varies. At least 3 members participate each week.

Gaps & Needs	The role of this committee is to plan, organize & execute the CoC-wide annual gaps survey to both current & former clients, providers & community partners. The committee analyzes the results of the survey & report to the CoC Board & present findings at a full membership meeting annually. The committee looks at ways to increase involvement with the survey, enhance the questions & ensure broad dispersion. The committee is tasked with using the findings to gather additional information, problem solve & identify best practices. The committee makes recommendations to the Board regarding ways to fill the gaps that exist in our geographic area, assess for trends & commonalities among local coalitions, as well as identify unique needs.	Monthly	Committee Chairs: Michelle Friedrich (SWCAP) & Sara Krall (End Domestic WI). Org.- CoC & ESG funded projects, non-profit housing providers, emergency shelter, PHA & DV providers.
Coordinated Entry	The role is to (1) evaluate & adjust CE process & procedures, make policy recommendations & changes; (2) collaborate w/CE System Specialist & (3) coordinate 8 workgroups: Implementation-address questions, issues & concerns, act as resource for CE Specialist & assist w/technical assistance; Marketing-ensure materials are accessible & available, identify gaps & enhance outreach strategies; Youth, Vets, & DV-identify & address specific subpopulation issues/concerns; Prevention-review policy & implementation, address concerns; Evaluation-evaluate the quality & effectiveness of the CE system; Other Systems of Care-develop policy & training for non-traditional partnerships to expand CE reach in communities & encourage participation.	Monthly	Committee Chairs: Wendy Schneider (CWCAC) & Hannah Conforti (FP Washington). Orgs-HMIS lead, legal action, WI DV Coalition, emergency shelters, non-profit housing & DV, CoC Staff, CoC & ESG projects, street outreach, YWCA, Vet & youth org

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:	\$24,307
Total Value of In-Kind Commitments:	\$70,000
Total Value of All Commitments:	\$94,307

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

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

Type	Source	Contributor	Value of Commitments
Cash	Government	DEHCR HAP Admin F...	\$17,500
Cash	Private	WIBOSCOC Discreti...	\$6,807
In-Kind	Private	WIBOSCOC Voluntee...	\$70,000

Sources of Match Details

- 1. **Type of commitment:** Cash
- 2. **Source:** Government
- 3. **Name of source:** DEHCR HAP Admin Funds
(Be as specific as possible and include the office or grant program as applicable)
- 4. **Value of Written Commitment:** \$17,500

Sources of Match Details

- 1. **Type of commitment:** Cash
- 2. **Source:** Private
- 3. **Name of source:** WIBOSCOC Discretionary Funds
(Be as specific as possible and include the office or grant program as applicable)
- 4. **Value of Written Commitment:** \$6,807

Sources of Match Details

- 1. **Type of commitment:** In-Kind
- 2. **Source:** Private
- 3. **Name of source:** WIBOSCOC Volunteer Hours
(Be as specific as possible and include the office or grant program as applicable)
- 4. **Value of Written Commitment:** \$70,000

Before grant execution, services to be provided by a third party must be documented by a memorandum of understanding (MOU) between the recipient or subrecipient and the third party that will provide the services.

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2024? 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	.5 FTE salary & benefits, travel, training, per diem, office, phone, supplies	\$50,000
2. Project Evaluation	.5 FTE salary & benefits, travel, training, per diem, office, phone, supplies	\$30,000
3. Project Monitoring Activities	1.0 FTE salary & benefits, travel, training, per diem, office, phone, supplies	\$150,000
4. Participation in the Consolidated Plan		
5. CoC Application Activities	.25 FTE salary & benefits, office, phone, office supplies	\$25,000
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System	1.0 FTE salary & benefits, travel, training, per diem, office, phone, supplies, technology & communication costs (goto webinar, survey monkey, website)	\$67,228
8. HUD Compliance Activities	.75 FTE salary & benefits, travel, training, per diem, office, phone, supplies	\$55,000
Total Costs Requested		\$377,228
Cash Match		\$24,307
In-Kind Match		\$70,000
Total Match		\$94,307
Total Budget		\$471,535

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	WIBOSCOC Match Le...	09/06/2022
2. Other Attachment(s)	No		

Attachment Details

Document Description: WIBOSCOC Match Letter 23-24

Attachment Details

Document Description:

5A. In-Kind MOU Attachment

Document Type	Required?	Document Description	Date Attached
In-Kind Match MOU	No		

Attachment Details

Document Description:

5B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

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

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

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

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

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

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

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

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

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

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

1-Year Operation Rule.

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

D. Explanation.

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

Name of Authorized Certifying Official: Lisa Haen
Date: 09/06/2022
Title: Chair, 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 statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

X

6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	09/06/2022
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/06/2022
1E. SF-424 Compliance	09/06/2022
1F. SF-424 Declaration	09/06/2022
1G. HUD 2880	09/06/2022
1H. HUD 50070	09/06/2022
1I. Cert. Lobbying	09/06/2022

1J. SF-LLL	09/06/2022
IK. SF-424B	09/06/2022
2A. Project Detail	09/06/2022
2B. Description	09/06/2022
3A. Governance and Operations	09/06/2022
3B. Committees	09/06/2022
4A. Match	09/06/2022
4B. Funding Request	09/06/2022
5A. Attachment(s)	09/06/2022
5A. In-Kind MOU Attachment	No Input Required
5B. Certification	09/06/2022



August 23, 2022

To: Milwaukee HUD Field Office
RE: Documentation of Match

The Wisconsin Balance of State Continuum of Care, Inc. has sufficient match for the FY22 Planning Grant from the following sources:

- State of WI, DEHCR, Housing Assistance Program (HAP) Administrative Funds: \$17,500
- WIBOSCO Discretionary Funds: \$6,807
- In-kind volunteer hours: \$70,000

Volunteer hours are donated for activities such as CoC planning in the local coalitions, point-in-time, and CoC-wide committee work by members and the board.

This is a total of \$94,307 in match funds.

Respectfully,

A handwritten signature in black ink, appearing to read "Lisa Haen", with a long horizontal flourish extending to the right.

Lisa Haen
CoC Board Chair
Wisconsin Balance of State Continuum of Care, Inc.