

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2019 CoC Program grant competition.
- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/>
- Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask A Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2019 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2019 CoC Program Competition NOFA.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2019 CoC Program NOFA.

1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/13/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Housing & Redevelopment Authority of Clay County

b. Employer/Taxpayer Identification Number (EIN/TIN): 41-1358623

c. Organizational DUNS:	008716248	PLUS 4	
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d. Address

Street 1: 116 Center Ave E

Street 2: PO Box 99

City: Dilworth

County: Clay

State: Minnesota

Country: United States

Zip / Postal Code: 56529

e. Organizational Unit (optional)

Department Name: Rental Assistance

Division Name: Homeless Programs

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

Prefix: Ms.

First Name: Gina

Middle Name:

Last Name: Kautz

Suffix:

Title: Homeless Programs Manager

Organizational Affiliation: Housing & Redevelopment Authority of Clay County

Telephone Number: (218) 233-8883

Extension:
Fax Number: (218) 233-9491
Email: gkautz@claycohra.com

1C. SF-424 Application Details

9. Type of Applicant: La. Public Housing Authority

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

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6300-N-25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

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

15. Descriptive Title of Applicant's Project: CoC Planning Project MN-508 FY2019

16. Congressional District(s):

a. Applicant: MN-007
b. Project: MN-007
(for multiple selections hold CTRL+Key)

17. Proposed Project

a. Start Date: 01/01/2021
b. End Date: 12/30/2021

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: Dara

Middle Name: Adele

Last Name: Lee

Suffix:

Title: Executive Director

Telephone Number: (218) 233-8883
(Format: 123-456-7890)

Fax Number: (218) 233-9491
(Format: 123-456-7890)

Email: dlee@claycohra.com

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

Date Signed: 09/13/2019

1G. HUD 2880

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

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Housing & Redevelopment Authority of Clay County

Prefix: Ms.

First Name: Dara

Middle Name: Adele

Last Name: Lee

Suffix:

Title: Executive Director

Organizational Affiliation: Housing & Redevelopment Authority of Clay County

Telephone Number: (218) 233-8883

Extension: 1704

Email: dlee@claycohra.com

City: Dilworth

County: Clay

State: Minnesota

Country: United States

Zip/Postal Code: 56529

2. Employer ID Number (EIN): 41-1358623

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$25,182

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: CoC Planning Project MN-508 FY2019 116 Center Ave E Dilworth Minnesota

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
 (For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

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

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

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
Housing & Redevelopment Authority of Clay County	Housing Choice Voucher Assistance	\$168,800.00	Rental Assistance-HRA Cares only

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 (%)
Housing & Redevelopment Authority of Clay County	411358623	applicant	\$573,297.00	100%
NA	NA	NA		
NA	NA	NA		
NA	NA	NA		
NA	NA	NA		

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: Dara Lee, Executive Director

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

Date Signed: 09/13/2019

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Housing & Redevelopment Authority of Clay County

Program/Activity Receiving Federal Grant Funding: CoC Program

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

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application.
 Refer to addresses entered into the attached project application.

I certify that the information provided on this form and in any accompanying

X

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.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Authorized Representative

Prefix: Ms.

First Name: Dara

Middle Name: Adele

Last Name: Lee

Suffix:

Title: Executive Director

Telephone Number: (218) 233-8883
(Format: 123-456-7890)

Fax Number: (218) 233-9491
(Format: 123-456-7890)

Email: dlee@claycohra.com

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

Date Signed: 09/13/2019

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Housing & Redevelopment Authority of Clay County

Name / Title of Authorized Official: Dara Lee, Executive Director

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

Date Signed: 09/13/2019

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.
Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Housing & Redevelopment Authority of Clay County
Street 1: 116 Center Ave E
Street 2: PO Box 99
City: Dilworth
County: Clay
State: Minnesota
Country: United States
Zip / Postal Code: 56529

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: Dara

Middle Name: Adele

Last Name: Lee

Suffix:

Title: Executive Director

Telephone Number: (218) 233-8883
(Format: 123-456-7890)

Fax Number: (218) 233-9491
(Format: 123-456-7890)

Email: dlee@claycohra.com

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

Date Signed: 09/13/2019

2A. Project Detail

- 1a. CoC Number and Name:** MN-508 - Moorhead/West Central Minnesota CoC
- 1b. Collaborative Applicant Name:** Housing & Redevelopment Authority of Clay County
- 2. Project Name:** CoC Planning Project MN-508 FY2019
- 3. Component Type:** CoC Planning Project Application

2B. Project Description

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

The requested grant will be used to fund a portion of the CoC Coordinator position. Specifically grant funds will support the following activities:

1. CoC Coordination
2. ESG & CoC Project Evaluation
3. CoC & ESG Project Monitoring
4. Participation in the Consolidated Plan
5. CoC Application
6. HUD Compliance

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

Activities will begin as soon as the grant contract is executed and will be ongoing over a period of 12 months or until funds are utilized. In December each year, the CoC staff and board develop an annual calendar for CoC goals and meetings. The board meets monthly and will be responsible for monitoring progress and assuring effective and timely completion.

The estimated timeline for funded activities includes:

1. Coordination: Monthly board meetings, quarterly membership meetings, and annual plan development in December & January
2. Project Evaluation: quarterly HUD and HMIS report review, annual APR review of ESG and CoC funded projects by August.
3. Project Monitoring: TBD. At least 2 monitoring visits will be scheduled.
4. Participate in the Consolidation Plan: Quarterly meetings with City of Moorhead CDBG and at least bi-annual coordination with State CDBG.
5. CoC Application: Timeline dependent on HUD NOFA
6. HUD Compliance: Respond to HUD deadlines for PIT, HIC, AHAR, and SPMs AND monitor Coordinated Entry compliance at staff and CARES Board meetings quarterly.

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 help the CoC fund a part-time Coordinator. The Coordinator will conduct annual APR reviews of all CoC and ESG funded projects and review quarterly performance and funding reports (CES, ESG, CoC), coordinating with and reporting to the CoC Board and Committees on reviews. The CoC will provide technical assistance to under-performing projects as needed, perform at least 2 site visits, and coordinate the annual CoC NOFA CoC applicant review and threshold assessment. The Coordinator will also work with our local HMIS system administrator and Coordinated Entry staff to

schedule site visits, improve data quality and assure reports are accurate and timely.

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

The CoC receives \$60,000 from the State of Minnesota to support CoC planning and compliance. The CoC relies on a combination of these funds to assure compliance. However, it is difficult to achieve our desired CoC goals and coordinate a homeless response system to the standard our region desires at our current funding level. The increasing HUD focus and CoC desire to have quality programs, consistent positive outcomes, and follow core principals like Housing First, Harm Reduction and Client Centered Care take dedicated training, monitoring and evaluation time. The CoC is no longer able to operate solely on the combination of volunteer and part-time staff and has recently sought to supplement CoC planning funds with one-time state capacity building funds and through private funders. Sufficient planning, training and evaluation resources are essential to achieving the goal of ending homelessness!

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

a. Written agendas of CoC meetings? Yes

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

c. Process for monitoring outcomes of ESG recipients? Yes

d. CoC policies and procedures? Yes

e. Written process for board selection? Yes

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

g. Written standards for administering assistance? Yes

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

3B. Committees

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

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Regional Homeless Committees (RHCs)	Engage stakeholders at a sub-regional and local level in CoC planning with the goal of making homelessness rare, brief and one-time. RHCs are responsible for hosting regular stakeholder to advise on system design, funding priorities, and performance. Each RHC shall also host a Consumer Advisory Board and a Community Leader panel.	Quarterly	CAP LP, WCMCA, Mahube-Otwa, White Earth Tribe, landlords, 10 counties, 4 HRA/PHAs, school liaisons, 3 United Ways, City of Moorhead, law enforcement, consumers, jails, faith community, Lakeland Mental Health, Freedom Resource, VA, MAC-V, hospitals,
CARES Board	Governing body of the CoC comprised of elected (officers, 2 advisor seats, 1 Lived Experience seat and 3 RHC representatives elected by CoC membership) and appointed (Tribal appointed by White Earth Tribe) members, as well as non-voting advisory members (CoC staff & MN Interagency Rep.).	Monthly	CAP LP, WCMCA, Mahube-Otwa, White Earth Tribe, L.Z. (lived experience representative), CoC staff, NW MN Legal Services, Moorhead Public Housing, Clay County Public Housing, and MN Dept. of Human Services.
CARES Advisory Workgroup	Advisory group comprised of CoC staff and RHC representatives that works on furthering the annual goals of the CoC and RHCs.	Monthly	CoC Coordinator, Coordinated Entry Specialist, CAP LP, FM Coalition, WCMCA, and Mahube-Otwa
CoC Ranking & Review	Committee responsible for reviewing annual ranking policies and procedures, reviewing CoC funded projects and recommending ranking. Members can not be applicants or sub-recipients.	No regular meetings	NW MN Legal Services, White Earth Tribe, Mahube-Otwa Community Action, Moorhead Public Housing, CoC Coordinator, and MN DHS.
Homeless To Housed Task Force	Full membership of the CoC comprised of a diverse group of regional stakeholders responsible for electing the CoC Board, and approving the CoC Governance Charter, Collaborative Application, and annual plan.	Quarterly	3 Community Action Agencies, White Earth Tribe, 5 PHAs/HRAs, 8 Counties, NWMN Legal Services, FM Coalition, school liaisons, Clay County Jail, MN Assistance Council for Veterans, Fargo VA, Lakeland Mental Health, L.Z.

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:	\$60,000
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$60,000

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Government	Minnesota Housing...	09/15/2019	\$60,000

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:** Minnesota Housing Finance Agency
(Be as specific as possible and include the office or grant program as applicable)
- 5. Date of Written Commitment:** 09/15/2019
- 6. Value of Written Commitment:** \$60,000

4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2021? Yes

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

3. Select a grant term: 1 Year

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

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	110 hours x \$65/hour for CoC planning including: monthly board meetings, quarterly membership meetings, and Regional Homeless Committee participation, Coordination with state and other CoCs.	\$7,150
2. Project Evaluation	40 hours x \$65/hour for reviewing all projects on the HIC annually, reviewing quarterly dashboard reports, and follow-up assistance with projects to improve performance.	\$2,600
3. Project Monitoring Activities	24 hours x \$65/hours for 1 site visit plus quarterly report monitoring and follow-up	\$1,560
4. Participation in the Consolidated Plan	8 hours x \$65/hour for quarterly meetings with Moorhead CDBG and bi-annual State.	\$520
5. CoC Application Activities	95.42 hours x \$65/hour for CoC NOFA (NOFA, notices, postings, ranking, application lab, writing Collaborative and Planning Application)	\$6,202
6. Determining Geographical Area to Be Served by the CoC		
7. Developing a CoC System		
8. HUD Compliance Activities	110 hours x \$65/hour for preparing and submitting HUD reports (AHAR, SPMS, PIT, HIC) and CES system compliance.	\$7,150
Total Costs Requested		\$25,182
Cash Match		\$60,000
In-Kind Match		\$0
Total Match		\$60,000
Total Budget		\$85,182

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		
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.

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: Dara Lee

Date: 09/13/2019

Title: Executive Director

Applicant Organization: Housing & Redevelopment Authority of Clay County

PHA Number (For PHA Applicants Only): MN164

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	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/03/2019
1E. SF-424 Compliance	08/15/2019
1F. SF-424 Declaration	08/15/2019
1G. HUD 2880	08/15/2019
1H. HUD 50070	08/15/2019
1I. Cert. Lobbying	08/15/2019
1J. SF-LLL	08/15/2019
2A. Project Detail	08/15/2019

2B. Description	09/03/2019
3A. Governance and Operations	08/15/2019
3B. Committees	09/03/2019
4A. Match	09/03/2019
4B. Funding Request	09/03/2019
5A. Attachment(s)	No Input Required
5B. Certification	08/15/2019