

## Before Starting the Project Application

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

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2023 CoC Program grant competition.
- Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2023 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to [e-snaps@hud.gov](mailto:e-snaps@hud.gov).
- Project applicants are required to have a Unique Entity Identifier (UEI) number and an active registration in the Central Contractor Registration (CCR)/System for Award management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2023 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2023 CoC Program Competition NOFO.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2023 CoC Program NOFO.

## 1A. SF-424 Application Type

1. Type of Submission:

2. Type of Application: CoC Planning Project Application

If Revision, select appropriate letter(s):

If "Other", specify:

3. Date Received: 09/25/2023

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier

6. Date Received by State:

7. State Application Identifier:

## 1B. SF-424 Legal Applicant

### 8. Applicant

- a. Legal Name:** Institute for Community Alliances
- b. Employer/Taxpayer Identification Number (EIN/TIN):** 42-1352902
- c. Unique Entity Identifier:** FD8JNZNSLPN8

### d. Address

**Street 1:** 1111 9th Street  
**Street 2:** Suite 380  
**City:** Des Moines  
**County:** Polk  
**State:** Iowa  
**Country:** United States  
**Zip / Postal Code:** 50314

### 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:** Mollie  
**Middle Name:**  
**Last Name:** Lyon  
**Suffix:**  
**Title:** Grants Manager  
**Organizational Affiliation:** Institute for Community Alliances  
**Telephone Number:** (515) 380-1925  
**Extension:**  
**Fax Number:** (515) 246-6637

**Email:** [mollie.lyon@icalliances.org](mailto:mollie.lyon@icalliances.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-6700-N-25

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

**13. Competition Identification Number:**

**Title:**

## 1D. SF-424 Congressional District(s)

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

**15. Descriptive Title of Applicant's Project:** WY-500 CoC Planning Grant FY23

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

**a. Applicant:** MN-001, IL-016, MN-002, MN-003, MN-004, MN-005, MN-006, MN-007, MN-008, MO-001, MO-003, VT-000, MO-004, MO-005, MO-006, MO-007, MO-008, IA-001, IA-002, IA-003, IA-004, WI-001, WI-002, WI-003, WI-004, WI-005, WI-006, WI-007, WI-008, WY-000, NE-002, AK-000

**b. Project:** WY-000  
(for multiple selections hold CTRL+Key)

**17. Proposed Project**

**a. Start Date:** 10/01/2024

**b. End Date:** 09/30/2025

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

**a. Federal:**

**b. Applicant:**

**c. State:**

**d. Local:**

**e. Other:**

**f. Program Income:**

**g. Total:**

## 1E. SF-424 Compliance

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

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

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

If "YES," provide an explanation:

## 1F. SF-424 Declaration

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

I AGREE:

### 21. Authorized Representative

**Prefix:** Mr.

**First Name:** David

**Middle Name:**

**Last Name:** Eberbach

**Suffix:**

**Title:** Corporate Executive Officer

**Telephone Number:** (515) 246-6509  
(Format: 123-456-7890)

**Fax Number:** (515) 246-6637  
(Format: 123-456-7890)

**Email:** mollie.lyon@icalliances.org

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

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

# 1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - form HUD-2880**  
**U.S. Department of Housing and Urban Development**  
**OMB Approval No. 2506-0214 (exp.1/31/2026)**

## Applicant/Recipient Information

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

**Agency Legal Name:** Institute for Community Alliances  
**Prefix:** Mr.  
**First Name:** David  
**Middle Name:**  
**Last Name:** Eberbach  
**Suffix:**  
**Title:** Corporate Executive Officer  
**Organizational Affiliation:** Institute for Community Alliances  
**Telephone Number:** (515) 246-6509  
**Extension:**  
**Email:** mollie.lyon@icalliances.org  
**City:** Des Moines  
**County:** Polk  
**State:** Iowa  
**Country:** United States  
**Zip/Postal Code:** 50314

**2. Employer ID Number (EIN):** 42-1352902

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

**4. Amount of HUD Assistance Requested/Received: \$71,068.00**

(Requested amounts will be automatically entered within applications)

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

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

**Part I Threshold Determinations**

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

**2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. 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
See the list of other Government Assistance under part 5 - Other Attachments	See the list of other Government Assistance under part 5 - Other Attachments	\$0.00	See the list of other Government Assistance under part 5 - Other Attachments

**Note: If additional sources of Government Assistance, please use the "Other Attachments" screen of the project applicant profile.**

**Part III Interested Parties**

**Do you need to disclose interested parties for this grant according to the criteria below?** No

**Certification**

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

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

X
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**Name / Title of Authorized Official:** David Eberbach, Corporate Executive Officer

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

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

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** Institute for Community Alliances

**Program/Activity Receiving Federal Grant Funding:** CoC Program

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

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

### Sites for Work Performance.

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

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

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

**Authorized Representative**

**Prefix:** Mr.

**First Name:** David

**Middle Name**

**Last Name:** Eberbach

**Suffix:**

**Title:** Corporate Executive Officer

**Telephone Number:** (515) 246-6509  
**(Format: 123-456-7890)**

**Fax Number:** (515) 246-6637  
**(Format: 123-456-7890)**

**Email:** mollie.lyon@icalliances.org

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

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

## **CERTIFICATION REGARDING LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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

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

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

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

### **Statement for Loan Guarantees and Loan Insurance**

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

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

**Applicant's Organization:** Institute for Community Alliances

**Name / Title of Authorized Official:** David Eberbach, Corporate Executive Officer

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

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

# 1J. SF-LLL

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

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

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

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

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

**Legal Name:** Institute for Community Alliances

**Street 1:** 1111 9th Street

**Street 2:** Suite 380

**City:** Des Moines

**County:** Polk

**State:** Iowa

**Country:** United States

**Zip / Postal Code:** 50314

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

**Authorized Representative**

**Prefix:** Mr.

**First Name:** David

**Middle Name:**

**Last Name:** Eberbach

**Suffix:**

**Title:** Corporate Executive Officer

**Telephone Number:** (515) 246-6509  
(Format: 123-456-7890)

**Fax Number:** (515) 246-6637  
(Format: 123-456-7890)

**Email:** mollie.lyon@icalliances.org

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

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

## IK. SF-424B

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

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

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

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

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

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

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

**Authorized Representative for:** Institute for Community Alliances  
**Prefix:** Mr.  
**First Name:** David

**Middle Name:**

**Last Name:** Eberbach

**Suffix:**

**Title:** Corporate Executive Officer

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

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

## 2A. Project Detail

1. **CoC Number and Name:** WY-500 - Wyoming Statewide CoC
2. **Collaborative Applicant Name:** Institute for Community Alliances
  
3. **Project Name:** WY-500 CoC Planning Grant FY23
  
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:**

The Planning Project will support five key responsibilities of WY-500 as required to comply with the provisions of 24 CFR 578.7. Specifically, the proposed project will provide support for: Project Evaluation; Project Monitoring; CoC Application Activities; Developing a CoC System; and HUD Compliance Activities. WY-500, through the Wyoming Department of Family Services (DFS), will work with a service contractor and/or state-employed staff, to implement the proposed activities.

1) Project Evaluation: CoC staff - in coordination with Board representatives monitor funded programs and will conduct one annual, on-site monitoring visit for each CoC-funded project for regulatory compliance and performance tracking.

3) COC Application: The CoC's Collaborative Applicant (CA) staff will prepare and submit the Planning Project Application, as well as facilitate the procedure for the rating, ranking, and review of all CoC Competition applications. The Collaborative Applicant staff will oversee and coordinate the composition of the CoC's consolidated application, working with a dedicated work team from the CoC's Board.

4) Develop a CoC System: CA staff will coordinate with appropriate Board members to review and evaluate the CoC's state-wide systems, including but not limited to, the current Coordinated Entry System, relationships with Public Housing Authorities and future planning, coordination and support with Wyoming's Tribal Nations

5) ESG Program Coordination: CoC staff will coordinate with the CoC's Board Chair (from Wyoming Department of Family Services - Wyoming's ESG recipient) to develop and annual plan for review and distribution of ESG project funds in order to assure service coordination with attention of any gaps in services.

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

At the direction of the Denver Field Office and HUD Headquarters, the Collaborative Applicant for this CoC was changed from the Wisconsin Homeless Collaborative to the Institute for Community Alliances. This occurred during the week of September 18th, with final e-snaps updates in place on September 25, 2023. To that end, the Institute will be putting in place a management plan that includes a .5FTE staff person to guide the work of the CoC Board and support the functions of the CoC. This is a significant change from the historic structure of the CoC and provides potential that the CoC has not had in place previously.

The proposed activities will be ongoing with an estimated operating date of October 1, 2024 - September 30, 2025. Once this project is under contract, ICA expects to put the .5 FTE in place within the first 30 days of the contract period. It is also likely that ICA will implement some staffing adjustments for the Wyoming team prior to the FY23 project year to support the CoC activities during the upcoming year. The ICA staff and WY-500 Board will review the Planning Project Scope of Work on a monthly basis to ensure the project is meeting its goals and objectives. This includes a monthly budget review to ensure the funds are being expended in an appropriate manner. Adjustments to the scope will be made as needed and as allowed under grant guidelines to ensure an efficient use of resources. Relevant CoC committees will provide additional leadership and guidance for project progression and adherence to the budget.

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

Along with the change of the Collaborative Applicant, the increased funding provided through this grant, will allow the CoC to put into place a part time, dedicated staff person who's responsibilities will tie directly to a significant increase in the ability of the CoC to track progress of the CoC and ESG projects in Wyoming. With the Collaborative Applicant also providing HMIS Lead Agency services for Wyoming there will be an ability to efficiently coordinate performance outcomes tracking and regularly evaluate and report on the impact of CoC and ESG projects. Additional coordination practices will include:

- 1) Ongoing evaluation for the early intervention and timely correction(s) of performance issues. This method creates an opportunity for dialogue to help strengthen the HUD-funded program and the CoC system.
- 2) Conducting project monitoring visits to identify under-performing projects and to guide interventions for improvement. Onsite visits reveal insights into the challenges programs face, and how the challenges can be addressed through CoC resources. This process also highlights successes that may be replicated or shared to strengthen the CoC system.
- 3) Improving the overall CoC score through the consolidated application. By monitoring the data quality of HMIS and leveraging additional resources, Wy500 CoC aims to become more competitive within the Continuum of Care program competition.
- 4) Continuing to improve a cohesive CoC system, focused on the continual improvement of the Coordinated Entry System. Additionally, the CoC will evaluate its written standards to ensure programs are meeting the Housing First guidelines as well as other HUD requirements.
- 5) Monitor CoC's compliance with HUD's regulations and guidelines. This activity will improve the CoC's capacity to strengthen project and system-wide performance.

### 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
Governance/Policy & Procedures	Responsible for establishment and review of all relevant governance and other policy documents. This committee takes up any new or emerging regulatory changes that may impact the CoC's governance and also regularly reviews the effectiveness of the CoC's policies and procedures.	Bi-Monthly	Karla McCaren, CoC Board Chair
Membership/Outreach	Responsible for CoC Board membership recruitment in line with the areas of focus as outlined in the CoC's Governance Charter. This committee receives resignations and other Board membership changes. This committee also plans and coordinates outreach to regions and communities across the State of Wyoming	Monthly	Paul Wright, Volunteers of America/SSVF
HMIS/Data & Performance	This committee oversees the work of the HMIS Lead Agency and coordinates HMIS performance metrics for the CoC.	Monthly	Bobbie Nielsen, Institute for Community Alliances - HMIS Manager
Coordinated Entry Committee	This committee plans, implements and reviews all policies and practices for Wyoming's Coordinated Entry Network	Monthly	Dawn Dillinger, Institute for Community Alliances - Coordinate Entry Specialist
Point-In-Time Committee	This committee does all planning and execution of Wyoming's required Point-in Time Count.	Monthly	Tracy Obert, Council of Community Services (Lived Experience)

## 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:	\$17,767
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$17,767

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

Type	Source	Contributor	Value of Commitments
Cash	Government	ICA General Revenue	\$17,767

## Sources of Match Details

1. **Type of commitment:** Cash
2. **Source:** Government
3. **Name of source:** ICA General Revenue  
(Be as specific as possible and include the office or grant program as applicable)
4. **Value of Written Commitment:** \$17,767

## 4B. Funding Request

1. Will it be feasible for the project to be under grant agreement by September 30, 2025? Yes

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

3. Select a grant term: 1 Year

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

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested (Applicant)
1. Coordination Activities	.3 FTE staff salary and benefits at \$23,518. Travel to national conference for staff including conference registration, transportation, lodging, per diems \$2500	\$26,018
2. Project Evaluation	.1 FTE staff salary and benefits at \$6,996. Travel to grantee agencies \$3500	\$10,496
3. Project Monitoring Activities	.1 FTE staff salary and benefits at \$6,996. Travel to grantee agencies \$3500	\$10,496
4. Participation in the Consolidated Plan		\$0
5. CoC Application Activities	.1 FTE staff salary and benefits at \$6,996.	\$6,996
6. Determining Geographical Area to Be Served by the CoC		\$0
7. Developing a CoC System	.1 FTE staff salary and benefits at \$6,996.	\$6,996
8. HUD Compliance Activities	Operations and Administrative Support	\$10,066
<b>Total Costs Requested</b>		<b>\$71,068</b>
<b>Cash Match</b>		<b>\$17,767</b>
<b>In-Kind Match</b>		<b>\$0</b>
<b>Total Match</b>		<b>\$17,767</b>
<b>Total Budget</b>		<b>\$88,835</b>

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

## 5A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No	Wyoming CoC Gover...	09/25/2023
2. Other Attachment(s)	No		

## Attachment Details

**Document Description:** Wyoming CoC Governing Charter

## Attachment Details

**Document Description:**

## 5B. Certification

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

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

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

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

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

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

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

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

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

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

**Name of Authorized Certifying Official:** David Eberbach

**Date:** 09/25/2023

**Title:** Corporate Executive Officer

**Applicant Organization:** Institute for Community Alliances

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

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

X
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## 6A. Submission Summary

Page	Last Updated
1A. SF-424 Application Type	No Input Required
1B. SF-424 Legal Applicant	09/22/2023
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	09/25/2023
1E. SF-424 Compliance	09/22/2023
1F. SF-424 Declaration	09/22/2023
1G. HUD 2880	09/22/2023
1H. HUD 50070	09/22/2023
1I. Cert. Lobbying	09/22/2023
1J. SF-LLL	09/22/2023

  

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<b>IK. SF-424B</b>	09/22/2023
<b>2A. Project Detail</b>	09/25/2023
<b>2B. Description</b>	09/25/2023
<b>3A. Governance and Operations</b>	09/25/2023
<b>3B. Committees</b>	09/25/2023
<b>4A. Match</b>	09/25/2023
<b>4B. Funding Request</b>	09/25/2023
<b>5A. Attachment(s)</b>	09/25/2023
<b>5B. Certification</b>	09/25/2023

# Wyoming Continuum of Care Governance Charter

## OVERVIEW

The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) of 2009, enacted into law on May 20, 2009, consolidated the homeless assistance programs administered by Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program, and revised the Emergency Shelter Grants program and renamed it the Emergency Solutions Grants (ESG) program. The HEARTH Act also codified into law the Continuum of Care (CoC) planning process, a longstanding part of HUD's efforts to assist persons experiencing homelessness by providing for greater community-wide coordination, decision making, and leadership.

A CoC is a regional or local planning body that coordinates housing and services funding for homeless families and individuals. According to HUD, a CoC is "a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness."

HUD identifies four necessary parts of a continuum:

1. Outreach, intake, and assessment to identify service and housing needs and provide a link to the appropriate level of both.
2. Emergency shelter to provide an immediate and safe alternative to sleeping on the streets, especially for homeless families with children.
3. Transitional housing with supportive services to allow for the development of skills that will be needed once permanently housed; and
4. Permanent and permanent supportive housing to provide individuals and families with an affordable place to live with services if needed.

## PURPOSE OF THE GOVERNANCE CHARTER

This Governance Charter provides the structure for the CoC and outlines the roles and responsibilities of the CoC general membership, governing Board, Committees, Collaborative Applicant (CA), and HMIS Lead.

## CoC NAME

The name of the organization is the Wyoming CoC. The CoC is identified as WY-500 by the U.S. Department of Housing and Urban Development.

## CoC GEOGRAPHIC AREA

The geographic area served by the Wyoming CoC includes all twenty-three (23) counties and 2 tribal nations in the state of Wyoming.

## CoC ADDRESS

The principal address of the CoC shall be that of the Collaborative Applicant.

## CoC MISSION

The Wyoming Continuum of Care (CoC) mission is to reduce the incidence of homelessness, to address the immediate needs of those who are experiencing homelessness or near homelessness, and to improve the quality of housing and supportive services available in every community.

The CoC is a membership driven, planning, and oversight body for Wyoming. The purpose of the CoC is to develop and implement strategies to ensure that homelessness in Wyoming is rare, brief, and non-recurring. The CoC coordinates each community's policies, strategies, and activities, and is tasked with gathering and analyzing data to determine the local needs of people experiencing homelessness, identifying, and bridging gaps in housing and services, implementing systemic responses to homelessness, educating the community on issues related to homelessness, providing support and technical assistance on the operations of homeless services, and measuring CoC system performance.

## COC Responsibilities - as required by HUD

- A. Hold meetings of the full membership, with published agendas, at least semiannually.
- B. Invite new members through a public invitation at least annually.
- C. Adopt and follow a written process to select a Board to act on behalf of the CoC. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years.
- D. Appoint additional committees, subcommittees, or workgroups.
- E. In consultation with the Collaborative Applicant (CA) and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the Board, its chair(s), and any person acting on behalf of the Board.
- F. Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and act against poor performers.
- G. Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report to HUD.
- H. In consultation with recipients of ESG program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- I. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.
- J. In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, the written standards must include:
  - a. Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part.
  - b. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance.
  - c. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance.
  - d. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance.
  - e. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance and
  - f. Where the Continuum is designated a high-performing community
- K. The CoC must designate a single Homeless Management Information System Lead (HMIS) for the geographic area; at a minimum the CoC must:

- a. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead.
  - b. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
  - c. Ensure consistent participation of recipients and subrecipients in the HMIS; and
  - d. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.
- L. The CoC must develop plans that include the following:
- a. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
    - i. Outreach, engagement, and assessment.
    - ii. Shelter, housing, and supportive services.
    - iii. Prevention strategies.
  - b. Planning for and conducting, at least biennially, a point-in-time count of people experiencing homelessness within the geographic area that meets the following requirements:
    - i. Persons who are living in a place not designed or ordinarily used as regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
    - ii. Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
    - iii. Other requirements established by HUD by Notice.
- M. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area.
- N. Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area.
- O. Consulting with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and subrecipients.

## The Organizational Structure

- A. General Membership
- B. CoC Governing Board - represents the General Membership and authorized to act on behalf of the General Membership, hereinafter referred to as "Board".
- C. Collaborative Applicant for the CoC competitive funding process.
- D. HMIS Lead

### General Membership

- A. Membership in the CoC ensures community-wide commitment to preventing and ending homelessness and must represent a diverse body of stakeholders from throughout the entire geographic area and must include with persons who have lived experience of homelessness. The intent is for the CoC to be as inclusive as possible to include the opinions and insights of various stakeholders.
- B. Joining the CoC General Membership - The Board should invite new members on an ongoing basis, but formal invitations must be made at least annually. The formal invitation is communicated by public notice and other appropriate media, which may include website announcements and email messages distributed to a wide range of stakeholders and members.
- C. General Membership Meetings and Annual Meeting
  - a. The CoC general membership meets a minimum of 2 times a year, one being the Annual Membership meeting which can be conducted in person, via telephone, or by using electronic media, such as tele-video conferencing, which allows all participants to simultaneously hear and participate live.
  - b. The annual meeting of the CoC membership shall be for the purposes of electing Board Directors and for the transaction of any other business as may properly come before the meeting.

- c. The second required meeting can include educational information, updates on homelessness, update of CoC goals.
  - d. Meetings are required to have published agendas.
  - e. Meetings are open to the public and include periods of time designated for public comments.
- D. Membership Voting
- a. Members can be individuals or a representative of an organization. Each member shall have one vote. Organizations or agencies also have one vote. The organization shall name the person eligible to use their organization's vote at the Annual Membership meeting. In the event of dual membership, no person shall be allowed to vote more than one time.
  - b. Electronic voting will include - Information on the topic; time allowed to cast a vote; and directions for submission.
  - c. The affirmative vote of a simple majority of the persons voting is required for approval of any matter. If there is a tie vote, an electronic vote will occur within two weeks of the original vote.

### The CoC Governing Board

- A. The CoC must establish a Board to act on behalf of the CoC using the process established as a requirement by HUD and must comply with the conflict-of-interest requirements. The Board endeavors to be inclusive of populations and relevant organizations:
- a. Including but not limited to the following:
    - i. Lived experience of homelessness.
    - ii. LBGTQ+
    - iii. Domestic violence survivor or Victim Service Provider organization
    - iv. Veteran or Veteran organization
    - v. Tribal member
    - vi. Youth
    - vii. Youth organization
    - viii. School Liaison
    - ix. CoC grant recipient
    - x. ESG grant recipient
    - xi. A representative from an organization with the primary goal of ending homelessness
    - xii. An individual interested in the goal of ending homelessness

### Responsibilities of the Governing Board

- A. Set protocols for the ranking and review process for the CoC NOFO, considering Wyoming CoC system needs, gaps, project performance, strategic goals, HUD threshold requirements and regulations, and local policy priorities.
- B. Lead CoC membership meetings
- C. Receive input from the full CoC membership on priorities and goals for the CoC and set those priorities on an annual basis.
- D. Function as the official liaison for the consolidated planning process in coordination with ESG jurisdictions.
- E. Function as the appeals body for the full CoC.
- F. Appoint membership to the standing committees on an annual basis.
- G. Designate HMIS Lead, and CA, with roles to be reviewed every five years.
- H. Hold CoC committees accountable for fulfilling their responsibilities and review the work of the committees at least annually.

## Board Membership

- A. The selection process for Board membership will be reviewed, updated, and approved by the CoC at large, at least once every five years.
- B. The number of Directors shall consist of no less than three and no more than 15 members.
- C. All terms of Board membership shall be for two calendar years with the term beginning upon election. If a member is appointed to fill a vacated Board seat, they will serve the remainder of the term or until the next election cycle, whichever comes first. Directors may serve for two consecutive terms. Former Directors will be eligible for re-election for a minimum of one year.
  - a. The Board can include up to two ex-official members. Ex-officio, non-voting members filled through invitation of the Board.
    - i. Ex officio members shall include a representative from the ESG grant.
    - ii. The other ex-officio can be determined based on the current goals of the CoC.
    - iii. There are no term limits for ex-officio members, but the Directors will re-evaluate annually the focus of the ex-officio representative on the Board.

## Board Meetings

- A. The Board will meet no less than four times a year. Meetings are open to the public and the public is notified of upcoming meetings through the designated website.
- B. Additional meetings of the Board may be convened by the Board Chair or by petition of at least 30 percent of the Board. The CoC Board reserves the ability to hold executive sessions.
- C. Quorum: At least 51% of the voting Directors constitute a quorum at all meetings of the Board. If 51% of the Board membership is not in attendance at a meeting, discussion but no votes may take place during the meeting.

## Board Attendance

- A. Board meetings may be attended in-person, by phone, virtually or in hybrid format.
- B. Directors are required to notify the Board Chair of any absences from Board meetings. If a director is absent for three or more meetings without providing notification, their absence record will be discussed at the next board meeting to determine termination of membership.
- C. Repetitive absences with notification (excused) will be reviewed by the Board to determine if a representative's seat should be vacated. Excused absences include illness, and vacation.
- D. Directors may assign one alternate representative from their organization to attend meetings in their absence. The alternate must complete a CoC membership application and conflict of interest form.
- E. Discussion and action on the termination of any Directors must be properly noticed on a Board agenda.

## Board Resignation, Removal and Replacements

- A. Directors may resign from the Board at any time by giving written or oral notice to the Board Chair.
- B. Directors may be removed from the Board by a vote of remaining Directors for repeated absence (see Board Attendance), misconduct, failure to participate, disruptive or obstructive conduct, or violation of conflict-of-interest policies.
- C. If a director is unable to complete a term, the remaining Directors may submit a nomination to fill this position. This nomination will be voted on by the CoC membership and may occur outside of the Annual Meeting. The replacement Director will be determined by the majority of submitted votes. The newly elected Director will serve the remainder of the resigning Director's term.

## Board Roles and Responsibilities

- A. Nominations for Board Officers will be taken at the beginning of the annual meeting and a majority favorable vote shall determine who will serve. Board Officers will serve a term of one year. An Officer may serve up to three consecutive one-year terms.
- B. Officers shall not be compensated for their services when acting as an officer.
- C. There will be three Officers of the Board: Chair, Vice-Chair, and Secretary.
  - a. The chair is responsible for ensuring that:
    - i. Policies, procedures, and project performance are reviewed annually in collaboration with the CA and the HMIS Lead.
    - ii. Preparing agendas for and leading CoC Governing Board Meetings in accordance with Robert's Rules of Order.
    - iii. Provide semi-annual updates to the CoC General Membership.
    - iv. Ensuring that board recruitment work is ongoing.
    - v. Sign any required and/or necessary documents on behalf of the CoC.
    - vi. Preparing agendas for and presiding at all regular Board meetings and full membership meetings.
    - vii. Appointing committee chairs.
    - viii. Ensuring that promotion and participation in statewide CoC events is ongoing.
  - b. The Vice Chair shall be responsible for:
    - i. Performing the duties of the Chair in his or her absence.
    - ii. Supporting the other Officers of the Board when needed.
    - iii. Promoting and participating in statewide events.
  - c. The Secretary is responsible for
    - i. Distribution of meeting materials including meeting agendas, meeting minutes, attendance records and other materials.
    - ii. Will ensure the person or entity who is responsible for maintaining and updating the CoC website and social media has the correct information and has updated as required.
    - iii. Maintaining attendance records
    - iv. Assisting in the promotion and participation of statewide events.

## Board Decision Making

- A. Robert's Rules of Order shall be followed, and 51% of the voting Directors present is necessary for a resolution or vote to pass.
- B. Email voting may be used for time-sensitive and/or critical votes; these votes must be initiated at the direction of the CoC Board president.
- C. At least 51% of the voting Board membership must cast votes for an email vote to be accepted.

## Board Code of Conduct, Conflict of Interest and Recusal Process

- A. The Board code of conduct is a document that outlines the expectations and standards of behavior for members of the Board. It provides a framework for how Directors should conduct themselves in their roles and interactions with one another, with the organization's management team, and with external stakeholders. A typical Board code of conduct may cover the following areas:
  - a. Ethical and legal behavior: Directors should act with integrity and in compliance with all relevant laws and regulations.
  - b. Conflicts of interest: Directors should disclose any potential conflicts of interest and recuse themselves from any decision-making that may be affected by such conflicts.

- c. Confidentiality: Directors should maintain the confidentiality of sensitive information related to the organization, its employees, and stakeholders.
  - d. Communication and collaboration: Directors should communicate and collaborate effectively with one another, the management team, and external stakeholders, while respecting the authority and responsibility of management.
  - e. Board meetings: Directors should attend and participate in Board meetings, prepare for meetings by reviewing materials provided in advance, and act in a constructive manner during meetings.
  - f. Evaluation and self-assessment: Directors should participate in regular evaluation and self-assessment to ensure that they are fulfilling their duties and responsibilities effectively.
- B. In accordance with HUD regulations, no Director may participate in or influence discussions or decisions concerning the award of a grant or other financial benefits to an organization that the member represents.
- a. A person with a conflict of interest is a person who is an employee, agent, consultant, Officer, or elected or appointed official of the award recipient or its subrecipients and who exercises, or has exercised, any functions or responsibilities with respect to activities assisted under the award; or,
  - b. Who can participate in a decision-making process or gain inside information regarding activities assisted under the award, may obtain a financial interest or benefit from unassisted activity, has a financial interest in any contract, subcontract, or agreement with respect to an assisted activity,
  - c. Or has a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure on the Board.
- C. Board recusal is a process by which a director(s) will remove themselves from participating in a discussion or vote on a matter in which they have a conflict of interest. The board will follow these procedures:
- a. Disclosure: The Director(s) with a conflict of interest must first disclose the nature of the conflict to the rest of the Board. This is typically done verbally during the meeting.
  - b. Leave the room: Once the conflict of interest has been disclosed, the Director(s) will leave the room while the Board discusses and votes on the matter. This is to ensure that the Director(s) does not participate in the discussion or vote.
  - c. Absent from the minutes: The Board minutes will clearly indicate that the Director(s) with the conflict of interest were recused from the discussion and vote on the matter.
  - d. Documentation: The Board should document the recusal process, including the disclosure, the decision to recuse, and the absence from the discussion and vote.
  - e. Return to the meeting: Once the matter has been discussed and voted on, the Director(s) may rejoin the meeting and resume their participation in Board activities.

### CoC Standing Committees

- A. The Directors will chair the following standing committees: Governance, HMIS Data, Coordinated Entry, Point in Time, Membership/Outreach and NOFO committees.
- B. The role of each committee is to partake in discussion and make recommendations to the Board for vote and action. Committee membership is open to all CoC members.
- C. Standing committees may include:
  - a. Governance Committee – This committee is made up of the executive team and is charged with ensuring all policy, procedure, governance and other CoC management work is

- accurate, up-to-date and in compliance with current HUD guidelines. The committee will draft a written memorandum of agreement between and the CA for approval by the Board.
- b. HMIS/Data - This committee is made up of agency staff, CoC members and community partners. The committee will develop HMIS policies related to data quality, security, and privacy. The committee will draft a written memorandum of agreement between and the HMIS Lead Agency for approval by the Board.
  - c. Coordinated Entry Committee - This committee is made up of agency staff, CoC members and community partners whose efforts are to end homelessness. The Committee will identify models, develop, and implement a CoC-wide system of coordinated entry of program participants in the homeless service delivery system in Wyoming.
  - d. Point-in-Time Committee – This committee is made up of agency staff, CoC members, community partners, and volunteers. The committee is tasked with planning, executing, and evaluating the results of the Point-in-time count in collaboration with the HMIS Lead and the CA.
  - e. Membership and Outreach Committee - This committee is made up of agency staff, CoC members, community partners, and volunteers. The committee will cultivate relationships and recruit new members that are representative of the homeless population in Wyoming, the business and government sectors.
  - f. Notice Of Funding Opportunity (NOFO) Committee - This committee can be made up of people interested in the NOFO process. This committee is responsible for the development and implementation of an evaluation and ranking procedure for new and renewal projects. They will collaborate with the CA for the NOFO application process.
- D. Ad Hoc Committees: From time to time, it may become necessary for the governing Board and membership to form a special task force for a specific purpose and will cease to exist after completion of a designated task.

## The Collaborative Applicant (CA)

- A. The CoC designates one organization as the Collaborative Applicant (CA) to fulfill the responsibilities outlined in the Interim Rule. The CA must be a legal entity who is a CoC Program eligible applicant. The CA acts on behalf of the CoC when applying to HUD for grants. All responsibilities assigned to the CA must be documented in this charter.
- B. The designation of the CA is valid for a maximum of five years before the designation must be reviewed and renewed by the CoC Governing Board with input from membership. However, poor overall performance in the annual report may result in rescinding of the CA prior to the next CoC Program Competition NOFO. Thus, in response to negligence or deficient performance of the CA, the CoC reserves the right to open an RFP process prior to the five-year mark and designate a new CA.
- C. The CA is responsible for documenting and collecting evidence that the CoC has been established and operated as set forth in Subpart B of the CoC regulations, including published agendas and meeting minutes, an approved governance charter that is reviewed and updated annually, a written process for selecting a Board that is reviewed and updated at least once every 5 years, and evidence required for designating a single HMIS for the CoC.
- D. Only the CA may apply for and receive planning funds, which may be used for:
  - a. Designing and carrying out the collaborative process for the application to HUD
  - b. Preparing and submitting the Notice of Funding Opportunity (NOFO) for CoC Program funds
    - i. Before the submission of the NOFO to HUD for CoC Program funding, the CA must submit a final draft of the application to the CoC membership and other stakeholders for public comment, and to the CoC Board for approval.

- ii. Depending on the timing of the submission to HUD, CoC Board and CA may create a timeline for submission to the Wyoming CoC.
- c. Determining the geographic area, the CoC will serve.
- d. Evaluating outcomes of projects funded through CoC and ESG program grants within the geographic area.
- e. Participating in the Consolidated Plan(s) process of the jurisdictions within the geographic area
- f. Developing a CoC system
- g. Conducting sheltered and unsheltered Point-in-Time counts
- h. Monitoring recipients and subrecipients and enforcing compliance with program requirements.

### Collaborative Applicant Responsibilities

- A. The following responsibilities will form the basis of the Memorandum of Understanding agreement between the CoC and CA for the annual designation.
  - a. CoC Program Registration: Ensure that all required registrations are completed by the HUD designated deadlines.
  - b. Grant Inventory Worksheets (GIW): Review and ensure accuracy of the GIW record of all grants eligible for renewal within the CoC's geographic area.
  - c. Local Application Process: Conduct a local process to solicit, review, accept, and prioritize project applications.
  - d. Read carefully the annual CoC Program Competition NOFO once released, prior to submitting funding applications to HUD.
  - e. CoC Program Competition: Submit the CoC Consolidated Application, which includes the CoC Application and the CoC Priority Listing containing all the project applications and their rankings. Apply for planning funds - managed by the CA.
  - f. Consolidated Plan: Participate in the Consolidated Planning process, submit the Annual Performance Report (APR).
  - g. Grant Awards: When announced, review carefully the CoC Program awards, and submit appeals by the published due date.
  - h. The designation of the CA is valid for a maximum of five years before the designation must be reviewed and renewed by the CoC Governing Board with input from membership. However, poor overall performance in the annual report may result in rescinding of the CA designation prior to the next CoC Program Competition NOFO. Thus, in response to negligence or deficient performance of the CA, the CoC reserves the right to open a Request for Proposal process prior to the five-year mark and designate a new CA.

### The Homeless Management Information System (HMIS) Lead

- A. HMIS is essential to efforts to coordinate client services and inform community planning and public policy. Through HMIS, homeless individuals benefit from improved coordination in and between agencies, informed advocacy efforts, and policies that result in targeted services.
- B. The CoC designates one organization as the HMIS Lead Agency
- C. The HMIS Lead is the eligible applicant designated by the CoC, to manage the CoC HMIS on behalf of the CoC. HMIS is mandated by HUD for all communities and agencies receiving HUD CoC and ESG funding.
- D. The HMIS Lead will maintain the community's HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance, and the provision of technical assistance to contributing organizations.
- E. The HMIS Lead will operate within the framework of agreements, policies and procedures that have been developed and approved by the CoC. These agreements, policies and procedures include but are not limited

to the HMIS Policy and Procedures, Standardized Information Collection Forms, Partner Agency Agreements and User Agreements. Changes to these policies and procedures may be made from time to time by the applicable parties to comply with HMIS Standards or otherwise improve HMIS Operations.

- F. The designation of the HMIS Lead is valid for a maximum of five years before the designation must be reviewed and renewed by the CoC Governing Board with input from membership. However, poor overall performance in the annual report may result in rescinding of the HMIS Lead designation prior to the next CoC Program Competition NOFO. Thus, in response to negligence or deficient performance of the HMIS Lead, the CoC reserves the right to open an RFP process prior to the five-year mark and designate a new HMIS Lead.

## HMIS Lead Responsibilities

The following general responsibilities will form the basis of the Memorandum of Understanding between the CoC and HMIS for the annual designation:

### A. General responsibilities

- a. Conduct day-to-day operational requirements of the HMIS software and system.
- b. Implement and maintain compliance with written HMIS policies and procedures as approved by the CoC.
- c. Annually assist in preparing:
  - i. The HUD CoC NOFO application sections related to HMIS.
  - ii. The Point in Time activities.
  - iii. The HMIS project application.
- d. Generate, develop, refine, make available, and submit reports as required for HUD compliance, including HUD funded application reporting requirements, System Performance Measures, Sheltered Point-in-Time Count, Housing Inventory Chart, Longitudinal System Analysis, Annual Performance Review, and other reporting that becomes a requirement by HUD during the timeframe required.
- e. Assist the CoC with design and implementation of their Coordinated Entry System within HMIS
- f. Assist the CoC with implementation of performance measures within HMIS.
- g. Ensure compliance with data transfer requirements for the Projects for Assistance in Transitions Homelessness, Supportive Services for Veteran Families and Runway Homeless Youth programs.
- h. Facilitate, monitor, and report to the CoC the participation of all agencies submitting data to HMIS and ensuring compliance with federal HMIS requirements.
- i. Execute a written HMIS Participation Agreement with each participating Covered Homeless Organization (CHO) and ensuring the agreement includes:
  - i. The obligation and authority of the HMIS Lead and CHO.
  - ii. The requirements of the security plan and privacy policy with which the CHO must abide.
  - iii. Sanctions for violating the HMIS participation agreement and agreement that the HMIS Lead, and the CHO will process Protected Identifying Information consistent with the agreement.
- j. Serve as the applicant to the HUD for the CoC grant funds to be used for HMIS activities for the CoC areas, as directed by the CoC in consultation with the CoC Governance Committee and entering into grant agreements with HUD to carry out the HUD approved HMIS activities.
- k. Secure all required cash or in-kind match funding.
- l. Monitor data quality and train end-users, agencies and the CoC to obtain and retain a high level of data from all CHOs.

- m. Implement and monitor a security plan, a data quality plan, and a privacy policy in accordance with all HUD rules, notices, and guidance establishing the requirements of these plans. The HMIS Lead, in conjunction with the CoC, must review and update the plans and policy at least annually.
  - n. Support the broad use of HMIS as a tool to document, serve and end homelessness.
  - o. Provide homelessness data as needed for the CoC's Consolidated Plan and related documents.
  - p. Provide CoC Annual Performance Review Reports to assist in CoC program evaluation and the CoC application process.
  - q. Review HMIS comparable databases to determine if they meet compliance with funder requirements.
  - r. Provide documentation to agencies utilizing a HMIS comparable database and whether such database meets funder requirements.
  - s. Encourage and support using HMIS to its maximum potential, including increasing functionality, incorporation innovation and assuring adaptively, as appropriate.
  - t. Assure HMIS is properly staffed to achieve responsibilities, deliverables, and services as described in the current MOU.
  - u. Attend applicable CoC general meetings and Board meetings.
- B. Project Management and system administration
- a. Prepare and execute all software vendor contracts, licensing, security arrangements, partner agency MOUs and contractor agreements.
  - b. Assure system performance, including the ongoing availability and accessibility of the HMIS software and system.
  - c. Providing and managing end user licenses (per terms of grant agreement with HUD).
  - d. Creating project forms and documentation
  - e. Preparing/updating HMIS project policies and procedures and working with the CoC to monitor and ensure compliance with these policies and procedures.
  - f. Obtain and maintain signed partner agency agreements.
  - g. Obtain and maintain signed user policy and responsibility forms for all end users.
- C. Administering HMIS end users, including:
- a. Add and remove partner agency end users.
  - b. Manage user licenses.
- D. Training
- a. Provide all training and user guidance needed to ensure appropriate system use, data entry, data reporting, and data security and confidentiality including:
    - i. Training documentation
    - ii. Security and confidentiality training
    - iii. End user training from agency administrators and end users
  - b. Technical assistance outreach to users/end user support
  - c. Maintain Helpdesk support.
  - d. Implement customer satisfaction feedback and improvement process and promote customer satisfaction.
- E. Data quality
- a. Ensuring all client and homeless program data is collected in adherence to the HUD HMIS Data Standards and Coc Additional requirements thereto.
  - b. Customize the HMIS application to meet CoC data requirements.
  - c. Monitoring data quality, generating agency data quality reports.
  - d. Prepare and implement a data quality plan as approved by the CoC.